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26 November 2015

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 1 December 2015** at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre at 7pm for the purpose of considering the items included on the attached agenda.

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

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

Mark Dowd
Chief Executive Officer

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



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City of Onkaparinga
Agenda for the Council meeting
to be held on 1 December 2015

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

Meeting commenced:

Present:

Apologies:

Leave of absence:

Absent:

Pledge:

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

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1. **Opening of meeting**
2. **Confirmation of minutes of the Council meeting held on Tuesday 10 November 2015.**

3. **Adjourned business**

Nil.

4. **Leave of absence**

Nil.

5. **Mayor's Communication**

- 5.1 **Mayor's Report 1 December 2015**

China delegation

Woodcroft College are exploring a potential sister school relationship with Changli Number One Middle School. Louise Skull, **Woodcroft College's** Director of International Programs has visited Changli this month to explore teacher and student exchange and has returned with positive opportunities.

Regional Tourism Review

I attended together with staff the regional tourism review consultation held at the McLaren Vale Visitor Centre on 16 November.

This review meeting was one of three held around the state and covered the regions of Fleurieu, Kangaroo Island and Limestone coast. The review was set up by the South Australia Regional Tourism Chairs to review regional tourism structures and working relationships. This review is being managed by a consultancy and we will be supplied with summaries of outcomes on completion.

Southern Mayor's Forum

You may recall I reported to you that after the November 2014 election there were several new Mayors elected to various southern councils. To that end I initiated an opportunity for us to meet on a regular basis to discuss issues of mutual concern and build a relationship between councils. I hosted the first of these meetings earlier this year and Mayor Hanna from the City of Marion has just hosted the second gathering with Mayors from the City of Holdfast Bay, City of Marion, City of Mitcham, Adelaide Hills and the City of Onkaparinga. Also during this period the other regular **Mayor's forum for the Fleurieu Mayors was hosted in Victor Harbor** by Mayor Philp for the City of Victor Harbor, Yankalilla and Alexandrina Councils and the City of Onkaparinga.

World Heritage Bid

As Chair, we met with The Hon Ian Hunter MLC, Minister for Sustainability, Environment and Conservation to ascertain the attitude of State Government in relation to our bid for World Heritage status. It appears that the state is still not

totally convinced we have a case for a successful bid. However, it remains my belief **we just haven't explained it well enough. We need to concentrate on producing a** draft bid document so gaps are identified and we have a more tangible discussion point.

SA Ambulance Station Seaford update

Recent comments by The Hon Jack Snelling, Minister for Health and Chris Picton, Member for Kaurana in no way reflect what is actually going on in meetings between the City of Onkaparinga, SA Health and SA Ambulance (SAAS) to arrive at a solution for the location of a new Ambulance station at Seaford.

During a joint meeting between the three organisations, council presented eight potential locations for the new ambulance station, which were either council owned, state government owned, or privately owned.

Using live mapping technology, each site was assessed against considerations including call outs, zoning, ambulance response times and ease of access.

As a result of this process which has been amicable and very productive, SA Health identified that co-location of the ambulance station on the existing CFS site on Seaford Road offered the most viable solution.

We have in writing, communication from SA Health that they now have in-principle approval from CFS at the senior and brigade/volunteer level to further explore a shared CFS and SAAS site.

Co-locating both services on available state government land, would minimise the footprint and impact of the development, bring efficiency and cost savings, provide other benefits such as passive surveillance of the CFS site which we understand has been vandalised recently, and deliver necessary essential services to our region.

Comments were also made by Minister Snelling that "council is refusing to sell us their land".

Selling land has never been discussed; in fact SAAS have told us the cost of any land transaction would cause significant budget pressures, which is why the CFS site, as it is currently owned by the state government, represents the best alternative both practically and financially.

While we understand the significance of the ambulance station and will continue to work closely with SA Health and SAAS on this, there are other major projects and opportunities we are very keen to progress, which can deliver jobs, investment and economic growth for the region, and we invite the Minister and government to work cooperatively on those issues also.

Aldinga Washpool

Members would be aware I have, for some time, been advocating a consolidation of ownership of the Washpool land and for greater Kaurana involvement in the care and control of the area. A response from The Hon Ian Hunter, Minister for Sustainability, Environment and Conservation is provided at attachment 1 for an update to this point.

Tourism Awards

Congratulations to staff and volunteers at the McLaren Vale Visitor Information Centre who received a Gold Award at the recent Tourism Awards.

Civic Reception

I recently held a Civic Reception at the McLaren Vale Returned Services League (RSL) to formally thank City of Onkaparinga staff, the RSL, National Trust SA – Willunga and TreeNet for their contribution towards the successful delivery of the Willunga Avenue of Honour trees project.

This was promoted as the planting of 100 Quercus Canariensis for 100 years since the landing at Gallipoli. The project also saw the upgrade of the disused information bay on Victor Harbor Road.

Lord Mayor's Job Summit

Lord Mayor Haese has just held the second of his Job Summits at the Town Hall, Adelaide. I am not yet in receipt of the final outcomes from this day but when they are finalised I will distribute to stimulate further discussion between members.

Mayor's calendar

My activities from 2 – 22 November 2015 June are reflected in attachment 2.

EM Briefings/Workshops

17 November : Resilient South and Community Facility Study briefing

Thank you



Lorraine Rosenberg

Mayor

Recommendation

That Council note the Mayor's Report for 1 December 2015.

15SEC1275



Government
of South Australia

The Hon Ian Hunter MLC

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

No:

Dear ^{Lorraine} Mayor

I write in response to your email to Hon Kyam Maher MLC, Minister for Aboriginal Affairs and Reconciliation, requesting a meeting regarding the Aldinga Washpool Lagoon. I am responding as the matters you have raised fall within my portfolio responsibilities as Minister for Sustainability, Environment and Conservation. I understand that my office has since been in contact with relevant parties and I can now provide you with an update.

Washpool Lagoon is an important coastal wetland, which supports significant water bird and plant species, and is of cultural significance to the Kaurna people. The wetland is currently in a degraded state, impacted by past reductions in water inflows and sedimentation.

Multiple ownership of the Washpool lands has, in the past, been an impediment to progressing large-scale remediation. However, I am committed to working towards a more coordinated approach to the conservation of this significant wetland.

I understand that previous management planning undertaken by the Department of Planning, Transport and Infrastructure (DPTI) and the City of Onkaparinga (the Council) recommended that the Washpool Lagoon would be enhanced by restoring the adjacent and ecologically linked ecosystems at the Blue Lagoon and Aldinga Scrub Conservation Park, to create a Greater Aldinga Conservation Park.

I am advised that this could be achieved by consolidation of Crown land parcels adjacent to Aldinga Scrub, Blue Lagoon and the Washpool. However, significant revegetation and restoration would also be needed to achieve this outcome.

Minister for Sustainability, Environment and Conservation
Minister for Water and the River Murray
Minister for Climate Change

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Doc:3853027

I understand that SA Water is considering future intentions regarding lands adjacent to the Washpool, and I have asked relevant agencies to continue to consult regarding this matter.

Natural Resources Adelaide and Mt Lofty Ranges (NR AMLR) have facilitated a number of meetings with the City of Onkaparinga and organisations who hold lands in the Washpool including SA Water, Crown lands, the Coast Protection Board and the Department of Planning, Transport and Infrastructure. The purpose of these meetings has been to discuss options to implement the Washpool Restoration Action Plan.

I am advised that further discussions in relation to the implementation of the Action Plan will commence when the Willunga Basin and Washpool Stormwater Management Plan is finalised. I understand that the Council will release a draft plan for public consultation shortly, which will include options for management of the quality of runoff and potential impacts on the Washpool. The finalisation of this plan will have implications for the remediation and long-term management of the Washpool.

Whilst I am informed that most stormwater measures are likely to be outside of the immediate Washpool area, I anticipate that the Stormwater Management Plan will provide further clarity and information for managing the quality of runoff and effects on the Washpool as a receiving water. This will further guide implementation of actions identified in the Washpool Restoration Action Plan.

In terms of next steps, I have requested that the Department of Environment, Water and Natural Resources (DEWNR) undertakes further assessment of potential land transfer or consolidation options and investigate requirements to better guide future conservation of the Washpool. I am advised that land tenure consolidation of Crown and Council lands may take a number of years, and disposal processes for government lands are subject to Department of the Premier and Cabinet policy.

In the interim, DEWNR will seek to undertake planning for the implementation of larger scale revegetation and other works as recommended in the Washpool Lagoon Restoration Action Plan. This will include:

- undertaking a detailed botanical survey of the broader site;
- developing and implementing a vegetation restoration strategy;
- creating a linear 'wildlife corridor' between Aldinga Scrub and Washpool lagoon; and
- undertaking coordinated pest management across the site.

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NR AMLR already undertake coastal on-ground conservation works to revegetate and control pests under an annual work planning process with the City of Onkaparinga. These works have been expanded to include Crown land, lands held by the Coast Protection Board and SA Water lands within the Washpool area.

I understand that the City of Onkaparinga is also interested in exploring Kaurna involvement in the management of the site. Transfer of lands to Kaurna would be of great cultural significance. However, a commitment to the resourcing necessary to restore and manage the Washpool and surrounds in the long-term would still be required.

Once there is more clarity from all landholders about their intentions for lands in the Washpool, I will be in a better position to consider the options available and to engage with Kaurna people to discuss how their aspirations for the Washpool may be realised.

I expect to be able to provide you with another update in around six months time, after NR AMLR has commenced its planning and budgeting processes for 2016-17, and further assessment has been undertaken in relation to land transfer or consolidation options.

If you would like to discuss this matter further, please contact Ms Lucy Jensen, Ministerial Adviser on telephone 8463 5684 or via email at lucy.jensen@sa.gov.au.

Thank you for your enquiry and I trust the above information is of assistance.

Yours sincerely



IAN HUNTER MLC

Minister for Sustainability, Environment and Conservation

28/10/2015

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Meetings and events attended by the Mayor 2 November 2015 – 22 November 2015	
November 2015	
2	Meeting with CEO and Member of Parliament
	Meeting with staff
	Every Generation Onkaparinga Awards
3	Meeting of Strategic Directions Committee
4	Meeting with staff and residents
5	Lunch meeting Aldinga Community Shed
	Meeting with residents and elected members
6	Meeting of Fleurieu Mayor's
7	Opening Southern Rockhounds Gem Fair
	The Fab Two fundraiser
9	Meeting of World Heritage Bid Project Steering Group
	Meeting with staff and business organisation
10	Annual General meeting Southern Community Project Group
	Meeting with elected members and staff
	Meeting of council
11	Remembrance Day ceremony Morphett Vale RSL
	Metropolitan Mayor's luncheon hosted by the City of Adelaide
	Environment Protection Authority Board Forum
	Meeting of Metropolitan Local Government Group
12	Coast FM radio segment
	Meeting with Minister Hunter and staff
	Marcellin Technical College Secondary School Services and Jack Ellis Awards
13	Meeting with sporting club organisation
	Citizenship ceremony
	Uniting Care Christmas appeal launch
	Wirreanda High School Year 9 Round table
	Tourism Awards Gala Dinner
15	Unveil Storybook Walk artworks
16	Meeting with staff and service organisation
	Meeting with elected member
	Regional Tourism Review
	Citizenship Ceremony
17	Meeting with Southern Mayors
	Elected member workshop
18	Meeting of Stormwater Management Authority
	Chair AGM Healthy Cities Onkaparinga
	Wirreanda High School School Services Award
19	Civic Reception Willunga Avenue of Honour
	Jobs Growth Summit
	Meeting with ELP presenters
	Port Power China Club event
22	Seaford Districts Residents Association assist with fundraiser bbq

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6. Presentation

6.1 Presentation of Planning Institute of Australia (SA branch) commendation for Resilient South program

7. Deputation

7.1 Provision of disabled parking and pedestrian crossing at Noarlunga Library, parking in front of Christies Beach Hotel and footpath on Gulfview Road - Peter Gerstlauer

7.2 Protection of the natural, archaeological and cultural environment of the Moana Sands Conservation Park - Alex McLeod, Friends of Moana Sands Conservation Park

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

8.1 Strategic Directions Committee minutes

This is a regular or standard report.

Manager: Karyn Ryan, Manager Risk and Compliance (Acting)

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments: 1. Minutes of the Strategic Directions Committee meeting held 24 November 2015 (6 pages)

A meeting of the Strategic Directions Committee was held on 24 November 2015.

There were no items that require a resolution of Council.

Recommendation

That Council note the minutes of the Strategic Directions Committee meeting held on 24 November 2015 as attached to the agenda report.

Attachment 1

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting
held on 24 November 2015

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

Meeting commenced: 7pm

Present: Mayor L F Rosenberg
Cr M Bray
Cr S Brown
Cr D Chapman
Cr J Deakin
Cr H Greaves
Cr J Gunn
Cr R Holtham (7.09pm)
Cr W Jamieson
Cr L Nicholls
Cr G Olbrich (7.05pm)
Cr D Parslow
Cr P Schulze
Cr N Swann
Cr M Themeliotis
Cr H Wainwright (7.11pm)

Apologies: Cr G Kilby
Cr H Merritt
Cr B Nankivell
Cr W Olsen

Leave of absence: Cr G Hennessy

Absent: Nil

1. Opening of meeting

Cr Parslow officially declared the meeting open at 7pm.

2. Confirmation of minutes of the Strategic Directions Committee meeting held on Tuesday 3 November 2015.

Mayor Rosenberg MOVED that the minutes of the proceedings of the Strategic Directions Committee meeting held on 3 November 2015 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Themeliotis.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentation

Nil.

6. Deputation

Nil.

7. Reports of officers

7.1 Strategic approach to addressing social disadvantage

Cr Olbrich entered the meeting at 7.05pm.

Cr Holtham entered the meeting at 7.09pm.

Cr Wainwright entered the meeting at 7.11pm.

Cr Greaves left her seat in the Chamber at 7.20pm.

Cr Greaves resumed her seat in the Chamber at 7.22pm.

MOVED Mayor Rosenberg.

That the Strategic Directions Committee notes the report and defers all areas of expansion of the current program until the completion of the services review.

Seconded by Cr Deakin

Cr Chapman MOVED an AMENDMENT.

That the Strategic Directions Committee notes the report and defers all areas of expansion of the current program subject to the development of a Community Development, Leadership and Learning Strategic Management Plan.

Seconded by Cr Holtham.

The AMENDMENT was PUT and LOST.

The original MOTION was PUT and CARRIED.

7.2 Resilient South Southern Region Local Government Implementation Plan

MOVED Mayor Rosenberg.

That the Strategic Directions Committee:

- 1. Adopt the Resilient South Southern Region Local Government Implementation Plan (2015-19) (attachment 1 to the agenda report) noting that it is a key deliverable of the Heads of Agreement with the Cities of Holdfast Bay, Marion and Mitcham.*
- 2. Approve the Resilient South Onkaparinga Local Action Plan (attachment 2 to the agenda report) noting that the local actions will be delivered through Council's relevant strategies.*
- 3. Approve the development of a new Sector Agreement with the South Australian Government on the condition that it includes state government funding and policy commitments to support the implementation of the Resilient South - Southern Region Local Government Implementation Plan and the Resilient South - City of Onkaparinga Local Action Plan.*

Seconded by Cr Deakin.

Cr Olbrich left his seat in the Chamber at 7.53pm.

Cr Jamieson MOVED an AMENDMENT.

That the Strategic Directions Committee:

- 1. Adopt the Resilient South Southern Region Local Government Implementation Plan (2015-19) (attachment 1 to the agenda report) noting that it is a key deliverable of the Heads of Agreement with the Cities of Holdfast Bay, Marion and Mitcham.*
- 2. Approve the Resilient South Onkaparinga Local Action Plan (attachment 2 to the agenda report) noting that the local actions will be delivered through Council's relevant strategies with the following amendment:*
 - Sustainable environments action: Seek external funding for a protective barrier to protect the Christies Beach foreshore from climate change impacts.*
- 3. Approve the development of a new Sector Agreement with the South Australian Government on the condition that it includes state government funding and policy commitments to support the implementation of the Resilient South - Southern Region Local Government Implementation Plan and the Resilient South - City of Onkaparinga Local Action Plan.*

Seconded by Cr Swann.

The AMENDMENT was PUT and CARRIED. The MOTION, thus AMENDED, was PUT and CARRIED.

Cr Olbrich resumed his seat in the Chamber at 8.02pm.

7.3 Christie Downs 20 Year Strategic Management Plan

Cr Brown left her seat in the Chamber at 8.04pm.

MOVED Cr Jamieson.

That the Strategic Directions Committee:

- 1. Note the outcomes of the community and stakeholder engagement process on the draft Christie Downs 20 Year Masterplan (Strategic Management Plan) as presented in the Community Engagement Feedback Report in attachment 1 to the agenda report.*
- 2. Approve the Christie Downs 20 Year Strategic Management Plan as presented in attachment 2 to the agenda report.*
- 3. Approve the Christie Downs 20 Year Strategic Management Plan Five Year Action Plan 2016-21 as presented in attachment 3 to the agenda report.*
- 4. Note a report will be provided within 12 months on development options within the central 'heart' precinct of Christie Downs including details of the state government's financial support.*
- 5. Note that letters will be sent to Community Reference Group members, residents and stakeholders who contributed to the preparation of the masterplan (Strategic Management Plan) advising of the outcome and thanking them for their participation.*

Seconded by Cr Greaves.

Cr Brown resumed her seat in the Chamber at 8.06pm.

CARRIED

7.4 Updated Work Program

MOVED Cr Jamieson.

That the Strategic Directions Committee note the comments regarding the Work Program and resolutions register (attachment 1) as attached to the agenda report.

Seconded by Cr Greaves.

CARRIED

7.5 Local Government Elections Discussion Paper Consultation - late report

At 8.25pm Cr Deakin MOVED that the meeting adjourn for a 15 minute break to enable members to consider the late report.

Seconded by Cr Chapman.

CARRIED

Cr Parslow reconvened the meeting in the Chamber at 8.40pm with all members present that were present before the adjournment with the exception of Cr Bray.

Cr Bray resumed his seat in the Chamber at 8.42pm.

MOVED Cr Deakin.

That Council's response contained in attachment 4 to the agenda report, on the Office of Local Government's Elections Discussion Paper be approved by Council for submission to the Local Government Association with the following amendments:

Change to point 6 page 23 – that we not support concurrent elections.

Cr Deakin WITHDREW his MOTION.

At 8.57pm Cr Parslow suspended proceedings to work through the LGA discussion paper.

Cr Parslow reconvened the meeting in the Chamber at 9.18pm with all members present that were present before the adjournment.

MOVED Mayor Rosenberg.

That the Strategic Directions Committee approve Council's response contained in attachment 4 to the agenda report, as amended, on the Office of Local Government's Elections discussion Paper, for submission to the Local Government Association.

Seconded by Cr Greaves.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

12. Confidential items

Nil.

13. Closure

Cr Parslow officially declared the meeting closed at 9.19pm.

Certified CorrectChair

/ /2015

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9. Reports of officers

9.1 Community Plan Review 2035

This is a regular or standard report.

Manager: Maggie Hine, Manager Strategy
Report Author: Ben Calder, Senior Strategic Planner
Contact Number: 8384 0686
Attachments: 1. Strategy schedule (1 page)

1. Purpose

This report provides an update on the progress of strategic plans and a proposed approach for the review of the Community Plan 2035.

2. Recommendations

- 1. That Council note the strategy schedule forming attachment 1 to the agenda report.**
- 2. That Council note that a workshop is to be held in February 2016 to commence the review of the Community Plan 2035.**
- 3. That an interim progress report on the implementation of the Community Plan 2035 be presented to Council in February 2016.**

3. Background

An update report was provided to the Strategic Directions Committee at its meeting on 1 September 2015 on progress in the preparation of relevant strategic plans. It foreshadowed that a further report would be presented in November 2015 providing:

- further detail on strategy development including specific timelines and the interdependencies between the various strategic plans
- a recommended approach to the review of the Community Plan 2035, which is scheduled to occur in 2016.

This report is presented to Council as the Strategic Directions Committee under its **terms reference has responsibility for 'approving and keeping under review key strategic plans, except for the Community Plan and Asset Management Plans'.**

A revised strategy schedule forms attachment 1. This:

- provides a more detailed overview of the timing of each strategy development process
- includes information on relevant interdependencies between strategies in terms of content and process
- lists services reviews, frameworks and studies that are relevant to the development of a strategy or Strategic Management Plan (SMP)
- identifies key timelines for the development of the 2016-17 budget.

The Local Government Act 1999 requires that a council must 'undertake a comprehensive review of its strategic management plans within two years after each general election of the council' (Paragraph 122 section 4b).

The Community Plan 2035 was adopted by the former Council in August 2013.

It is proposed that the review process commence with an elected member workshop in February 2016. Suggested matters for consideration are presented below under risks and opportunities. These have been informed by feedback received at the Elected Member Residential on 23 and 24 October 2015.

4. Financial Implications

\$50,000 has been allocated in the 2015-16 budget to commence the Community Plan 2035 review. It is anticipated this will be used for targeted community engagement and document production and printing.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
That the review will require significant time and resources	The development of the Community Plan 2035 involved an extensive, two stage community engagement program. It is suggested that a more targeted engagement approach with key stakeholders be considered for the review.

Opportunity	
Identify	Maximising the opportunity
To reflect changes that have occurred since 2013	A key component of the review will be the identification of new and emerging issues. A report on our progress in implementing the Community Plan 2035 will also be prepared.
To improve planning for services and facilities at a district level	Due to the geography of the city and the diversity of our communities it is often desirable to plan for services and facilities at a district level. Most recently districts have been used in the Sport and Active Recreation Strategic Management Plan and Community Facilities Study. Work is currently underway to integrate the use of districts into our strategic planning processes. The Community Plan 2035 review provides an opportunity to support this integration through our policy principles and identification of district geography.
To align directions of the Community Plan with the 30 Year Plan	The timing of the review of the South Australian Government's 30 Year Plan provides an opportunity for this process to inform our review of the Community Plan 2035. A workshop on the 30 Year

	Plan review is also planned for February 2016.
To better articulate our vision of strong vibrant communities	Our vision of strong vibrant communities was first introduced in our Community Plan 2028. The review of the Community Plan 2035 provides an opportunity to more clearly define the characteristics of strong vibrant communities, possibly against each of the five goals in the plan.
To consolidate the number of strategies and 'layers' of strategic documents	<p>As identified in Attachment 1 over 20 strategies and strategic management plans, listed in our Strategic Plan Structure, have been completed or are currently under development. This provides a 'library' of strategic directions and actions that did not exist at the time of the development of the Community Plan 2035.</p> <p>The development of strategies and strategic management plans since 2013 provides an opportunity for the Community Plan to become a higher level visioning document containing fewer actions.</p> <p>A number of opportunities for consolidating strategies have been identified through the update of the strategy review schedule.</p>

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Strategy and SMP Schedule 2015-17

Key relationships with linked studies, service reviews and frameworks that are under development

Updated 4 November 2015 - note not all reports and workshops currently in Reporting Schedule

S=SDC report, P=SDC public hearing (DPA only)

E=Elected Member session, C=Council report

Red denotes services review, framework or study linked to an SMP

[illegible]

9.2 Volunteer Recognition Service Review Report

This is a new proposal, concept or issue.

Manager: Terra Lea Ranson, Manager Community Capacity
Report Author: Fiona Boyle, Team Leader Community Connections
Contact Number: 8384 0766
Attachments: 1. Volunteer Recognition Service Review (21 pages)

1. Purpose

An internal review of our Volunteer Recognition has been undertaken and the accompanying report (attachment 1) outlines the findings of this review and the resulting recommendations.

2. Recommendations

That Council approve the Volunteer Recognition Service Review recommendations as below:

- 1. That the Volunteer Cinema Day be discontinued.**
- 2. The development and implementation of a media campaign during National Volunteer Week, recognising the contribution of volunteers across the city and promoting government and non-government recognition initiatives.**
- 3. That a celebration event be held during National Volunteer Week to nominate our volunteers for the awards identified in the Volunteer Recognition Service Review.**

3. Background

Our investment in recognising the contribution of volunteers across the city during National Volunteer Week has been the funding and resourcing of Volunteer Cinema Day. The inaugural Volunteer Cinema Day was held in December 2001 to coincide with 'International Volunteer Day' and the event has been held annually during National Volunteer Week up to and including 2014.

The event was open to all community volunteers with volunteer organisations within our city. Approximately 3500 volunteers attended each year, which is approximately 15 per cent of volunteers within the City of Onkaparinga. An estimated 17 per cent of our own volunteers also attend. The event is well liked by those attending and receives numerous compliments for the way it is organised and presented.

While attendance numbers remained relatively stable, a significant number of the tickets requested by volunteer organisations went unused (48 per cent in 2014). Indications are that a substantial number of community volunteers could not attend Volunteer Cinema Day in its format due to being involved in volunteering, work roles or other barriers such as not being able to bring a partner with them.

Costs associated with the delivery of the event continue to increase each year. This is largely due to the sizeable administrative overheads associated with the delivery

of the event. Risks relating to traffic management, pedestrians, car parking and ease of access are becoming increasingly difficult to manage.

The service review identified that we provide a number of other recognition events and awards that either directly or indirectly provide recognition to community volunteers and that we do not invest enough in recognising the work of our own volunteers.

The Volunteer Recognition Review recommends that we move away from being a direct service provider of a regional volunteer recognition event during National Volunteer Week and take up a facilitator role through promoting existing government and non-government volunteer recognition initiatives that recognise volunteers. The service review also recommends that we increase our focus on celebrating the achievements of our own volunteers.

4. Financial Implications

Volunteer Cinema Day has been funded from the Project and Capital Works budgets to the value of \$24,000. This was offered up as a cost saving to the organisation in 2014, and the quantum for the Community, Culture and Libraries category was reduced permanently by this amount. If Council decided to reinstate this event a bid would need to be submitted in the PCW Community, Culture and Libraries category for the 2016-17 financial year.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Community outrage due to the cancellation of the event.	Communication that explains the rationale of our decision and describes our new approach to volunteer recognition.
Funding of volunteer event for Council volunteers will put pressure on operating budgets.	Existing operating budget used for internal recognition event in 2015 will be permanently allocated for this event.
Funding of media campaign will put pressure on operating budgets	Existing operating budget for promotion of volunteer cinema day will be reallocated to the volunteer recognition media campaign.

Opportunity	
Identify	Maximising the opportunity
Recognise volunteers across the city.	Media campaign during National Volunteer Week that recognises the achievements of volunteers across the city. Encourage and support other organisations to host or continue to host their own volunteer recognition events. Promote the opportunity to community organisations of submitting applications to government and non-government volunteer recognition initiatives. Encourage and support other organisations to apply for Tier 3 sponsorship to offer recognition events for their volunteers.
Increase the recognition of the good work of our volunteers	Hold an event during National Volunteer Week that celebrates the achievements of our own volunteers. Submit award applications for our volunteers to government and non-government volunteer recognition initiatives.

Based on the risks and opportunities identified it is suggested that we proceed as recommended.

Attachment 1



Volunteer Recognition Service Review

Prepared by: Gary Thwaites

Date: July 2015

Version: Draft 1.2



Volunteer Recognition Service Review



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Volunteer Recognition Service Review



Executive Summary

This report provides an analysis and investigation of the current volunteer recognition event, Volunteer Cinema Day, to determine whether it remains relevant, is meeting community needs and is being delivered in an efficient and effective manner.

The inaugural Volunteer Cinema Day was held in December 2001 to coincide with 'International Volunteer Day' and the event has been held annually during National Volunteer Week since, with very little change.

The event is open to all community volunteers who are with recognised volunteer organisations within the region, including volunteers from state and national organisations who have a base, group or unit within the city.

Analysis indicates that around 3500 volunteers attend each year, which is approximately 15 per cent of formal volunteers within the City of Onkaparinga. An estimated 17 per cent of our own 480 volunteers also attend.

While attendance numbers have remained relatively stable year on year, a significant amount of the tickets requested by volunteer organisations go unused (48 per cent in 2014). Indications are that a substantial number of community volunteers cannot attend Volunteer Cinema Day in its current format due to being involved in volunteering, work roles or other barriers.

The event is generally well liked by those attending and receives numerous compliments for the way it is organised and presented, however costs associated with the delivery of the event continue to increase year on year. This is largely due to the sizeable administrative overheads associated with the delivery of the event. Risks relating to traffic management, pedestrians, car parking and ease of access are also becoming increasingly difficult to manage.

Investigations suggest that we already provide a number of other recognition events/awards that either directly or indirectly provides recognition to community volunteers.

It is the recommendation of this report, that we move away from being a direct service provider (by directly running our own recognition event) and instead focus on providing information on, or strategically promoting the variety of other government and non-government volunteer recognition initiatives available. Specific recommendations include:

- That Volunteer Cinema Day no longer be provided moving forward (funding has already been removed for the 2016 event).
- That we replace Volunteer Cinema Day with a small media campaign during National Volunteer Week to promote the various government and non-government recognition opportunities available to volunteers and volunteer organisations.
- That we continue to recognise our own volunteers during National Volunteer Week. Options could include a small celebration event (similar to that provided in 2015) or by nominating volunteers for some of the awards listed in section 6 of this report.

Volunteer Recognition Service Review



1 Background

1.1 Service Reviews

Reviewing services, programs and processes is a key objective of our approach to continuous improvement, and aligns strongly with our continuing strategy to realise savings, efficiencies and innovation across the organisation.

In March 2013, Council endorsed the use of the Service Review Framework as one mechanism for the systematic review and improvement of our services. A key element of the framework is the service alignment model, a mechanism for identifying opportunities for rationalisation, cost savings and improvements in efficiency and effectiveness.

An assessment of services using the Service Alignment model has identified the volunteer recognition event, Volunteer Cinema Day, as one area where opportunities to reduce costs or streamline service delivery may exist.

1.2 Review objectives

To review the volunteer recognition event at the City of Onkaparinga and any supporting systems, processes and staffing to ensure that:

- it continues to remain relevant, meeting the intended outcomes for Council and its communities
- it is accessible to those members of the community for whom the event is intended
- it is being delivered in an efficient and cost effective manner
- it is providing outcomes that cannot be met by other programs/events delivered by us or other government, private or community based organisations.

1.3 Linkages with other reviews

The review of Volunteer Cinema Day has no known impacts on any other reviews currently being undertaken.

1.4 Key Stakeholders

The following key stakeholders were consulted with at various stages throughout the review.

Subject matter experts	Michael Feszczak – Volunteer Management Officer Alison Bowden – Team Leader Community Programs Terra Lea Ranson – Manager Community Capacity Jo Maiden (former Volunteer Management Officer)
External stakeholders	Registered Volunteer Organisations Volunteers City-Wide
Other Councils' Models Examined	18 South Australian Councils

Volunteer Recognition Service Review



2 Context

2.1 Volunteering in the City of Onkaparinga

Volunteering Australia defines volunteering as an activity taking place through non-profit organisations or projects.

A volunteer is a person who:

- benefits the community and themselves by participating in volunteer programs
- provides their services of their own free will
- does not receive any monetary reward (reimbursements of out of pocket expenses are not regarded as monetary reward)
- undertakes activities which complement, but do not replace the services provided by paid staff.

There are approximately 22,000 people formally volunteering with local community groups and organisations within our region¹. Volunteering plays a key role in sustaining healthy, resilient communities and contributes significantly to the quality and vibrancy of our city.

With around 480 people volunteering their time and energy to support the delivery of our programs and services, the City of Onkaparinga recognises the valuable role of volunteers in supporting individual and community needs and aspirations.

2.2 Volunteer Recognition

One of the best ways to demonstrate the importance of volunteering to local communities is to ensure volunteers' contributions are recognised, valued and accounted for.

National Volunteer Week is the largest celebration of volunteers and volunteerism in Australia, providing an opportunity for organisations and community groups to highlight the important role of volunteers in their community and to say thank you to the more than six million Australians who volunteer across Australia.

National Volunteer Week is run by Volunteering Australia (the national peak body for volunteering) and provides resources for individuals and organisations (including posters, invitations and certificates) aimed at acknowledging the hard work of volunteers.

To recognise the valuable role of volunteers, the City of Onkaparinga holds an annual 'Volunteer Cinema Day' during National Volunteer Week.

¹ ABS 2011 Census results

Volunteer Recognition Service Review



3 Volunteer Cinema Day

3.1 Service History

Volunteer Cinema Day has been held annually over the past 14 years during National Volunteer Week. Around 3500 volunteers attend each year.

The inaugural Volunteer Cinema Day was held in December 2001 to coincide with 'International Volunteer Day'. This was the first volunteer recognition event held by the City of Onkaparinga and the purpose of the event was to:

- demonstrate to the community that Council values volunteers and volunteering
 - recognise the contribution of volunteers
 - thank volunteers for their efforts
 - provide an opportunity for elected members to interact with members of our communities
- Annual evaluations of the event have been conducted to improve its efficiency and effectiveness and reviews conducted in 2004, 2005, 2006, 2009, 2012 and 2013 have informed this report.

3.2 Service Legislation

There is no legislation, policy or contractual requirement that mandates that Council provide any form of volunteer recognition event.

3.3 Service Strategic Alignment

The City of Onkaparinga recognises the important role of volunteers in supporting vibrant and resilient communities and this is reflected in the Community Plan 2035:

- 2.2.3 Support participation and involvement in community based organisations and activities.
- 2.2.4 Encourage short and long term volunteer opportunities to attract different age groups to volunteer.

3.4 Service Delivery

3.4.1 Location

Since its inception, Volunteer Cinema Day has been held at the Wallis Noarlunga Cinema Centre, where we have exclusive use of the facility on the day of the event.

Wallis provides 'in kind' support for the event via a reduced ticket price (\$5.14 per ticket in 2014).

3.4.2 Staffing

Volunteer Cinema Day is currently delivered by council staff from across the organisation. The event is project managed by the Volunteer Management Officer, with administrative support from four staff within the Community Capacity section.

Additional operational support is also provided by around 40 staff on the actual day of the event (including, traffic management, security, signage, ticket collection).

Volunteer Recognition Service Review



3.4.3 Eligibility

Tickets to the event are free for volunteers who regularly provide services within the City of Onkaparinga. The event is open to all community volunteers who are with recognised volunteer organisations within the region. This includes volunteers from state and national organisations who have a base, group or unit within the city.

The invite is extended to volunteers only (unable to accommodate children, family members or friends who are not current volunteers) however there is currently no way to police this on the day of the event.

3.4.4 Distribution of tickets

Since the 2013 event, organisations who received Volunteer Cinema Day tickets the previous year have been allocated tickets based on previous requests and monitored attendance numbers.

New volunteer organisations and organisations who did not access tickets the previous year must apply for tickets.

Organisations must advise the number of volunteers attending and at which session times.

When allocating tickets every effort is made to accommodate the requested session times, however an alternative session is allocated if the requested session time has reached capacity.

Volunteers can make their final selection of the movie they choose at the cinema on the day.

Tickets are not available on the day.

3.4.5 Event format

In 2014, five sessions were scheduled throughout the day at the following times:

9.30am	12.45pm	3.45pm	6.30pm	9.00pm
---------------	----------------	---------------	---------------	---------------

There is a choice of the same five movies at each session with seating allocated on a first come first served basis. Evening sessions are designed to accommodate the needs of people who have voluntary or work commitments during the day.

Complimentary tea, coffee and biscuits are available half an hour prior to each session. Snacks and other refreshments are available for purchase at the candy bar.

The Mayor and some elected members attend each session to greet and mingle with the volunteers.

3.5 Risk Management

The delivery of Volunteer Cinema Day presents a number of operational risks that are becoming increasingly difficult to manage. These include risks associated with:

- increased traffic around the Wallis Noarlunga Cinema Centre
- lack of car-parking (and its impact on local traders, particularly the AMF bowling centre)
- increased pedestrian traffic, particularly the elderly.

Volunteer Recognition Service Review



3.6 Participation rates

In 2014, approximately fifty per cent of the recognised volunteer organisations contacted, requested tickets.

	2012	2013	2014
No. of organisations contacted	1100	1013	904
No. requesting tickets	800	408	463
No. requesting tickets (%)	73%	40%	51%

Table 1: Recognised Volunteer Organisations

Six thousand tickets were issued to volunteer organisations, with approximately 3099 volunteers actually attending the Volunteer Cinema Day event. Forty Eight per cent of tickets issued were not redeemed.

	2012	2013	2014
No. of tickets distributed	5528	5134	6000
No. of volunteers attending	3490	2905	3099
No. of tickets unused	2038	2229	2901
% of requested tickets unused	37%	43%	48%

Table 2: Participation rate comparison

Evidence gathered during the annual evaluations of Volunteer Cinema day highlights a number of possible reasons why participation rates are regularly lower than the number of tickets issued. These include:

- Many volunteers prefer to celebrate National Volunteer Week with their own volunteer organisation.
- Volunteers would prefer to attend the movies with a family member, partner or a friend.
- Providing the tickets for only one day does not suit everyone, with work or volunteering roles preventing people from attending.
- The movie selection is not suitable for some volunteers.
- The venue is crowded and queuing is difficult for older volunteers.
- Parking and access to the venue is limited.

Volunteer Recognition Service Review



3.7 Accessibility & Equity

Attendance figures have remained relatively stable since the event was introduced in 2001, with an average attendance of around 3500 volunteers.

According to the ABS 2011 Census results, there are approximately 22,000 volunteers in the City of Onkaparinga. Based on this figure, the Volunteer Cinema Day currently only captures around 15 per cent of volunteers within our city.

	2012	2013	2014
No. of volunteers attended	3490	2905	3099
As a % of total formal volunteers within the city	16%	13%	14%

Table 3: Percentage of formal volunteers

With the Wallis Noarlunga Cinema Centre having a safe seating capacity of around 5225, the event will only ever be accessible to a maximum of 25 per cent of the volunteers in our region.

Additionally, in each of the last three years, we have distributed more tickets than the cinema centre can safely accommodate, which creates a further risk that the event becomes inaccessible by the intended community members.

Volunteer Recognition Service Review



4 Community Satisfaction

Post event surveys are conducted on a regular basis to gauge the level of community satisfaction and to inform ongoing improvements to the event format.

4.1 Recognised Volunteer Organisations

The latest evaluation was conducted following the 2013 Volunteer Cinema Day and 115 recognised volunteer organisations provided feedback. Survey responses indicated that the majority of volunteer attendees are satisfied with the event however the following feedback was also provided:

- Nearly 40 per cent of respondents indicated their organisation did not receive a sufficient number of tickets and 35 per cent of organisations suggested that their volunteers did not get an appropriate session time.
- Over 80 per cent of responses suggested there were barriers to attending the event, with 35 per cent specifically stating work or volunteering roles prevent people attending and 10 per cent suggesting the inability to take friends/family members was a barrier.
- Over 65 per cent of responses suggested changes to the event, including offering additional days and allowing volunteers to attend the cinema at a time and date of their choice.

4.2 Volunteers

A post event questionnaire with attendees of the 2012 Volunteer Cinema Day was completed by 274 volunteers.

Over 90 per cent of volunteers rated the event at 8 out of 10 or above, suggesting attendees are generally satisfied with the event, however 60 per cent did advise they would prefer to attend at a time and day of their choosing.

Interestingly 53 per cent of respondents indicated their own volunteer organisation celebrated National Volunteer Week and 83% said they participate in their own organisations volunteer recognition programs throughout the year.

4.3 Other feedback

4.3.1 Cancellation of 2015 Volunteer Cinema Day

At the time of writing, funding for the 2015 Volunteer Cinema Day event has been removed and the event cancelled (refer to section 5.1 Event Funding). Minimal community feedback has been received, with only four formal complaints lodged (one of which was withdrawn).

Volunteer Recognition Service Review



5 Expenditure and Income

5.1 Event Funding

Volunteer Cinema Day was originally funded through operating budgets, with a budgeted cost of \$4000. The budgeted cost increased to \$8000 in 2005 to cover increased ticket costs.

In 2009, Council approved a further budget increase from \$8000 to \$24,000 to enable the Volunteer Cinema Day to continue in its current format from 2010 onwards.

Volunteer Cinema Day is currently funded by the Community, Culture and Libraries Project and Capital Works budget and associated resource allocation strategy.

In 2014 and 2015, as a cost saving measure, Council considered options to reduce the Project and Capital Works budget by deferring projects. Funding for the 2015 and 2016 Volunteer Cinema Day events has been removed and a permanent reduction in the corresponding Community, Culture and Libraries category made.

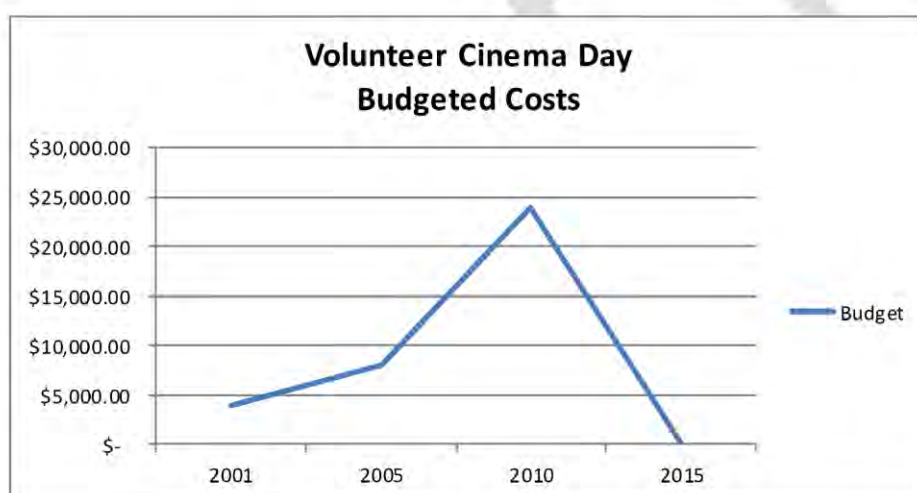


Figure 1: Volunteer Cinema Day Budget

5.2 Direct Costs

The direct costs associated with the delivery of the Volunteer Cinema Day include marketing, the purchase of cinema tickets, printing and postage of tickets, event refreshments, signage and preparations for additional parking.

Since its introduction, the direct costs associated with the delivery of Volunteer Cinema Day have steadily increased from around \$3855 in 2004, to approximately \$20,000 in 2014.

The 2014 costs include a ticket cost for the 3099 attendees of \$15,936.50 (\$5.14 per ticket, up from \$3.75 in 2013) and a \$2000 refreshment cost (\$1700 in 2013) to cover complimentary tea, coffee and biscuits.

Volunteer Recognition Service Review



In its initial years, costs were kept to a minimum as a result of a generous 'in kind' support by Wallis Cinema, with the cost per attendee being less than \$2.00.

However, a change in Wallis Cinema's pricing structure, additional costs in marketing and the growth of operational requirements associated with delivering the event, has seen the cost per attendee increase to around \$6.45 in 2014.

	Budget	Direct Cost	Attendees	Cost per Attendee
2004	\$ 4,000.00	\$ 3,855.00	3242	\$ 1.19
2005	\$ 8,000.00	\$ 7,689.96	4362	\$ 1.76
2012	\$ 24,000.00	\$ 21,358.00	3490	\$ 6.12
2013	\$ 24,000.00	\$ 17,808.00	2905	\$ 6.13
2014	\$ 24,000.00	\$ 19,978.00	3099	\$ 6.45

Table 4: Volunteer Cinema Day direct costs comparison

5.3 Overhead/Indirect Costs

In addition to the direct costs detailed above, there are a range of indirect costs associated with the delivery of the Volunteer Cinema Day event. These include the salary costs associated with staff undertaking project management, event management, signage, traffic management, security and administrative support.

Staff costs associated with the preparation and delivery of the event are estimated below:

	Project/ Admin hours	Project/ Admin cost	Staff hours (day of event)	Staff Cost (day of the event)	Total Cost
2004	400	\$ 8,000.00	148	\$ 2,960.00	\$ 10,960.00
2005	400	\$ 8,000.00	171	\$ 3,995.00	\$ 11,995.00
2012	409	\$ 14,032.79	212	\$ 7,273.72	\$ 21,306.51
2013	250	\$ 8,577.50	198	\$ 6,732.00	\$ 15,309.50
2014	250	\$ 8,577.50	198	\$ 6,732.00	\$ 15,309.50

Table 5: Estimated overhead/indirect costs

Volunteer Recognition Service Review



6 Overlap with similar services

6.1 Council Delivered Recognition Initiatives

We provide a number of other recognition initiatives that either directly or indirectly recognise community volunteers. These include:

- **Every Generation Awards**

This includes:

- community events, acknowledging and celebrating the contribution that people of all ages, cultures and abilities make to 'positive ageing' in our local communities
- specific awards to recognise people who have made a significant **voluntary** contribution to positive ageing which benefits local communities.

- **Youth Recognition Awards**

Acknowledges young people who have made valuable contributions within their communities (such as volunteering with community group or school), with family and friends, or have achieved success on a personal level.

- **Secondary School Community Service Awards**

Presented to two high school students from each high school, who have demonstrated outstanding community contributions throughout the year. It includes young people who volunteer their time, raise money or actively support causes that make a real difference in our communities.

- **Excellence Awards**

Recognises those who have made a significant contribution or who have brought significant recognition to our City via business, community service, sport or the arts, including volunteering.

- **Community Civic Awards**

For outstanding achievements and contributions made by community members who go above and beyond what is reasonably expected in a diverse range of endeavours including community service. Past recipients include Community Bus volunteers and Graffiti Removal volunteers.

- **Australia Day Awards**

For local individuals and groups who have made outstanding contributions to our community, includes areas such as education, health, fundraising, charitable and voluntary services, business and environment.

- **Community Training and Development Fund**

Recognises the role of volunteers in the community by providing financial support for community members (through their community groups), to build community capacity.

- **Leadership Onkaparinga**

Provides leadership training for volunteers, that integrates contemporary leadership learning with community development for the purpose of active citizenship.

Volunteer Recognition Service Review



6.2 Recognition of Council Volunteers

Most of our 21 local programs provide a recognition event during National Volunteer Week and/or as an end of year celebration. This ranges from a paid meal at a local restaurant, BBQ at the program site, or a light buffet provided by staff for volunteers. Seventeen per cent (estimated) of our 480 volunteers also attend Volunteer Cinema Day.

6.2.1 2015 National Volunteer Week Celebration

To recognise the contribution of all volunteers in the City of Onkaparinga Volunteer Program, a National Volunteer Week celebration party was held at Elizabeth House in May 2015. About 80 volunteers attended. This was the first recognition event aimed specifically at our own volunteers and was provided at a cost of approximately \$1700.38. All feedback received was extremely positive with numerous volunteers expressing a hope that this is continued in future years.

6.3 Other Volunteer Recognition Events

In addition to our events, awards and activities, there are also a number of externally led volunteer recognition initiatives, such as:

6.3.1 National Volunteer Week

National Volunteer Week is the largest celebration of volunteers and volunteerism in Australia, providing an opportunity for organisations and community groups to highlight the important role of volunteers in their community and to say thank you to the more than six million Australians who volunteer across Australia.

National Volunteer Week is run by Volunteering Australia (the national peak body for volunteering) and provides resources for individuals and organisations (including posters, invitations and certificates) aimed at acknowledging the hard work of volunteers.

National Volunteer Week provides a national focus for organisations wanting to recruit volunteers and promote the value of volunteering to the community.

Each year, Volunteering Australia adopts a different theme that is launched during the week and used for the following 12 months. The 2015 theme is: Celebrate the Power of Volunteering

Any organisation involving volunteers is welcome to participate in the week and use the theme to promote volunteering in their local area.

During May and June each year the Office of Volunteers and Volunteering SA and NT conduct events during National Volunteers Week to recognise and celebrate the extraordinary contribution that volunteers make within the diverse range of organisations in which they are involved, and to express appreciation for the wonderful work and generous efforts of volunteers more broadly in the community.

6.3.2 Volunteers Day

The South Australian government values the significant contribution made by volunteers across the state. In recognition of this enormous effort, it has proclaimed a special day in their honour. Volunteers Day is now celebrated on the Queen's Birthday public holiday every year.

Volunteer Recognition Service Review



In 2014, a free concert was held to thank South Australia's dedicated volunteers and to present the State Volunteer Awards. All South Australian volunteers are welcome to attend the event.

6.3.3 South Australian Volunteer Awards

Each year, the South Australian volunteer awards are presented on Volunteers Day to commemorate South Australian volunteers, organisations and businesses for their contribution to the state. Organisations can nominate eligible recipients. The awards are the:

- Joy Noble Medal
- Premier's Award for corporate social responsibility
- 'The Andamooka' community project award.

6.3.4 State Volunteer Congress

December 5 marks International Volunteer Day. The Office for Volunteers recognises this important day by hosting a State Volunteer Congress. Each year, speakers are invited to address the volunteer community about topics of interest, such as youth participation and building community capacity.

The congress is a free event aimed at volunteers and paid staff that are managing volunteer programs or working in organisations that involve volunteers.

6.3.5 Youth Volunteer Scholarship Awards

The awards recognise young South Australians, aged 25 years and under, who volunteer their time and talents to help others in the community.

Scholarships are awarded in recognition of young volunteers who:

- are currently involved in volunteering
- have a history of community participation
- have demonstrated their personal motivation and interest in volunteering and helping others in the community.

6.3.6 Volunteer Certificate Recognition Program

The South Australian Volunteer Certificate of Appreciation is available to all South Australian based organisations or community groups to acknowledge their volunteers.

This might include recognising them for the number of hours contributed, the achievement of a particular outcome or purely for their dedication.

Each certificate features the signature of the Minister for Volunteers and are available all year round.

6.3.7 Premier's certificate of recognition for outstanding volunteer service

South Australian based volunteer-involving organisations and community groups are encouraged to nominate one or more of their volunteers to recognise and reward excellence and significant achievements. The Premier's Certificate of Recognition for Outstanding Volunteer Service is an opportunity to recognise and celebrate the outstanding efforts of volunteers and to promote the importance of volunteering to the community.

Volunteer Recognition Service Review



7 Benchmarking

7.1 Local Government Benchmarking

Eighteen Councils (from 44 contacted) responded to a request for information relating to their recognition of volunteers in the community. Eleven of those stated that they do not provide direct recognition to community volunteers and these included the cities of Salisbury, Tea Tree Gully, Port Adelaide Enfield, Adelaide, Charles Sturt and Playford.

Those councils currently recognising volunteers use a variety of approaches, including:

1. Advertising/acknowledging volunteers in the local free newspaper during National Volunteer Week
2. Placing thank you banners in some main streets during National Volunteer Week
3. Running community service awards/freedom of the City awards
4. Providing a free BBQ to volunteers during National Volunteer Week
5. Providing free movie tickets
6. Hosting a morning tea during National Volunteer Week
7. A range of other individual and community awards

From the information provided by other councils, only one recognition event of a similar format to the City of Onkaparinga was being provided. This was a joint initiative between the Adelaide Hills, Mount Barker and Alexandrina Councils' and Hills Volunteering, providing a Volunteer Cinema Day for 1000 volunteers during National Volunteer Week.

Volunteer Recognition Service Review



8 Key Findings

The key findings identified during the review of Volunteer Cinema Day are included below.

1. The inaugural Volunteer Cinema Day was held in December 2001 to coincide with 'International Volunteer Day'.
2. Volunteer Cinema Day has been held annually over the past fourteen years during National Volunteer Week.
3. The event is open to all community volunteers who are with recognised volunteer organisations within the region. This includes volunteers from state and national organisations who have a base, group or unit within the city.
4. Around 3500 volunteers attend each year.
5. Based on state government figures, it caters for approximately 15 per cent of volunteers within the City of Onkaparinga.
6. An estimated 17 per cent of our 480 volunteers attend Volunteer Cinema Day.
7. A significant amount of the tickets requested by volunteer organisations go unused (48 per cent in 2014).
8. Indications are that a substantial number of community volunteers cannot attend the day due to being involved in volunteering, work roles or other barriers.
9. The event is well liked by those attending and receives numerous compliments for the way it is organised and presented.
10. We receive community recognition and acknowledgement as a result of the delivery of the event.
11. Costs associated with the delivery of the event continue to increase each year.
12. The delivery of the event is highly administrative and resource intensive, with risks relating to traffic management, pedestrians, car parking and ease of access becoming increasingly difficult to manage.
13. We provide a number of other recognition events/awards that either directly or indirectly provide recognition to volunteers.
14. There are a variety of other government and non-government volunteer recognition initiatives available to council and/or volunteer organisations.

Volunteer Recognition



9 Options considered

The following section outlines the options considered and the associated benefits and risks.

Option	Scenario	Description	Savings	Benefits	Risks
A	No change	Volunteer Cinema Day continues in its current format	Nil	<p>No disruption to community expectations.</p> <p>Volunteers continue to receive formal recognition from us.</p> <p>We receive recognition and acknowledgement as a result of the delivery of the event.</p>	<p>Costs are likely to continue to increase and there is inadequate funding available to support the event in its current format (cost saving measures resulting in reductions in PCW budgets).</p> <p>Risk management issues associated with traffic management, pedestrians, car parking and ease of access.</p> <p>Accessibility and equity issues continue as a result of the event only catering for around 15% of volunteers in our community.</p>
B	No longer provide the Volunteer Cinema Day event	Event ceases	<p>\$24,000 PCW</p> <p>Non-cashable capacity savings of \$15,000 associated with the delivery of the event (approx. 450 hours)</p>	<p>Direct cost and capacity savings. Staff members involved with the administration and event management are free to work on other things.</p> <p>Reduction in risk associated with traffic management, pedestrians, car parking and ease of access.</p> <p>A variety of other mechanisms are available to us (at minimal or no cost) to recognise the contribution of volunteers.</p> <p>Many volunteer organisations already provide their own recognition events.</p>	<p>Negative community feedback due to loss of event and a perception that volunteers are being undervalued. However this has been minimal following cancellation of the event in 2015.</p>
C	Alternative Delivery	Volunteer Cinema Day could be spread	Non-cashable capacity	Capacity savings. Staff members involved with the administration and event management are free to	Inadequate funding is available to support the event (cost saving measures resulting in



Volunteer Recognition

Option	Scenario	Description	Savings	Benefits	Risks
	Model	out over National Volunteer Week. Free movie tickets could be allocated to eligible volunteers allowing them to see any movie at a time convenient to them (during NVW).	savings only.	work on other things. Reduction in risk associated with traffic management, pedestrians, car parking and ease of access. Volunteers would be able to attend at a time that suits them. Minor increase in the number of volunteers that could attend.	reductions in PCW budgets). Ticket costs will continue to increase year on year. It is likely that many of the tickets will be unused (48% of tickets issued in 2014 were unused). Accessibility and equity issues continue as a result of the event only catering for around 15% of volunteers in our community.
D	Alternative Delivery Model	Volunteer Cinema Day could be spread out over National Volunteer Week and free movie tickets could be allocated to our volunteers only allowing them to see any movie at a time convenient to them (during NVW).	\$22,000 PCW (assuming a ticket cost of \$5.14 per person). Non-cashable capacity savings associated with the delivery of the event.	Specific recognition of our 480 volunteers. Significant cost reduction (direct costs). Capacity savings. Staff members involved with the administration and event management are free to work on other things. Cost effective, demonstrating that we are committed to taking a responsible and sustainable approach to all of our business operations. Reduction in risk associated with traffic management, pedestrians, car parking and ease of access.	Negative community feedback from community volunteers due to loss of event and a perception that volunteers are being undervalued. However this has been minimal following cancellation of the event in 2015.
E	Alternative Role	We act as information provider/promoter by undertaking a small media campaign during National Volunteer Week (could include	\$24,000 PCW Non-cashable capacity savings associated with the	Direct cost and capacity savings. Staff members involved with the administration and event management are free to work on other things. Demonstrates to the community that we value volunteers and volunteering. Cost effective, demonstrating that we are committed to taking a responsible and sustainable	Negative community feedback from community volunteers due to loss of event and a perception that volunteers are being undervalued. However this has been minimal following cancellation of the event in 2015.



Volunteer Recognition

Option	Scenario	Description	Savings	Benefits	Risks
		promotion/recognition in local newspaper, promotion of other government and non-government recognition events).	delivery of the event (approx. 450 hours = \$15,000)	approach to all of our business operations. Many volunteer organisations already provide their own recognition events.	
F	Alternative Delivery Model	We recognise our own volunteers through service awards, held during National Volunteer Week.	\$24,000 PCW Non-cashable capacity savings associated with the delivery of an alternative event (approx. 450 hours = \$15,000)	Direct cost and capacity savings. Staff members involved with the administration and event management are free to work on other things. Ensures specific recognition of our 480 volunteers. Cost effective, demonstrating that council is committed to taking a responsible and sustainable approach to all of its business operations. Council could conduct its own awards or nominate some of its volunteers for government led recognition awards.	Negative community feedback from community volunteers due to loss of event and a perception that volunteers are being undervalued. However this has been minimal following cancellation of the event in 2015.

Volunteer Recognition



10 Recommendations

Based on the findings of the review and the above analysis, the following recommendations have been formulated regarding the future provision and delivery of the service.

Option	Description	Savings	When
Option B	It is recommended that the Volunteer Cinema Day no longer be provided in its current format	\$24,000 PCW \$15,000 Non-cashable capacity savings associated with the delivery of an alternative event (approx. 450 hours)	Immediate
Option E	It is recommended that we replace Volunteer Cinema Day with a small media campaign during National Volunteer Week and promote the various government and non-government recognition initiatives available.	No additional savings. Small cost incurred for the media campaign.	May 2016
Option F	It is recommended that we recognise our own volunteers during National Volunteer Week. Options could include a small celebration event (similar to that provided in 2015) or nominating volunteers for some of the awards listed in section 6.	No additional savings. Small cost incurred for the celebration event.	May 2016

9.3 Pedestrian and cycle access to McLaren Vale Sporting Complex

This is in response to a petition.

Manager: Britt Gowing, Manager Assets

Report Author: Andrew Queisser, Asset Planner

Contact Number: 8384 0088

Attachments:

1. Options map (1 page)
2. Overview - Semmens Road Reserve (4 pages)
3. Overview - Caravan Park (5 pages)
4. Overview - Park Drive/Kangarilla Road (5 pages)

1. Purpose

At its meeting of 20 October 2015 a deputation and petition were presented to Council (items 7.1 and 13.2) regarding pedestrian/bicycle access to the McLaren Vale Sporting Complex via either Field Street or the Shiraz Trail. Council resolved (in part):

'2. That the matter be investigated and a further report be presented to Council by December 2015 including community built and work for the dole options.'

This report responds to the above resolution.

2. Recommendations

- 1. That Council approve the preferred alignment for a shared use path between the Coast to Vines Trail and the McLaren Vale Sporting Complex be via the McLaren Vale Caravan Park, subject to land owner consent, as per the Caravan Park – Unsealed Path option detailed within the agenda report.**
- 2. That Council submit an application to seek external grant funding of \$260,000 to support delivery of the project in 2016-17 from the Office of Recreation and Sport.**
- 3. That subject to a successful grant funding application of \$260,000 Council consider a one off increase to the Open Space – Multi Use Trails capital works budget of \$260,000, representing half the project cost, as part of its 2016-17 budget deliberation to fund construction of the project.**
- 4. That the head petitioner be notified of Council decision.**

3. Background

Several permanent pedestrian and cycle options between the Coast to Vines Trail and the McLaren Vale Sporting Complex have been investigated. Information associated with flood levels, drainage, asset condition, feedback from the McLaren Vale Caravan Park owner and land boundaries has enabled high level pre-concepts and estimated costs to be developed.

Analysis of the information suggests the most viable solution for permanent pedestrian and cycle path access between the Coast to Vines Trail and the McLaren

Vale Sporting Complex is through the caravan park as detailed in this report. The Caravan Park - Unsealed Path option at \$520,000 represents the minimum capital investment.

A ground level path contained entirely within the Semmens Road reserve, as proposed by the McLaren Vale Sporting Complex deputation, is not sustainable due to flooding risks. To access this alignment would require extensive elevated board walk with such a proposal being very high cost.

In 2012 an assessment of the following shared path options (alignments) between the Coast to Vines Trail and the McLaren Vale sporting complex were undertaken.

- Semmens Road Reserve
- Kangarilla Road and Park Drive – boardwalk
- Kangarilla Road and Park Drive – bridge
- McLaren Vale Caravan Park – road network
- McLaren Vale Caravan Park – boundary.

Since undertaking the assessment there has been regular discussion with the owner of the McLaren Vale Caravan Park regarding the viability of a path across their land. These discussions have identified a preferred alignment and in-principle support to allow pedestrian and cycle access.

Further assessment of the options has been ongoing and staff have attended a number of meetings with the McLaren Vale Sports Ground Committee. The initial assessment findings were presented to the previous McLaren Vale Sports Ground Committee in November 2012.

High level concept designs including estimated cost have also been completed. These are presented in this report and enable the caravan park alignment to be compared against alignments adjacent Kangarilla Road and along Park Drive.

4. Financial Implications

Our Recreational Trails Network Strategy (RTNS) guides our multi-use trail planning and identifies 58 shared use trails/paths across the City. Our Project and Capital Works (PCW) program prioritises project funding in accordance with the Council endorse Open Space Resource Allocation Strategy (of which Multi-Use Trails are a sub category). Currently, the Multi-Use Trails PCW subcategory includes approximately \$12M worth of projects.

The budget allocated for the development of Multi-Use Trails was \$577,500 in 2015-16. This included a one off redirection of funds from the parent Open Space category to support a grant funding application for the ongoing development of the Sturt River Linear Trail.

A project to construct a link between the Coast to Vines Trail and the McLaren Vale Sports Complex has been prioritised within PCW (PID#9865). Based on the current priority ranking of the trail and the current level of funding to the category, this project is unlikely to be funded in the short to medium term.

To escalate the project as per the petition would require an increase in funding to the category and/or scheduling the works above other higher priorities which would in turn delay these projects.

Along with a range of Service Level Improvement pressures Council has, via Long Term Financial Plan and Resource Modelling processes previously considered increasing funding to accelerate the delivery of trails projects.

In order to contain Council rate increase pressures and fit **within Council's** borrowing policy no additional funding has been provided for Service Level Improvements which includes trails funding.

Grant funding sources via the Office of Cycling and Walking, Office for Recreation and Sport or the Planning Development Fund through the Open Space and Places for People Grant is available based on a 50 % contribution to the works. The processes for considering grants are competitive with funding directed to projects which deliver the highest benefits. These grants are likely to be open for submissions during December 2015–March 2016 with successful applicants being advised about July-August 2016.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Risk to pedestrians and cyclists through lack of dedicated infrastructure	Provision of infrastructure. Informal access currently allowed through the caravan park by the owner.
Risk to patrons attending events at the oval due to the path not being constructed	Traffic management plans are required and implemented for major events held at the oval in conjunction with stakeholders.
The McLaren Vale Sports Ground could lose income due to not being able to secure events due to the lack of a pedestrian/cycle link	Provision of the trail reduces risk to pedestrians and cyclists attending the sports ground and would assist with event management.
Bring forward Project and Capital Works (PCW) funding for the trail.	Council can schedule the project so that it undertaken earlier than currently forecast. However in escalating these works there will be a number of high profile projects with high community interest delayed potentially for up to two years.

Opportunity	
Identify	Maximising the opportunity
Replaces Pedler Creek Trail identified in Recreational Trails Network Strategy (RTNS)	The RTNS identifies a northern link through private land into the sport ground. This link would replace the existing proposed RTNS alignment for a lesser cost.

Risk and Opportunity Management - community built and work for the dole options.

Risk	
Identify	Mitigation
Management of work health and safety should community groups undertake the work	Community members will need to be inducted and supervised as part of undertaking any components of the works. Additional resourcing will need to be made available for either a contractor or council officer to supervise works.
Works undertaken by community groups not delivered on time, causing delays other contracted components. This may cause increased costs to paid by council	Works schedule and budget will need to incorporate appropriate contingencies to allow for potential delays associated with community groups. Any delays may result in increased costs through delay claims.

Opportunity	
Identify	Maximising the opportunity
Community involvement to deliver the project may reduce costs	Council has partnered with community groups to deliver components of other projects as part of their contributions towards the works. Work items are specified to ensure works are completed to the required standard(s). These specifications may include skilled and unskilled labour components thereby enabling community groups to identify relevant skill sets within their members. Works are required to be undertaken to the specifications with supervision and relevant compliance checks/inspections undertaken. This ensures the works are completed in accordance with

	<p>specifications including Australian Standards and guidelines, thereby limiting council's exposure to liability.</p> <p>As detailed designs are prepared, a clearer understanding of risks associated with the different components of the work will be determined. This will enable an assessment of the skills on offer from the community group(s).</p>
Works undertaken under the Work for the Dole program to reduce costs	<p>The Work for the Dole program is part of 'Jobactive'. It is a work experience program which places job seekers in activities where they can gain skills, experience and confidence to move from welfare to work while giving back to their community. It is our understanding that placements are for a minimum of six months and that the scheme is available to organisations that might not otherwise have capacity to complete works.</p> <p>The works are required to be supervised and must comply with all of the relevant Work, Health and Safety requirements.</p> <p>Noting the above, it would be difficult to suggest that as a council we would not otherwise have capacity to complete the works. Moreover, it is estimated that a professional civil contractor could complete the works (excluding the bridge component) within eight weeks from possession of site. This does not meet the six month work for the dole criteria. Subsequently, it is unlikely that this project would qualify as a work for the dole project.</p>

6. Additional information

The 20 October 2015 McLaren Vale Sporting Complex Committee deputation supported the Semmens Road reserve alignment.

Investigations regarding all options have been undertaken. A summary of these and related options including cost estimates is provided below (a map showing these options is provided at attachment 1).

Option(s)	Description	Est. Cost
Option 1 Semmens Road Reserve (attachment 2)	<ul style="list-style-type: none"> This option considers shared path infrastructure within the unmade Semmens Road reserve boundary Part of the road reserve is subject to flooding. See 1:100 Flood Plain and Flood Hazard mapping of the Pedler Creek To pursue this alignment would require extensive boardwalks elevated above flood levels. 	\$1.22M
Option 2 Caravan Park (attachment 3)	<p>Caravan Park - Sealed Path – Option 2a</p> <ul style="list-style-type: none"> This option provides for a ground level spray sealed path between the Coast to Vines Trail and the McLaren Vale Sports Complex and includes a bridge over the creek 	\$560K

	<ul style="list-style-type: none"> The majority of the path would be constructed above the 1:20 flood levels, with the section on the caravan park constructed further up the creek bank and away from the main creek channel Existing caravan park sites necessitate that the northern section of the alignment is redirected back down the creek bank under the 1:20 flood levels The estimated costs reflect a robust construction methodology for this section acknowledging that it will be submerged in significant rain events (1:20) We will incur reinstatement costs to repair future flood damage. 	
	Caravan Park - Unsealed Path – Option 2b <ul style="list-style-type: none"> As above, but leave the path un-sealed. Provides a saving of approximately \$40,000. 	\$520K
	Caravan Park - path combined with boardwalk – Option 2c <ul style="list-style-type: none"> Incorporates ground level spray seal paths in areas above the 1:20 flood levels Boardwalk in areas where the ground level is below the 1:20 flood A bridge over the creek. 	\$800K
Option 3 Park Drive/Kangarilla Road (attachment 4)	Adjacent Channel Drain – Option 3a <ul style="list-style-type: none"> This option reflects one of the alignments noted in the 20 October 2015 Council meeting deputation by the oval committee Incorporates a bridge from council land into private land adjacent Kangarilla Road A bridge at the northern end of Park Drive near the sports ground A separated shared path north of Kangarilla Road and west of Park Drive Due to constraints associated within the respective Kangarilla Road and Park Drive road reserves, the development of shared path along this alignment requires securing a corridor across three private land parcels. The private landowners have not been approached regarding the proposal and permanent access to their land. 	\$640K
	Over Channel Drain – Option 3b <ul style="list-style-type: none"> This alignment would reduce the private land requirement by utilising the existing draining culvert within the Kangarilla Road reserve Due to the condition of existing drainage channel a new capped culvert and realignment of associated road infrastructure would be required to support the shared path Once on Park Drive, similar to the above, negotiations with three private landowners would be required to secure sufficient land for a shared path. 	\$1.47M

It is proposed that the alignment through the caravan park is identified as the preferred alignment and that more detailed analysis of the different options for construction of the path will be undertaken at a time closer to the project being allocated funding.

Park Drive

A project to upgrade the Kangarilla Road/Park Drive intersection and provide rubble road shoulder widening for part of Park Drive is currently being investigated and designed to allow the project to be considered for funding during the 2016-17 budget process. The proposed road shoulder widening along Park Drive is for 0.5m on the western side and 1m on eastern which acknowledges the existing road is off set within the road reserve (to the west). Site constraints and drainage issues limit our ability to provide compliant shared path access within the existing road reserve.

While the road shoulder widening would help reduce risk for pedestrians and cyclist using the road it is not a permanent solution. Works along Kangarilla Road would still be required to give pedestrians and cyclist safe access to Park Drive.



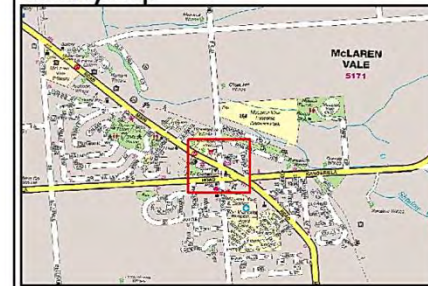
Coast To Vines - Sporting Complex Link

- Option 1 - Semmens Road Reserve
- Option 2a & 2b - Caravan Park
- - - Option 2c - Caravan Park with boardwalk
- Option 3a - Park Dve/Kangarilla Rd - adjacent channel drain
- - - Option 3b - Park Dve/Kangarilla Rd - over channel drain

Description:

Overview of pedestrian and cycle options between the Coast To Vines Trail and the McLaren Vale Sporting Complex.

Locality Map



Attachment 2



Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 1 'Semmens Road Reserve'

This option considers a shared path and boardwalk within the Semmens Road reserve boundary.

Constraints

A site survey identified that there is insufficient width on both the eastern and western boundaries to accommodate a shared use path. Consequently, infrastructure associated with this proposal would need to be placed in the creek itself.

Risks

- **Flood mapping**
 - The Pedler Creek Flood Plain mapping, (below) illustrating the impact of a 1:100 flood events (below) indicates that the majority of the Semmens Road reserve (specifically the 220m north-south section) would be flooded with water depths ranging from 0.5-1.5m.
 - The Flood Hazard mapping which combines water depth and flow velocity to identify flood hazard, indicates that this section would also be a high to extreme hazard for persons at ground level.
- **Photos**
 - The flood mapping is supported by the June 2012 photos of this section of the Pedler Creek. The images, demonstrate the penetration and flow of the water in a minor $\leq 1:5$ (estimated) rain event with a saturated flood plain area (adjacent the vineyard), major flows within the creek itself and water shedding off the adjacent private land (paddock located to the east of the Semmens Road reserve).
- **Incorporation of a boardwalk**
 - The incorporation of a boardwalk would raise the path and minimise the risk to users. However, as the boardwalk is located in the creek channel it would be at risk when water rushes through. It is also likely that infrastructure in the creek channel would catch debris, creating a dam and further increasing flooding impacts.

Approvals and searches

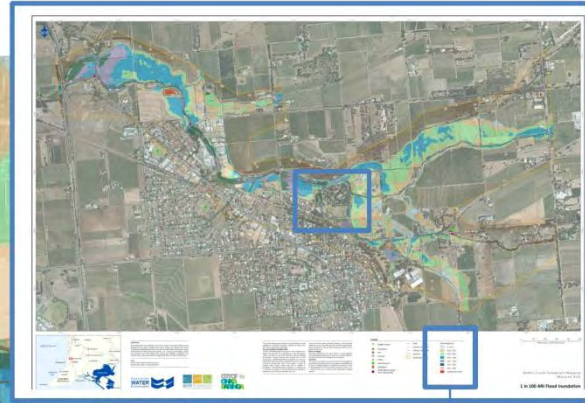
Approvals and searches associated with the following would be required prior to onground construction works:









- Water affecting activity permit
- Native vegetation clearance approval
- Kaurua search would be required
- Development Approval.

Costs

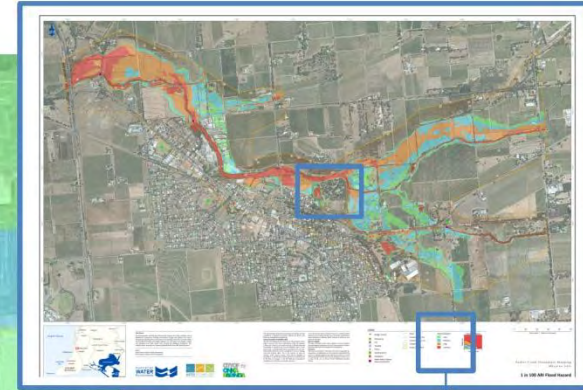
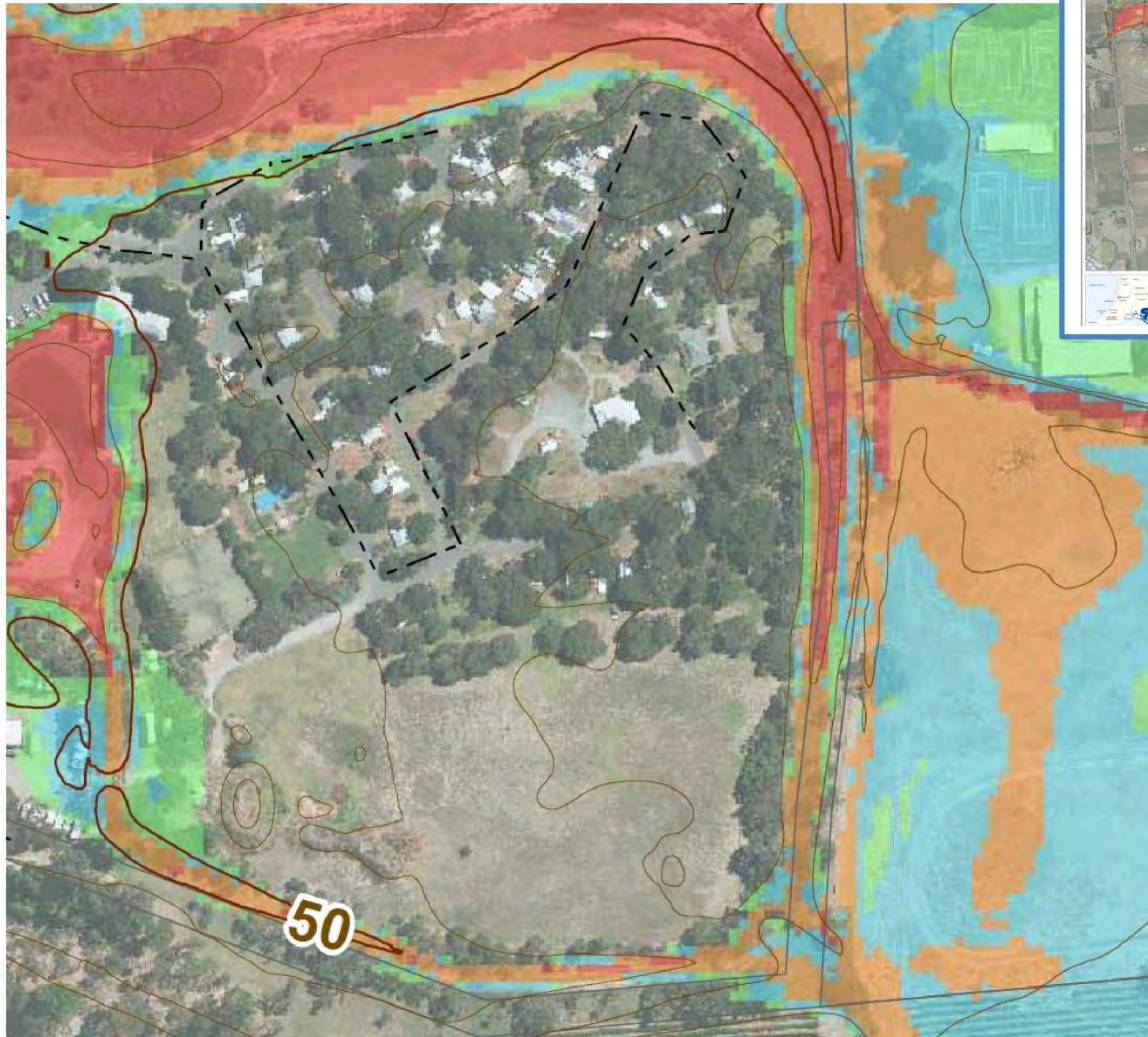
Estimated costs for the construction of a pedestrian/cycle path include boardwalk within the Semmens Road reserve is \$1,221,733. This is an estimated cost based on site survey, flood plan mapping high level concepts and comparison pricing. If this option was pursued, the detailed design process may identify additional costs (for example, footings construction requirements) that have not been incorporated to date.

Pedler Creek Flood Plain mapping 1:100







Flood Depth (m)	
	0 - 0.10
	0.11 - 0.25
	0.26 - 0.50
	0.51 - 1.00
	1.01 - 1.50
	1.51 - 2.50
	2.51 - 5.00
	Greater than 5.00

Pedler Creek Flood Hazard mapping 1:100



Hazard Category:

-  Low
-  Medium
-  High
-  Extreme

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Pedestrian/Cycle access to McLaren Vale Sporting Complex

Photos

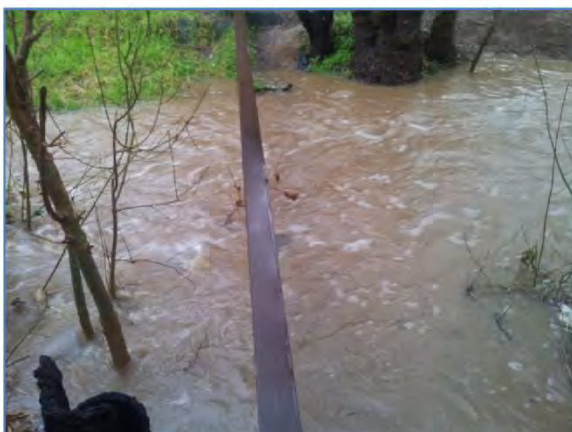
The following photos illustrate a minor $\leq 1:5$ (estimated) rain event from June 2012.

The images demonstrate water penetration and major flows within the creek itself. They also illustrate the saturated flood plain area (adjacent the vineyard) and water shedding off the adjacent private land (paddock located to the east of the Semmens Road reserve).



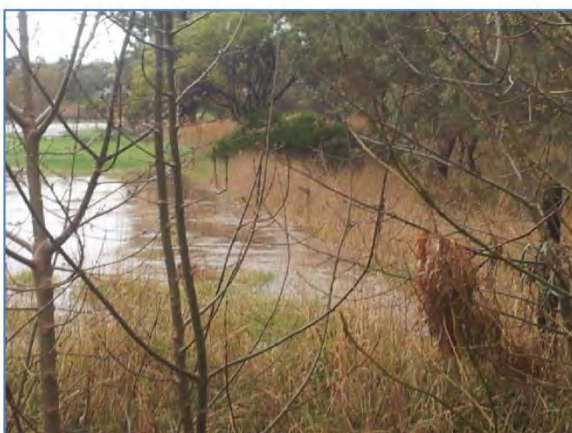
Location: Semmens Road reserve, south eastern corner

View: north towards McLaren Vale Sporting Complex



Location: McLaren Vale Sporting Complex south western corner

View: east across Pedler Creek towards Caravan Park



Location McLaren Vale Sporting Complex south western corner

View: south across private land (paddock) towards Coast to Vines

Attachment 3



Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 2a 'Caravan Park' Along Creek – Sealed Path

This option provides for a ground level spray sealed path between the Coast to Vines Trail and the McLaren Vale Sport's Complex utilising land further up the creek bank land owned by the caravan park and includes a bridge over the creek.

Infrastructure risks

- The higher alignment reduces the infrastructure and users of the shared path, however will be submerged in significant rain events (1:20).
- Robust construction methodologies may be able to accommodate for this inundation, however there is a risk the water flow will undercut and damage the path and its sub-base. Consequently, there is potential for high ongoing maintenance costs.

McLaren Vale Caravan Park consultation

This option also incorporates relevant fencing and gates addressing concerns raised by the McLaren Vale Caravan Park (MVCP) to separate general public and MVCP patrons.

Approvals and searches

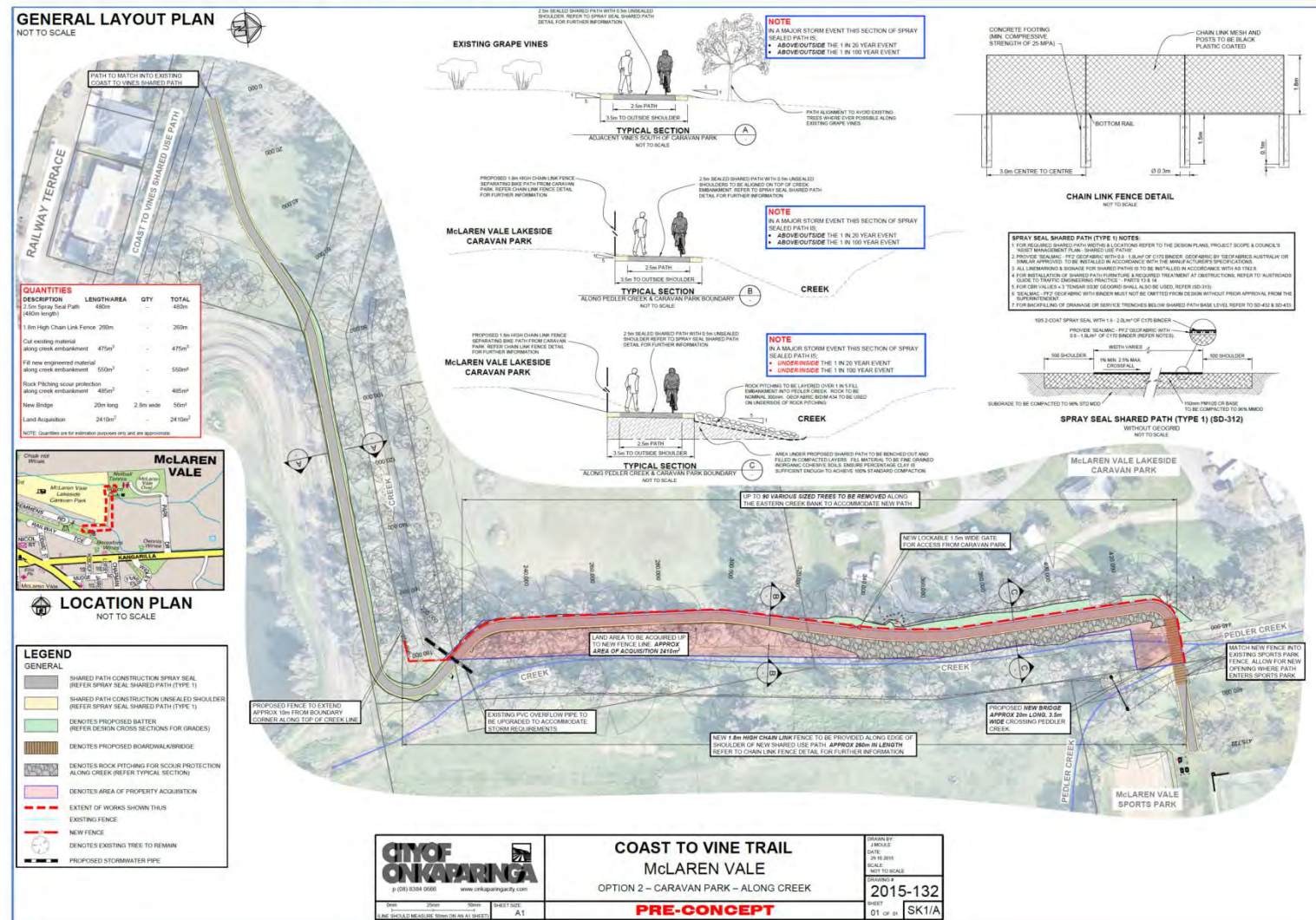
Approvals and searches associated with the following would be required prior to onground construction works:

- Water affecting activity permit
- Native vegetation clearance approval
- Kurna search would be required
- Development Approval.

Costs

- Estimated costs for the construction of a pedestrian/cycle path include boardwalk within the Semmens Road reserve is estimated at \$560,000. The estimate is based on site survey, flood plan mapping high level concepts and comparison pricing.
- Summary of costs

Activity	Cost
Cut of exiting material along creek embankment	\$38,000
New fill material	\$46,750
Rock pitching and geo textile	\$112,750
Shared path base	\$34,400
Spray seal	\$38,624
Bridge	\$110,000
Removal of trees	\$18,000
Fencing	\$26,500
Preliminaries	\$25,576
Contingencies	\$92,960





Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 2b 'Caravan Park' Along Creek – Unsealed Path

This option provides for ground level compacted rubble path between the Coast to Vines Trail and the McLaren Vale Sporting Complex utilising land further up the creek bank land owned by the caravan park and includes a bridge over the creek.

Infrastructure risks

- The higher alignment reduces the infrastructure and users of the shared path, however will be submerged in significant rain events (1:20).
- Robust construction methodologies may be able to accommodate for this inundation, however there is a risk the water flow will undercut and damage the path and its sub-base. Consequently, there is potential for high ongoing maintenance costs.

McLaren Vale Caravan Park consultation

This option also incorporates relevant fencing and gates addressing concerns raised by the McLaren Vale Caravan Park (MVCP) to separate general public and MVCP patrons.

Approvals and searches

Approvals and searches associated with the following would be required prior to onground construction works:

- Water affecting activity permit
- Native vegetation clearance approval
- Kauria search would be required
- Development Approval.

Costs

- Estimated costs for the construction of a pedestrian/cycle path include boardwalk within the Semmens Road reserve is estimated at \$520,000. The estimate is based on site survey, flood plan mapping high level concepts and comparison pricing.
- Summary of costs

Activity	Cost
Cut of exiting material along creek embankment	\$38,000
New fill material	\$46,750
Rock pitching and geo textile	\$112,750
Shared path base	\$34,400
Bridge	\$110,000
Removal of trees	\$18,000
Fencing	\$26,500
Preliminaries	\$25,576
Contingencies	\$92,960



Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 2c 'Caravan Park' Boardwalk

Due to the anticipated ongoing maintenance costs of a ground level path and infrastructure risk, the same alignment but constructed as a boardwalk.

Infrastructure risks

Through the construction of the path could be raised above the flood level and footings designed that can withstand the water flows. This minimises the infrastructure risk and ongoing maintenance costs.

McLaren Vale Caravan Park consultation

This option also incorporates relevant fencing and gates addressing raised by the McLaren Vale Caravan Park (MVCP) associated with an ability to clearly distinguish between the general public and MVCP patrons as raised through our consultation.

Approvals and searches

- Approvals and searches associated with the following would be required prior to onground construction works:
 - Water affecting activity permit
 - Native vegetation clearance approval
 - Kurna search would be required
 - Development Approval.

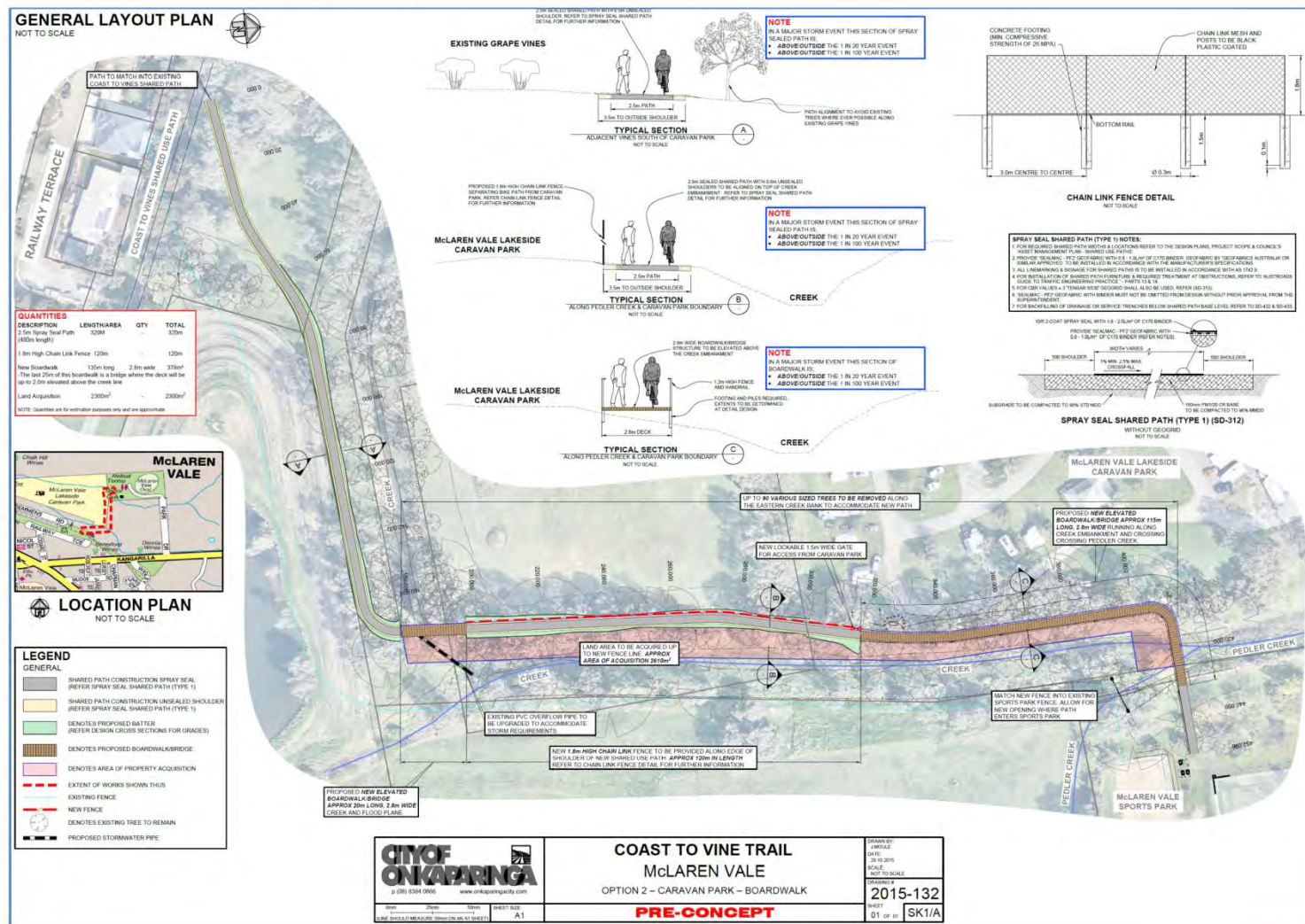
Costs

- Estimated costs for the construction of a pedestrian/cycle path include boardwalk within the Semmens Road reserve is approximately \$800,000. The estimate is based on site survey, flood plan mapping high level concepts and comparison pricing.
- Summary of costs

Activity	Cost
Shared path base	\$45,600
Spray seal	\$25,344
Boardwalk with fencing	\$402,500
Bridge	\$110,000
Removal of trees	\$18,000
Fencing	\$12,500
Preliminaries	\$34,897
Contingencies	\$125,768

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Pedestrian/Cycle access to McLaren Vale Sporting Complex



Attachment 4



Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 3a 'Park Drive/Kangarilla Road' adjacent channel drain

- This option reflects one of the preferred alignments identified in the 20 October 2015 Council meeting deputation.
- This alignment incorporates:
 - a ground level shared path and bridge on council and private land to the north of Kangarilla Road
 - a shared path on the western side of Park Drive through private land
 - a shared path bridge of the creek located at the northern end of Park Drive
 - a shared path link into the McLaren Vale Sporting Complex itself.

Risks

Due to constraints associated with the width of the Park Drive road reserve, the development of a shared path on the western side of Park Drive requires securing a corridor across three private land parcels. The private landowners have not been approached regarding the proposal and permanent access to their land. Consequently, there is a risk that one or all landowners will not enter into negotiation and if this occurred the shared path could not be completed along this section.

McLaren Vale Caravan Park consultation

This alignment is not direct and longer than the caravan park option. Consequently, and as identified by the owner of the McLaren Vale Caravan Park (MVCP), even if this option was constructed it is highly likely that McLaren Vale residents will continue to informally cross the MVCP to access the sporting complex.

Approvals and searches

- Approvals and searches associated with the following may be required prior to onground construction works:
 - Karna search would be required
 - Development Approval.

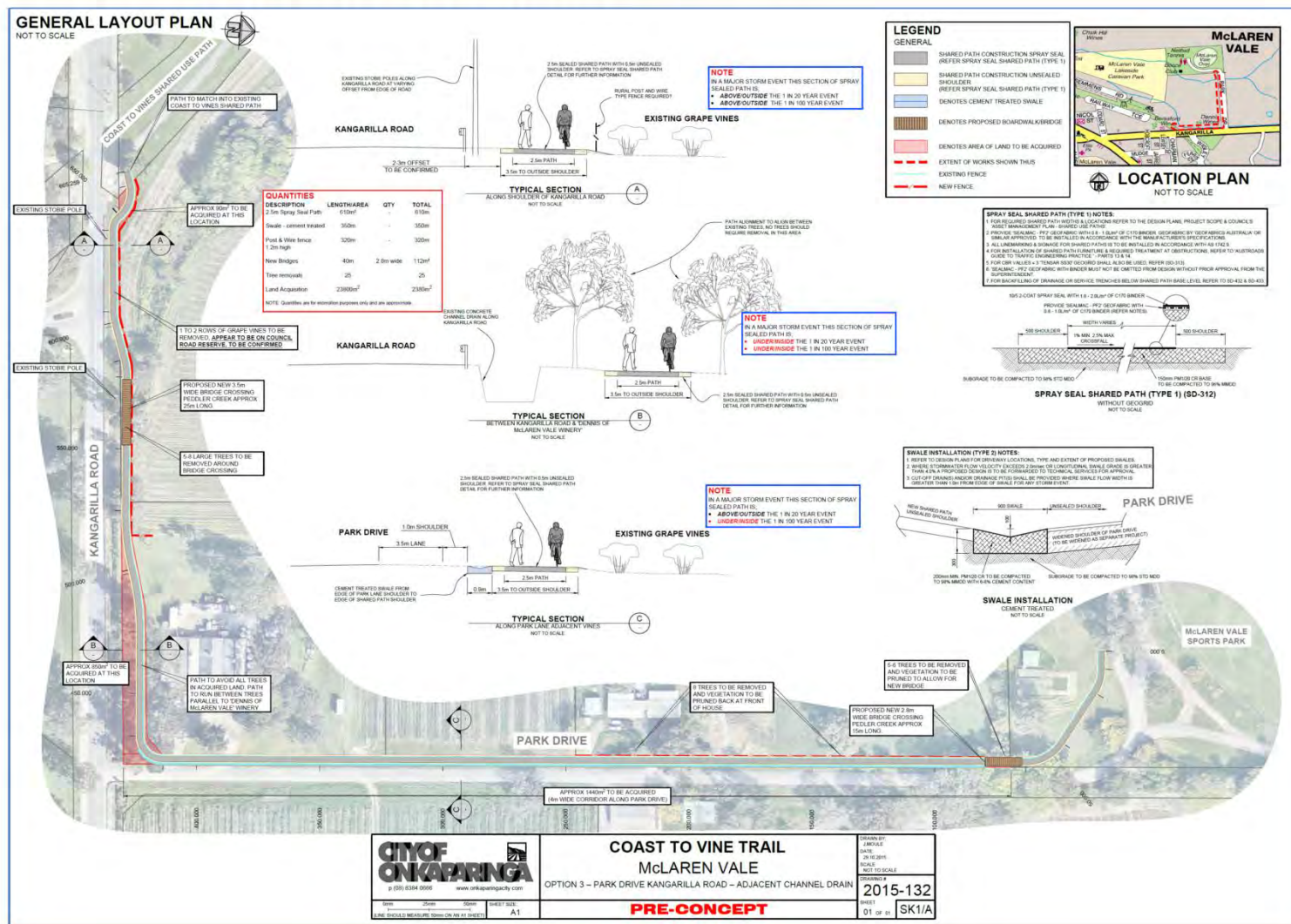
Costs

- Capital works for this option are estimated to cost \$640,791.
- Summary of costs

Activity	Cost
Shared path and spray seal	\$131,164
Swale	\$42,000
Boardwalk	\$220,000
Removal of trees	\$5,000
Fencing	\$16,000
Land acquisition	\$91,400
Preliminaries	\$25,428
Contingencies	\$106,798

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Pedestrian/Cycle access to McLaren Vale Sporting Complex





Pedestrian/Cycle access to McLaren Vale Sporting Complex

Overview - Option 3b 'Park Drive/Kangarilla Road' over channel drain

- This alignment proposes to reduce the private land requirement by utilising the existing draining culvert adjacent (north) Kangarilla Road which is owned by Council.
- Due to the condition of existing drainage channel a new capped culvert and realignment of associated road infrastructure would be required to support the shared path
- Once on Park Drive, similar to the above, negotiations with three private landowners would be required to secure sufficient land for a shared path.

Risks

- The pre-concept design undertaken for the purposes of this report presents a concept design that at this stage has not referenced water flows and/or impacts the cap would have on water flows. Subsequently, it is highly likely that costs would increase if this option was pursued. These and other issues would be considered as part of the detailed design process and costed at that time.
- Due to constraints associated with the width of the Park Drive road reserve, the development of shared path on the western side of Park Drive requires securing a corridor across three private land parcels. The private landowners have not been approached regarding the proposal and permanent access to their land. Consequently, there is a risk that one or all landowners will not enter into negotiation and if this occurred the shared path could not be pursued.

McLaren Vale Caravan Park consultation

This alignment is not direct and longer than the caravan park option above. Consequently, as identified by the owner of the McLaren Vale Caravan Park (MVCP), even if this option was constructed it is highly likely that McLaren Vale residents will continue to informally cross the MVCP to access the sporting complex.

Approvals and searches

- Approvals and searches associated with the following may be required prior to onground construction works:
 - Karna search would be required
 - Development Approval.

Costs

- Capital works for this option are estimated to cost \$1.47M.
- Summary of costs

Activity	Cost
Shared path and spray seal	\$134,168
Swale	\$42,000
New Culvert	\$812,000
Boardwalk	\$82,500
Removal of trees	\$7,000



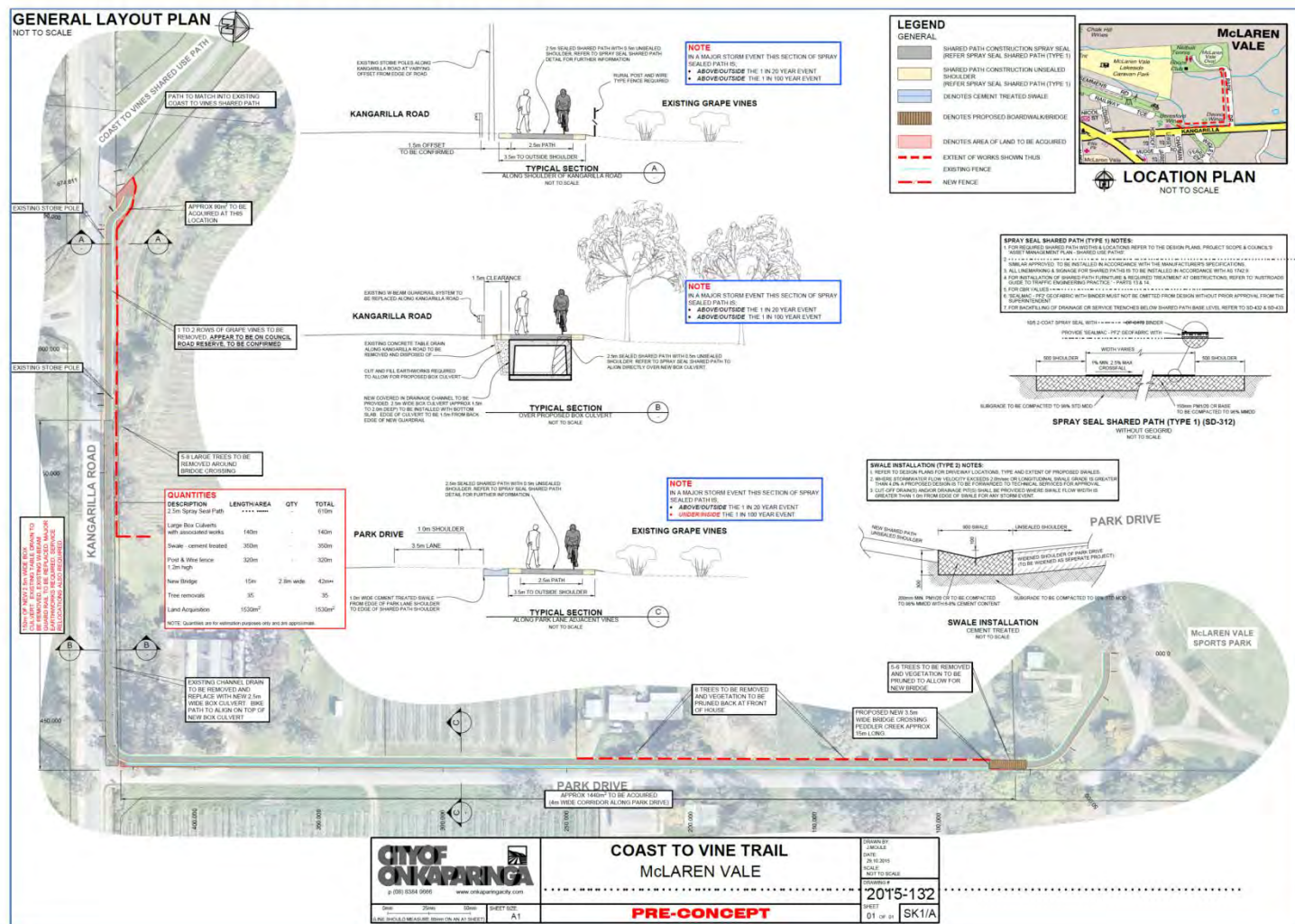
Pedestrian/Cycle access to McLaren Vale Sporting Complex

Fencing	\$32,000
Land acquisition	\$60,900
Preliminaries	\$58,528
Contingencies	\$245,818

- The majority of the cost associated with this option is for the replacement of the culvert which council will need to undertake at some stage. In relation to the shared path costs, this option is the cheapest with \$420,000 of the cost is associated with the shared path infrastructure. Discussions with our stormwater asset planner suggest that due to existing city wide priorities, budget limitation and low risk exposure it is not anticipated that the stormwater infrastructure will be replaced within the next ten years.

CITY OF ONKAPARINGA

Pedestrian/Cycle access to McLaren Vale Sporting Complex



9.4 Tier 1 sponsorship application - 2016 Sand Sculpture Exhibition

This is a regular or standard report.

Manager:	Judi Cameron, Manager Marketing, Events and Communications
Report Author:	Jaimi Bradshaw, Events Coordinator
Contact Number:	8301 7308
Attachments:	1. Sandstorm Events Tier 1 application form (21 pages) 2. Event location map (1 page) 3. Tier 1 Sponsorship Guidelines (8 pages)

1. Purpose

To seek Council approval of a Tier 1 sponsorship proposal for a sand sculpture exhibition to be delivered by Sandstorm Events at Port Noarlunga in April 2016.

2. Recommendation

That Council approve Tier 1 sponsorship of \$65,000 for Sandstorm Events Pty Ltd to hold a 16 day sand sculpture exhibition at Port Noarlunga from 16 April 2016 until 1 May 2016.

3. Background

The Tier 1 Sponsorship Program provides cash and in-kind support for flagship events which are, or have the potential to become, iconic events in our region. (Please refer to attachment 3, the Tier 1 Sponsorship Guidelines for an outline of the funding objectives and eligibility criteria).

The City of Onkaparinga initially sponsored Sandstorm Events' Sand Sculpture Exhibition (the exhibition) in 2013 as part of our Huge November event series. In the subsequent year of sponsorship the exhibition was delivered as part of the 2015 April Event Series. An evaluation report with key outcomes of the 2015 event series was presented to Council at its meeting 28 July 2015 (available at www.onkaparingacity.com).

Following the success of **previous years'** exhibitions and feedback from stakeholders, Sandstorm Events explored suitable new site locations within our city that would continue to support the exhibition in 2016 (subject to Council's approval).

The proposed site in Port Noarlunga is the Southern Esplanade car-park, (please refer to attachment 2).

In 2016 Sandstorm Events will partner with Australian zoos through their national exhibition series, including Adelaide Zoo with the theme for the event being 'A day at the zoo'.

4. Financial Implications

Tier 1 sponsored events are funded through the Tourism sub category of the Economic Development category of Project and Capital Works. A total of \$115,000 was allocated for Tier 1 sponsored events as part of the 2015-16 budgets.

The recommended Tier 1 cash sponsorship for the Sandstorm Events sand sculpture exhibition is \$65,000. In addition support will be provided to deliver the event (including traffic management, toilets, waste and recycling, sweeping, promotional banners etc.) to an estimated value of \$10,000. The proposed event budget is outlined in the sponsorship proposal in attachment 1.

To offset the cost of in-kind support, the Tier 1 sponsorship agreement with Sandstorm Events will include a commission on ticket sales. We estimate the commission received from the total event profit will be \$4,000.

5. Risk and Opportunity Management

The following risks and opportunities have been identified and considered.

Risk	
Identify	Mitigation
Misuse of sponsorship funding	<p>Sponsorship recipients must sign a host agreement prior to funds being released demonstrating their compliance with the conditions of funding.</p> <p>The sponsorship acquittal process requires an evaluation report to be submitted within three months following the completion of an event and includes a breakdown of the final event budget and identified outcomes.</p>
Local businesses and residents not aware of the planned event	<p>We will engage with the Port Noarlunga Business and Tourism Association to ensure maximum involvement of local businesses in the township.</p> <p>Local residents and businesses will be invited along to an information session and will be provided with details of the event including traffic restrictions, opportunities for participation from a resident and business point of view and the benefits for the township of Port Noarlunga.</p> <p>Local residents and businesses will be notified by mail in the lead up to the event of event details including the traffic restrictions in the area.</p> <p>Advanced notification and event signage will be installed around the event site in the lead up to bump in and during the event.</p> <p>There are no businesses or residents directly behind or in front of the event site therefore minimising the risk of views being obstructed.</p>

<p>Increase in vehicular traffic to the area</p>	<p>Our event and traffic teams have started early planning for a road closure along Clarke Street and The Esplanade (with the exception of local traffic). These talks are currently ongoing and are taking into consideration the impacts of road closures on the residents in the area.</p> <p>We will explore offering free shuttle buses from the corner of Wearing and Clarke Street to the event site to minimise foot traffic in this area during peak times. We will also look to provide this service from Noarlunga Centre and Port Noarlunga township to the event site to assist in reducing traffic (and the demand for parking) during peak times.</p> <p>We will engage with the owner of the Jelly Bean Train to offer this as a fun children's ride from the corner of Clarke Street to the event site.</p> <p>Car parking is available in the Witton Centre Car Park with a path leading to the event site. Additional parking is also available within the Port Noarlunga township.</p> <p>Details on how to access the event site will be communicated and promoted in all event communication and marketing (and we will work with Sandstorm Events to include it on all pre-purchased tickets).</p> <p>We will explore the use of electronic variable message signs (and 'community event' signs) to advise drivers of the 'community event' to encourage vehicles to slow down and to build event awareness.</p>
<p>Negative reaction to event entry fee</p>	<p>A slight price increase has been applied to adult, children and family entry fees (\$2 for an adult, \$1 for a child and \$5 for a family). Families will still save \$5 with this price increase.</p> <p>Council will receive a 25 percentage of any net profit from ticket sales. Proceeds will be attributed as income and offset in-kind costs.</p>
<p>Extreme weather causes damage to the sculptures and impacts event experience</p>	<p>Sandstorm Events will provide council with a comprehensive risk and emergency management plan prior to the exhibition bump in.</p> <p>A sculptor will remain onsite/on call should the sculptures be damaged for any reason.</p> <p>In the event that the sculptures are damaged and need repair, Sandstorm Events will communicate the situation via their social media platforms/website and entry prices will be reduced for that short period. Visitors will also be notified before entry. We will also inform visitors through our social media.</p> <p>Risk of a full temporary closure to conduct major repairs is unlikely due to the chemical treatment applied to the completed sculptures which assists in minimising damage.</p>

Crowd control and management with anticipated large crowd numbers	<p>The new event site and design layout provides space for anticipated crowd numbers and optimal crowd flow in viewing the sculptures.</p> <p>Additional portaloos will be provided and additional cleaning services undertaken for the onsite public toilets.</p> <p>Access and parking details will be included on Sandstorm Events' and our website and clear way-finding and directional signage displayed throughout the event site and surrounding area. We will also work with Sandstorm Events to include access and parking details on all pre-purchased tickets.</p> <p>Crowd control measures will be put in place by Sandstorm Events to assist with large crowds during peak periods and to reduce waiting times where possible.</p> <p>We will collaborate with the HALO team to promote a beach trail to the event.</p>
Local resident discontent with event restricting their access and coping with increasing foot and vehicular traffic	<p>There are 11 residences on Clarke Street and The Esplanade as well as additional houses on nearby streets. In total there are approximately 25 residences which would be affected.</p> <p>An engagement/information session with the local businesses and residents will be held in November 2015.</p> <p>If the event is approved by Council, Sandstorm will offer free tickets to those residents affected by the traffic restrictions.</p>
Beach access for SLSCs and interference with Aquatic Week organisers, SNUBA, Hortas Restaurant and planned activities with permits	<p>We will engage with the Surf Life Saving Clubs (SLSCs) in both Port Noarlunga and South Port to and ensure there is adequate space to accommodate access for Surf Life Saving vehicles.</p> <p>We will inform Port Noarlunga SLSC and Hortas (foreshore restaurant) so they can communicate the event to their clients.</p> <p>We will inform Aquatic Week organisers and SNUBA (the business which utilises the foreshore area) to minimise disruption to their activities and to allow them to leverage off the event where possible.</p> <p>We have engaged with our Permits staff to ensure that there are no events booked for the event site and at the time of preparing this report there are no events booked within the event period.</p>
Port Noarlunga Christies Beach RSL Anzac Day	<p>We will engage with the local RSL club regarding their 5.30am dawn service on Anzac Day, to ensure there is no disruption to the community memorial which draws large crowds. The event will encourage attendees at the memorial to spend</p>

Dawn Service	more time in the township after the service.
Based on feedback and on the increase in ticket costs, 2016 ticket holders will expect a larger size exhibition	<p>The original application from Sandstorm Events included a request for a 38 day exhibition. After careful review, holding the event for this length of time would heavily and negatively impact on residents and locals, therefore a recommendation was made to reduce the timing of the event.</p> <p>Sandstorm Events agreed and therefore reduced the size of the exhibition to 16 days taking in the term two/semester school holiday period (incorporating the ANZAC Day public holiday).</p> <p>As the duration of the event will remain the same as the previous exhibition, Sandstorm Events cannot increase the tonnage and number of sculptures while remaining financially viable.</p> <p>2015 feedback indicated that 54 per cent of the event audience said 'yes' they would return to another exhibition and 82.5 per of visitors said they would recommend the exhibition to their friends.</p>

Opportunity	
Identify	Maximising the opportunity
Partnering with an established award winning and internationally recognised event management company	<p>Sandstorm Events are an established award winning and internationally recognised event management company with significant experience in the delivery of major exhibitions (including the iconic annual event in Frankston, Victoria). Sandstorm Events have demonstrated their capacity to deliver a successful event in our region in support of our economic development, tourism, marketing, place activation and social objectives.</p>
Maximise marketing and promotion of our region and the event to attract significant event attendance and visitor yield to our region	<p>The City of Onkaparinga hosts the only professional sand sculpture exhibition within South Australia – offering a unique value proposition with a clear point of difference which we will capitalise on through marketing and media strategies. The exhibition is anticipated to attract up to 40,000 visitors (increase from 33,000 in 2015) as the event will coincide with the ANZAC Day public holiday and term two school holiday period.</p> <p>The exhibition has potential to feature as a key tourist destination for intra/interstate visitors as has been achieved with the Frankston event.</p> <p>Attendance numbers will be recorded through ticket sales at the event.</p> <p>A comprehensive marketing and media plan will be developed and targeted to attract local, state and national coverage.</p>

	<p>Cross promotion of the event and tourism opportunities will be supported through Sandstorm Events and the Adelaide Zoo. We will explore further opportunities through key relationships including SA Tourism Commission and Fleurieu Peninsula Tourism.</p> <p>A link to the visitor guide and accommodation booking service will be included on Sandstorm Events' website to encourage extended visitor stays in our region. We will support this with cross-promotion on our websites.</p> <p>The exhibition aligns to actions within our Tourism Strategic Management Plan and implementation action plan, Destination Action Plan and the State Tourism Plan.</p> <p>The McLaren Vale and Fleurieu Visitor Information Centre mobile information booth and promotional trailer will be onsite for the duration of the exhibition, enabling visitors to learn about the City of Onkaparinga and Fleurieu experiences and to showcase our tourist attractions, accommodation opportunities and upcoming events.</p>
<p>Maximise economic benefits from the event for Port Noarlunga and broadly across our city</p>	<p>It is estimated that the 16 day exhibition will provide additional economic benefit of approximately \$1.330 million. These figures have been calculated using the recognised REMPLAN tool.</p> <p>We will work with Sandstorm Events, Port Noarlunga Business and Tourism Association and businesses across our city to prepare for the anticipated increase in visitor numbers and to maximise local economic benefit opportunities from the event.</p> <p>We will work with Sandstorm Events to develop and introduce a Shop Local Initiative in line with the event theme (A Day at the Zoo) as we did in 2015 to encourage visitor spend.</p> <p>We will work with our Tourism Officer and Visitor Information Centre to develop accommodation and experience packages to maximise visitor stay and experience.</p>
<p>New site location to accommodate the exhibition and to maximise the event experience and duration of visitor stay</p>	<p>The Esplanade adjoining Clarke Street, Port Noarlunga was identified as an ideal site for the event due to its location and dimensions. The site also offers:</p> <ul style="list-style-type: none"> • opportunities to activate the township and the foreshore • one large event site with a flexible layout • more space to view the sculptures and for better crowd control and management • space to further grow the scale of the event (size and number of sculptures along with offered activities and experiences • suitable dimensions for event logistics including site space for a ticket booth, fencing, workshops and activities • accessible car parking space in the Witton Centre car park • two public toilets and space for additional portaloos to accommodate expected crowd numbers • potential to increase duration of visitor stays (particularly in local caravan parks) and attract higher attendance to

	<p>the local business precinct and township</p> <ul style="list-style-type: none"> • one of our most popular beaches, Port Noarlunga beach, is right next to the exhibition site • close proximity to the local business precinct and township • opportunity to collaborate with local hospitality businesses • space for two potential site holders to trade onsite during peak times and on a rostering system • opportunity to offer Jelly Bean train rides from the car park to the event site as an added children's activity. <p>This site is also within close proximity to Noarlunga Regional Centre offering public transport options (bus and train) and the opportunity to offer a full family day out with activities in close proximity including:</p> <ul style="list-style-type: none"> • Colonnades Shopping Centre • Wallis Cinema • ice skating and ten pin bowling • Noarlunga Aquatic Centre
Promote and complement other council programs	<p>With the event positioned in Port Noarlunga, there is an opportunity to promote and complement other council facilities such as the Arts Centre and Sauerbier House. We will explore leveraging other opportunities through the exhibition that align with our youth, sustainability, coastal, recreation and community team objectives.</p> <p>We will work with HALO team to create a 'Beach Trail' to encourage people to walk along the beach, from the foreshore to the event site.</p> <p>We will work with the Sustainable Onkaparinga team to explore Eco Beach & Aquatic Adventure nature play opportunities and also the Arts Team to tie in any school holiday programs running at Sauerbier House.</p>
Car park and surrounding roads are council land	<p>We have full control over the area and can implement road restrictions required while working with the needs of the local businesses/residents. We will provide access passes to effected residents who require access to the restricted roads during the event period.</p>
Power and lighting onsite	<p>The event owner can access power as required from the existing power box. However, additional power will need to be added to accommodate their needs.</p> <p>There are two street lamps onsite which will enhance security at night.</p>
Build and strengthen key strategic relationships	<p>New partnerships were developed with local operators and sponsors during the 2015 Sand Sculpture Exhibition and we will look to build and strengthen these relationships further in 2016.</p> <p>Through this year's theme we will again work with the Adelaide Zoo and following initial discussions with the Oaks Hotels and Resorts, will look to diversify our accommodation packaging and marketing opportunities once accommodation in the region reaches capacity.</p>

	We are continuing to develop these opportunities and initiatives, as well as explore ways to reduce our costs through any joint sponsorship procurement that arises with Sandstorm Events (in addition to the 25 per cent commission we will receive from the total event profit).
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6. Additional information

Sandstorm Events have expressed their desire to find a permanent (coastal) location within our city to host the International Sand Sculpture Championships (championships) from April 2017.

The championships, previously held annually in NSW, attract over 60,000 visitors each year. Sandstorm Events will no longer hold the event in NSW, as they see the championships better positioned in South Australia and specifically within the City of Onkaparinga.

Sandstorm Events' vision for this event is to grow it to include competition for doubles and teams, therefore increasing the number of sculptures created and displayed.

A Tier 1 sponsorship report to host the championships from April 2017 will be presented to Council for consideration in 2016.



2015–16 TIER 1 SPONSORSHIP
FLAGSHIP EVENTS
APPLICATION FORM



- Please contact the Grants and Sponsorship Officer on 8301 7334 prior to commencing this application form.
- Please read the Tier 1 sponsorship Guidelines and Frequently Asked Questions prior to starting this application form.
- You may add attachments if there is not enough space available (please mark clearly which section and question they are related to).
- There is no opening or closing dates for Tier 1 sponsorship, as applications are assessed as they are received all year round. In some instances funding may not be made available until July.
- Keep retain a copy of your sponsorship application for your records and submit the original application form using the options provided in the guidelines and at the end of this application form.

1. APPLICANT DETAILS	
1	Name of organisation Sandstorm Events Pty Ltd
2	Postal address of organisation <div> Address: 24 Colchester Road Suburb: Rosebud, Victoria Postcode 3939 </div>
3	Name of contact person Sharon Redmond
	Position in organization Director
	Email sharon@sandstormevents.com
	Mobile 0419 584 189 Other contact number (03) 5986 6684
4	What are the aims and objectives of your organization? (If relevant, please refer to your constitution) <u>Mission Statement:</u> <p>As a company we value passion, integrity, professionalism and family, not only in ourselves but our team of staff and extended contractors. We are committed to providing all visitors with the unique opportunity to view and photograph world class sand sculptures and be exposed to our love of the art form through education and play where we are able to showcase truly unique and innovative experiences.</p>
5	Is your organisation located within the City of Onkaparinga? No
6	Is your organisation incorporated? Yes ACN #: 105585233 <i>(If no—Please go to question 9, an incorporated body will need to auspice the project)</i>
7	Does your organisation have an Australian business number (ABN)? <i>(If unsure, please check via http://abr.business.gov.au)</i> Yes 81 105 585 233
8	Is your organisation registered for GST? Yes

	Does your organisation have public liability insurance of at least \$10 million to cover the event? (This is a requirement of the Tier 1 Conditions of Funding). If not please include an insurance quote as a part of your event budget.	Yes
9	Is your event being auspice by another organisation? (If No—go to question 10) <i>Please refer to the grant guidelines for a definition of auspicing</i>	No
	Name of auspicing body Sandstorm Events PTY Ltd ABN of auspicing body As above	
	Is the auspicing body registered for GST?	Yes
	Have you attached the auspice form/letter? <i>Please refer to the Grants and Sponsorship section of our website for a copy of the auspice form and auspice letter</i>	N/A
	Is the auspicing body able to cover the event under their public liability insurance? If not please include an insurance quote as a part of your event budget.	Yes
10	Does your organisation have procedures in place that ensure compliance with the Children's Protection (Implementation of Report Recommendations) Amendment Act 2009? For any questions regarding requirements, please contact the Department for Education and Child Development via email at DECDCChildSafe@sa.gov.au or check their website www.families.sa.gov.au/childsafesite	Yes All of our staff are police checked and hold working with children licenses.

2. EVENT DETAILS		
1	Name of event	Sand Sculpting Australia's "A Day at the Zoo" Exhibition
2	Estimated start date Estimated finish date	Bump In/Carving – 30 th March – 15 April 2016 Event Open – 16 th April – 1st May 2016 Bump Out – 2 nd May - 6 th May 2016
3	Will the event be completed within the 2015-16 financial year?	Yes
4	Will the event take place within the City of Onkaparinga?	Yes
5	Where will your event be held? <i>(Please refer to the Tier 1 sponsorship guidelines for further information regarding our key place making sites)</i>	Southern end of Esplanade (off Clarke Street), Port Noarlunga
6	Under which category are you applying? (Please tick the most appropriate box below.)	

	Arts & Culture
√	Tourism

7	<p>Provide a description of the event including how it differs from other events currently held in the region and its capacity to become an iconic event?</p> <p>Following on from the success of Sand Sculpting Australia's Disney Princesses and Pirates Sand Sculpture Exhibition (held in April 2015 on the Port Noarlunga foreshore over 16 days reaching a visitation of over 33,000), we propose to stage another world-class sand sculpture exhibition in Port Noarlunga.</p> <p>Sandstorm Events had proposed to increase the number of days we are open, from 16 to 38 days, taking in the periods of Easter, ANZAC DAY and the term two SA School Holidays – but on request from Council agreed to run the event for the same number of days as in 2015.</p> <p>The dates would than be 16th April 2016 – 1 May 2016.</p> <p>As the number of days has remained the same as in 2015 –increasing the size of the display from 180 tons to 360 tons will not be viable – so the event will remain the same size as in 2015 – 180 tons.</p> <p>The event will have an entry fee and would comprise of 11 x 12 ton sculptures, 1 x 15 ton interactive sculpture and 1 x 35 ton sculpture with the theme “A Day at the Zoo”.</p> <p>The exhibition will include sand sculptures that have been created by 8 Australian sand sculptors</p> <p>The exhibition would also include:</p> <ul style="list-style-type: none"> • Sand sculpting workshops • Sand art and Sand bottles (themed to align with the event) • Animal themed face painting • Interactive photographic opportunity • Children’s Activity Sheet • Children’s mask making <p>As the dates have been shortened – to not include Easter – the Sandsational Easter Egg Trail – incorporating local businesses will not take place.</p> <p>Sandstorm Events will plan, deliver and manage the exhibition entirely providing a team of professional sand sculptors to carve the sculptures and a professional crew to complete the bump in and bump out along with trained staff to operate the event.</p> <p>The exhibition will start on Saturday 16 April and close on Sunday 1 May 2016 – running the entire school holiday period.</p> <p>The exhibition provides an opportunity for significant economic benefit for the area (and state) and return on investment due to the income generated by people coming to the region to see the attraction.</p> <p>The 2015 sand sculpting event in Port Noarlunga highlighted the ability of the event to bring economic benefit to the region through injection of monies into the local economy. Some local businesses who were sur-</p>
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veyed stated they experienced some of their best trade and one even stating they had their busiest trade since their inception.

The event has the capacity to grow into an iconic and unique event for the Onkaparinga region, attracting visitors from the local community through to intrastate and interstate visitors.

The visitation research from last years event is included below:

A total of 417 people completed the survey across the 16 day event.

Key findings

- Over 60% of the event audience travelled from outside the City of Onkaparinga municipality
- Online media was the number 1 way the event audience heard about the exhibition followed by word of mouth with 21.47% and print with 18.25%
- The event achieved a 93.4% satisfaction rate
- 82.5% of visitors said they would recommend the exhibition to their friends
- 80.5% of the event audience stated their primary reason for visiting Port Noarlunga was to see the sand sculpting
- 54% of the event audience said 'yes' they would return with 42% saying 'maybe'
- The average overall satisfaction was 93.4%

Demographics

- 74% of the event audience was female
- 46.6% of the event audience were aged between 30-44 years
- The second most frequently represented age bracket was 60-74 years covering 7.6% of the event audience
- The most frequently represented nationality was Australian (86%) followed by British (5%)

Region breakdown

- One fifth (20.94%) of the total event audience reported this as their first visit to Port Noarlunga
- The Western Suburbs were the second most frequently represented region with 17.9% followed by local suburbs with 32.9%
- 35.8% of the audience was from the top 10 postcodes (5163, 5159, 5158, 5169, 5167, 5173, 5161, 5108, 5045 and 5022)
- 22.1 minutes was the average time spent travelling to the exhibition based on the top 10 frequently listed postcodes

What was the main attraction?

The art of sand sculpting was the number 1 draw factor for the exhibition with 32.7%, followed closely by school holiday activity with 30%, the theme with 19.5% and location with 12.29%

Survey statistics specific to the City of Onkaparinga

- 80.5% of the event audiences primary reason for visiting Port Noarlunga was to see the sand sculpting
- 45% of the event audience said they were staying in Port Noarlunga to have lunch
- For 20.94% of the audience it was their first visit to Port Noarlunga. The other 79.06% had visited before; with the highest average visits 10+ times
- 48.25% of visitors intended on staying within Port Noarlunga for 1 to 2 hours
- 27.5% of the event audience indicated they would stay for 2 to 4 hours
- 2.2% of the event audiences intended on staying overnight in Port Noarlunga
- 84.2% of the event audience said they would likely recommend Port Noarlunga as a place to visit

8	<p>What are the objectives of the event – what would you like to achieve?</p> <p>The objective of this unique event include:</p> <ul style="list-style-type: none"> • Raise the profile of the City of Onkaparinga, including its profile as a tourism destination • Showcase one of the cities key attractions; the beach and coastline. • Encourage increased visitation to the region from South Australia and interstate • Generate an economic benefit to the region, commensurate with the risk, investment, promotion and recognition value of the event • Provide accessible events to all members of the community (with a focus on being a family friendly event) • Provide an innovative educational opportunity for children
9	<p>Describe the target audience for the event:</p> <p>As the event in 2015 was measured through research surveys, we know and understand our demographics and target audience closer than before. We know our target audience are:</p> <ul style="list-style-type: none"> ➢ Females (74% of the event audience for 2015 were female) ➢ Families with parents aged between 30-44 (representing 46.6% of the event audience) ➢ Visitors from within and beyond the City of Onkaparinga region (60.1% of the event audience were from outside the City of Onkaparinga region)
10	<p>How many people do you estimate will attend/ be spectators at the event:</p> <p><i>Using the ratio of guests from 2015 (60% from outside city of Onkaparinga) we can predict....</i></p> <ul style="list-style-type: none"> ➢ City of Onkaparinga residents: 10,000 ➢ Interstate visitors: 2,500 ➢ Other South Australian residents: 25,000 ➢ Overseas visitors: 1,500 <p>This is an increase of 10% on the previous event.</p>
11 a)	<p>How have you calculated the forecasted attendance numbers?</p> <p>We have calculated the forecasted attendance figures through the data retrieved from the 2015 event at Port Noarlunga. We can ultimately make the assumption that the increase in duration of the event will attract more visitors to the region (an increase from 33,000 this year to 39,000 next year). This allows for a growth of 10% (due to event awareness).</p> <p>We are able to review the pattern of visitation from 2015 and apply this pattern to the predicted extension of the event for 2016.</p> <p>Through our 2015 research at the event we also identified the percentages of our audience that were from within the City of Onkaparinga, from outside the region, interstate and from overseas. We have used this data to predict the percentage of visitor's breakdown for 2016.</p>
b)	<p>How will you accurately determine the number of people attending the event?</p> <p>We have a thorough and numbered ticket system (both printed and online) of which we summarise daily and populate to an overall attendance file. This file provides accurate and real time calculations on the current attendance to the exhibition.</p>

<p>12 a)</p>	<p>If this is the first time the event is taking place, what is your experience with delivering similar events?</p> <p>This is not the first time the event has taken place.</p>
<p>b)</p>	<p>If your event has previously taken place, outline a history of the event:</p> <p>Sandstorm Events delivered a smaller model exhibition (free entry) in November 2013 on the Christies Beach foreshore, which was also very successful. This event was held as part of the Huge November event series which also incorporated the 2013 City of Onkaparinga Christmas Pageant and the 2013 Beachside Food and Wine Festival from 22 November to 1 December 2013.</p> <p>This free event included a display of 8 x 7 ton sand sculptures and 1 x 25 ton display sculpture created by 8 sand sculptors and ran over 11 days (including the carving) with a total of 81 tonnes of sand.</p> <p>We also ran sand art and sand bottle activities on a pay-as-you-use basis.</p> <p>Following that, Sandstorm Events delivered a similar event model as proposed in this application (entry fee) in April 2015 on the Port Noarlunga foreshore. This model received huge success and minimal negative feedback from the public regarding the entry fee. Although, it was noted that a few locals were disappointed that the event had moved from a free event in 2013 to a paid entry event in 2015.</p> <p>This event ran as a 16 day (not including the carving period) ticketed event, this time using 180 tons of sand and showcased 14 sculptures of varying sizes from 10 tons to 50 tons carved by 12 sand sculptors.</p> <p>The event employed 15 local staff members that were recruited and trained onsite with event management skills, local security staff and used local businesses where possible to provide us with our day-to-day infrastructure needs. We had over 33,000 visitors attend the exhibition with many extending their visit to the area for the day by visiting local shops and cafes. It achieved great media for the region with TV, radio and print media exposure. The event made a small net profit with 20% returned to the City of Onkaparinga.</p> <p>Sandstorm Events has run over 18 large scale sand sculpting events throughout Australia over the past 10 years which are all ticketed for the public and are hugely successful.</p> <p>Our most popular sand sculpting exhibition is the Sand Sculpting Australia Frankston Waterfront Exhibition. Now celebrating its ninth consecutive year on the Frankston Waterfront, it has attracted (in total) 1.25 million visitors to the region with an in-scope economic impact in the region valued at \$65 million and media valued at more than \$15 million.</p> <p>Sandstorm Events is Australia's only sand sculpting company specialising in the delivery of large-scale sand sculpting exhibitions and recognized as world leaders in this field.</p>

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

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

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

We will liaise with the City of Onkaparinga and local foreshore authorities to discuss any potential risks and plan to reduce them via our event management, operational and safety teams.

c) How will you minimise waste and encourage recycling?

Our event produces minimal waste. We have minimal food vendors on site and request that the City of Onkaparinga provide recycle bins for all waste. The sand used by the sculptors is recycled and returned to the supplier who re-uses it.

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

http://www.onkaparingacity.com/onka/living_here/community/healthy_communities/healthy_active_lifestyles_onkaparinga/eat_well.jsp

The event is held outdoors, near the beach encouraging visitors to leave their home and spend their day outdoors in the fresh air while strolling through the sand sculptures to view and photograph them. Workshops are held at the event so that families can try their hand at the art of sand sculpting, providing them with the knowledge and appreciation of the art form.

We also encourage children to complete our activity sheet, which requires them to answer questions about the sand sculptures. This activity is designed to encourage full interaction between the children and their parents or carers.

We also encourage visitors to enjoy the beach, visit the Adventure Playground nearby or simply stroll through the Port Noarlunga township to enjoy the cafes, restaurants and shopping.

We will provide a 20% resident discount entry offer to encourage locals to visit the event, learn about this art-form and enjoy the surrounds on offer to them.

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

We are able to conduct survey research on site at the event via our trained staff. For 2016 we will conduct survey research on a target sample size of 1000. The research questions will include, but are not limited to:

- Age of guests
- Location travelled from (home)
- What encouraged you to visit the sculptures
- Sponsor recognition
- Event satisfaction (value, activities, sculptures, etc.)
- Length of stay in the region (other planned activities)
- Average spend in the area

3. EVENT ORGANISING COMMITTEE

1 a) Outline the membership of your event organising committee including the role they play in supporting the delivery of the event.

1. Sharon Redmond; Director of Sandstorm Events.

Qualifications and experience: Sharon has had 30 years event management experience. She has owned and operated Sandstorm Events for the past 12 years. In this time Sharon has organised over 18 major sand sculpture exhibitions, been the event manager for Channel 9's Carols by Candlelight for the past 9 years and the Chairman of Frankston Tourism for 4 years.

Key duties: Sharon's role is to oversee the management of the team, quality of operations and the delivery of the events KPI'S.

2. Peter Redmond; Operations Coordinator

Qualifications and experience: Peter has had 10 years operations experience in sand sculpture events. He has worked with Sandstorm Events since its inception and understands completely all required elements of a successful bump in and bump out of sand sculptures.

Key duties: Peter will assist in the management of the event bump in and bump out including the preparation of the site layout and plan, organisation of event infrastructure, compliance to OH&S and be the point of contact for onsite liaison.

3. Tracey Wall; Safety Officer

Qualifications and experience: Owner of Safety in Numbers and respected Safety Consultant.

Key duties: Tracey is in charge of all SWMS, Safety Manuals and training logs.

4. Shelby Redmond; Marketing & Communications Manager

Qualifications and experience: Shelby has worked for Sandstorm Events since 2000 in junior site roles and office administration (part time). After finishing her Marketing and Communications degree in 2014, Shelby joined the Sandstorm Events team full time taking on the Marketing and Communications Manager role with innovative eyes and a knack for the successful integration of social media into the company's marketing strategies.

Key Duties: media liaison, media kits, signage and event collateral, social media monitoring, IMC

5. Events Coordinator; Jenna Stanley

Key duties: Staff training, site management, contractor liaison and site compliance.

b) How frequently does the event organising committee meet?

The Sandstorm Events team works together on a daily basis. In the lead up to the events we will work with timeline documents to meet the event needs and requirements. All documents around events are available and accessible by any team member any time through Google docs. Regular weekly phone calls and reports keep our host council updated on the event progress.

2 a) Are you working in conjunction with any other organisations to plan and deliver the event? (eg: Events SA, local business associations, local businesses)

No

b) If yes, please list the names of the organisation/s and outline their role and responsibilities:

We would, however like to work with the City of Onkaparinga this year to engage the local businesses on:

- 1 cross promotional opportunities with the event
- 2 visitor engagement programs

3 Do you have a volunteer program? If yes, please outline the details including how many volunteers will support with the delivery of the event.

N/A – we recruit, train and employ local's to assist our team with the day to day running of the event.

4. STRATEGIC ALIGNMENT

1	<p>Describe how your event will support the Goals and Objectives of our Community Plan 2035, including making specific reference to any relevant goals and objectives/strategic actions. (A copy of our Community Plan 2035 is available at www.onkaparingacity.com)</p> <p>Key areas in the community plan that the event will support include:</p> <p><i>Objective 1.1 - Active diverse destinations: Our exceptional rural, coastal and natural landscapes, vista's and cultural places continue to underpin our lifestyle (achieved through the place making strategy)</i></p> <ul style="list-style-type: none"> • The sculptures are beautiful works of art carved from sand - a natural product. They sit beautifully within the landscape of the beaches in the City of Onkaparinga. • The art of sand sculpting fits in well within our Australian beach culture • The sculptures are a great way to introduce the beauty of the region to visitors. <p><i>Objective 2.2 - Dynamic and safe communities: Our public spaces and places are lively, accessible and draw people together with a range of opportunities to interact and connect with each other (achieved through the community safety strategy 2013-2018)</i></p> <ul style="list-style-type: none"> • Sand sculpting is an event that appeals to all facets of the community - from different age groups, cultures, groups, backgrounds and interests. An event that can be visited regularly - and due to its uniqueness - residents of the area can bring visiting friends and relatives to the event with pride. • Businesses, Council and the community can partner with the event to provide opportunities to deliver the community vision • Our event can be used as a vehicle to promote the councils annual calendar of local community events • Sandstorm Events is happy to offer pro bono work experience in the area of event management and marketing expertise to community groups and students • Families and visitors can participate in sand sculpting competitions or interact with sculptors during speed carving, tours and talks. <p><i>Objectives 2.3 - The city is recognised for supporting the development of local artists and for our communities experience, diverse arts and cultural expression (achieved through the community capacity and cultural development strategy)</i></p> <ul style="list-style-type: none"> • Sand sculpting is an emerging art form in Australia. At present we only have around 14 sand sculptors in Australia - with none of them residing in South Australia. • The event provides the opportunity for local artists (with some skills and interest in sculpture) to work alongside a sculptor (while the interactive sculptures are being built) and be introduced to this art form. If they display skills and passion - the opportunity exists to enter our Sand Sculpting Australia sculptor intern program (offered to 2 people per year) • The event provides the opportunity for local schools (both primary and secondary) to attend the event - to view the sand sculptures, learn the difference between beach sand and 'bricky' sand and to participate in a sand sculpting workshop. • The event also provides the opportunity for local students (interested in event management) to work alongside our trained staff as part of their education. • We can also offer local art schools the opportunity to spend a weekend at the event painting their interpretation of the sculptures. These paintings could then form an art exhibition with the sale of the paintings going to charity. <p><i>Objective 3.2 - The city is recognised as a valuable destination for talent, tourists, workforce and investment. Visitor numbers across our city continue to increase with people coming to experience our unique food, wine, environment, heritage and events.</i></p> <ul style="list-style-type: none"> • Sand Sculpting is a proven tourism destination event. Last year attracting 33,000 people to the Port Noarlunga foreshore in just 16 days. This created in-scope expenditure in the region. • Research also identified that 80.5% of visitors' main reason for visiting Port Noarlunga was to see the sand sculptures.
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2	<p>Describe any links to the Fleurieu Peninsula Regional Strategic Tourism Plan 2012-15 and the Fleurieu Peninsula Destination Action Plan 2012-18</p> <p>The attraction of tourism and economic benefit to the region as well as the promotion of the City of Onkaparinga as a tourism destination and desirable place to live.</p>
3	<p>Describe any other partnerships or strategic links with organisations that maybe relevant to the event?</p> <ul style="list-style-type: none"> ➤ We can work with local restaurants and cafes to promote their offerings ➤ We can work with other tourism attractions in the area to create special cross promotional opportunities ➤ We can offer local community groups, local produce and local artists the opportunity to have a stall at the event on a nominated day or weekend. ➤ We can work with local schools to offer them the opportunity for their students to be exposed to this art- form and for local photography students to photograph them
5. COMMUNITY BENEFIT	
1.	<p>How have you identified the need for this event?</p> <p>Discussions and evaluations of reports between the City of Onkaparinga and Sandstorm Events has enabled us to identify the need for the event to once again be presented in 2016 as the economic benefit and community engagement is too great of an opportunity to pass on.</p>
2.	<p>Who have you consulted to establish this need?</p> <p>The City of Onkaparinga events team and Sandstorm Events have worked together to discuss the previously held event and what its benefits and positive impacts were to the community and to the region - therefore establishing the need to continue the event.</p>
3.	<p>Please tick in the boxes below if any of the following groups will benefit from the event?</p> <p><i>(All applicable for us)</i></p> <p>X Socially disadvantaged</p> <p>X Indigenous Australians</p> <p>X Culturally and Linguistically Diverse people</p> <p>X People with a disability</p> <p>X Youth/Children</p> <p>X Mature Aged/Seniors</p>

4.	<p>Describe how the community will benefit from the event, including making specific reference to any of the above groups you have identified? (Note: benefits to local businesses should be captured in the economic benefits section)</p> <p>As the event is proposed to be a ticketed event (same as 2015 event) we propose to select (once again) one selected day which offers free access for children living within the City of Onkaparinga as well as schools operating in the area - making available the opportunity for them to view this art form, meet some of the sculptors and participate in the children's sand sculpting activities.</p> <p>This free opportunity will also be available to adults ensuring that socially disadvantaged, Indigenous Australians and mature aged/seniors have the opportunity to experience the event as well.</p> <p>In addition, the workshops and activities will be in a position that is accessible for people with disability and will also enable those with cultural and linguistic diversities to partake in something new, meet new people and discover new artistic opportunities.</p> <p>It is expected that it will positively impact and maximize opportunities for people to attend and participate in these related events with the exhibition operation day, as well as all seven days of each week.</p> <p>A key feature to the overall event is that it will be accessible to all members of the community based on the inclusion of a free day and holds strong to the family focus throughout.</p> <p>The opportunity to participate in sand sculpting workshops, sand art and sand bottle activities (at a cost to cover materials) will encourage community engagement and participation. The workshops, tours (included in entry) and talks (included in entry), along with speed carving demonstrations (included in entry) will take place over the duration of the exhibition.</p> <p>A key value to the community will be realized through participating with local community groups to hold complementary activities throughout the duration of the exhibition. This includes opportunities to partner with Surf Life Saving South Australia to offer beach activities such as beach sprints, flags and general beach safety awareness.</p> <p>The City of Onkaparinga's Sustainable Onkaparinga and the Hook Line and Sinker state-wide fishing debris recycling project have potential to be involved to raise awareness regarding the importance of biodiversity and the benefits of recycling, especially in relation to the local marine environment.</p> <p>We will explore the opportunity for local schools to attend the exhibition and participate in beach/water safety sessions.</p> <p>Partnering with the local community groups will support the awareness of these local groups and businesses providing a valuable education component to the visitor experience and enhancing the interactive options, which encourage visitors to stay in the area longer, and therefore increasing economic benefit for the region.</p>
5 a)	<p>Is the opportunity available for anyone in the community to participate in and/or attend the event? (e.g.: local businesses, community organizations, volunteer groups)</p> <p>Yes</p>
b)	<p>If yes, how?</p> <ol style="list-style-type: none"> 1. Through participating in free sand sculpting workshops with professional sculptors 2. Talks and Tours (free) 3. Local artists interested in sand sculpting can apply to work alongside sculptors when they are carving demo pieces (must have some experience in sculpture across other mediums) (free) 4. Sand art and sand bottle workshops (activity charge \$)

6 a)	Is there a cost for people to participate in and/or attend the event? (If the cost varies, please provide a breakdown)	Yes
b)	What is the cost to participate in the event?	\$6 (extra activities)
c)	What is the cost to attend the event?	\$10 adult, \$5 child, \$25 family, \$8 concession, under 3 FOC
6. ECONOMIC AND TOURISM BENEFITS		
1 a)	<p>What are the anticipated economic benefits for our region that will be derived from the event?</p> <p>It is anticipated that the event will attract 40,000 people. The tourism value of a Day Tripper Visitor to a region is \$79 per person. Using this as a calculation, the event will generate over \$3.1 million dollars in-scope economic impact to the region.</p> <p>Along with this, there is the additional value of the positive media that the event will generate for the region.</p> <p>As an example, we deliver an annual sand sculpture exhibition in Frankston, Victoria which has attracted over 1 million visitors to the area with an in-scope economic impact valued at \$56 million for the region along with a media value of \$4.7 million. Consequently the event is now viewed as being a significant event for the state, and not just regional Victoria.</p>	
b)	<p>How will you achieve these benefits?</p> <ol style="list-style-type: none"> 1. Through the delivery of a world-class exhibition and a solid marketing campaign - we would anticipate that the event could attract higher interest than the 2015 event. 2. With the 96% attend again research result and the 93.4% event satisfaction derived from the 2015 event survey research we can assume to leverage off these results to attain higher visitation for the proposed 2016 event. 3. Taking advantage of ANZAC Day and the South Australian term 2/semester school holidays would allow for a higher level of attraction for interstate visitors. 4. Once again capitalizing on social media to integrate community voice and the events social share-ability. 5. Promoting the event at our other events around Australia. 	
2	<p>What is the average amount of time you anticipate a visitor will spend in the region as a result of attending the event?</p> <p>Based off the research findings from the successful April 2015 sand sculpture event in Port Noarlunga, we can assume a similar pattern for the proposed 2016 event:</p> <ul style="list-style-type: none"> ➤ 48.25% of visitors said that after visiting the sand sculptures they would stay in the region for 1 to 2 hours ➤ 27.5% of the visitors indicated they would stay for 2 to 4 hours in Port Noarlunga ➤ 2.2% of the visitors indicated they were planning on staying overnight in Port Noarlunga (equivalent to 726 visitors based on attendance of 33,000) <p>Visitors planned on going to the beach, dining at a restaurant, using the Adventure Playground, shopping and site seeing during their extended visit in Port Noarlunga.</p>	

3	<p>What initiatives and/or cross promotion will you undertake to encourage extended stays, including overnight stays, for people attending the event?</p> <p>For 2016 we propose to:</p> <ul style="list-style-type: none"> ➤ Advertise the accommodation options and/or packages available when visiting the Sand Sculptures on our website ➤ Work with local tourism operators and offer them discounted entry tickets to the event - so that they can package ➤ Hold an onsite faml for local tourism staff and operations so that they can understand the event and therefore promote it ➤ We will promote the event at our other interstate events ➤ We will work with local restaurants and cafes to see if we can pull together food and event packages to encourage extended day stays in the area
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7. EVENT PROMOTION AND COUNCIL RECOGNITION

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

1	<p>How do you intend to advertise the event?</p> <p>Sand Sculpting exhibitions are recognised as being major destination events, which have positive impact on generating increased tourism to the host regions. Tourism Victoria and Frankston City Council regard the Frankston event as being iconic due to its direct impact on tourism, which is reflected with the three Victorian Tourism Awards the event has won.</p> <p>Sand Sculpture has wide spread media interest and therefore we plan on capitalizing on this again.</p> <p>Working across multiple mediums we will work with the City of Onkaparinga to identify any possible opportunities internally and with our partners and sponsors.</p> <p>We will also endeavor to attain our partnership with Channel 9 for the 2016 event which provides fantastic TV coverage (in 2015 they ran a TVC, multiple weather crosses & provided talent for a special day on site).</p> <p>We will also endeavor to attain radio coverage, purchase in-print marketing and specifically focus on our social media channels with thousands of active engaged followers to directly disseminate the information about the upcoming event.</p> <p>A comprehensive marketing plan will be developed with various mediums including TV, radio, print and social media.</p> <p><i>Corporate sponsorship:</i></p> <p>The opportunity exists to collaborate with the City of Onkaparinga to attract significant sponsorship with the customised sponsorship packages given the profile of the success of the 2015 exhibition.</p> <p>Sandstorm Events has already started to liaise with national media providers to try and attain national sponsorship.</p> <p>As the sand sculpting is focused on community and family values, this also broadens the appeal of sponsorship as a corporate social responsibility gesture.</p> <p>In collaboration with the City of Onkaparinga we will develop customised corporate sponsorship packages to attract sponsors. With a sponsorship target of \$80,000 (for the exhibition) it aims to significantly offset councils cost to host the exhibition.</p>
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2	<p>What is the proposed geographic spread/distribution level of advertising (ie state-wide and/or interstate coverage)?</p> <p>We plan on capitalising on a variety of advertising for the exhibition, which includes segmented and localised messaging plus some interstate-targeted coverage.</p> <p>Using social media as our advanced communication tool we can segment messages about the exhibition to our fans and their friends located in other states like Melbourne and Sydney. This, combined with their intention of visiting South Australia, may provide purpose to extend their visit to the City of Onkaparinga region during their stay.</p> <p>For the localised messaging we will use print publications like the Adelaide Review and Adelaide's Child to communicate about the exhibition, radio organised publicity segments for statewide stimuli and TV for national coverage. All of these combined cover a large geographical segment and provide multiple touch points to the right audience.</p>
3	<p>What is the likely media coverage of the actual event in addition to proposed paid advertising?</p> <p>In 2015 the 16 day sand sculpture event achieved a high level of media interest and coverage from major media outlets across all different mediums including Channel 9, Channel 10, Channel 7, ABC, Adelaide Review, Courier Mail plus coverage from South Australia's most influential mummy bloggers.</p> <p>In 2016 it would be assumed the same level, if not more awareness and interest of the event from major media outlets will be achieved through in-depth and advanced planning and targeted media calls and press releases.</p>
4	<p>Do you have any partnerships/sponsorship arrangements in place with media outlets?</p> <p>No partnerships are locked in yet. However, it is reasonable to believe that Channel 9 will come on board again as a media sponsor/partner given their positive involvement in the event in 2013 and 2015.</p> <p>Adelaide's Child has confirmed that they will be a premium partner by providing in print contra for the exhibition and unveiling support.</p>
5	<p>How will you enhance the profile of our region?</p> <ol style="list-style-type: none"> 1. Advertise the event on our website (300,000 hits over Summer) 2. Advertise the event on our Facebook page (25,000 fans) 3. Assist council wherever required 4. Will produce sponsor boards and event signage as a part of the event budget 6. Try to gain (where possible) media coverage by utilising media connections.
6	<p>How will you recognise and promote our support (please refer to the expected and desired outcomes in the Tier 1 Sponsorship Guidelines)?</p> <p>Through all advertising mediums, inclusive of, but not limited to:</p> <ul style="list-style-type: none"> • Sponsor board • Banners/posters • Fence wrap (if customized) • Program

	<ul style="list-style-type: none"> • Paid adverts • Press kits/releases 												
7	<p>Where will the City of Onkaparinga logo be displayed?</p> <p>On all marketing collateral inclusive of, but not limited to:</p> <ul style="list-style-type: none"> • Sponsor board • Banners/posters • Fence wrap (if customized) • Program • Paid adverts • Press kits/releases 												
8. FUNDING DETAILS													
1	<p>What is the total cost of the event?</p> <p>\$357,657</p>												
2 a)	<p>What is the sponsorship cash amount you are requesting from us?</p> <p>\$65,000</p>												
b)	<p>What is the in-kind amount you are requesting from us?</p> <p>\$0</p> <p><i>(Please refer to the attached event application form for a list of available options and related costs) NOTE: not more than 50% of the total event cost (cash + in-kind sponsorship) can be requested</i></p>												
3 a)	<p>Could your event proceed if only partial funding was received?</p> <p>No</p>												
b)	<p>If yes, what changes will be made to enable the event to still proceed?</p> <p>N/A</p>												
4	<p>What secured sponsors do you have in place to support the event?</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Committed cash sponsorship</th> <th>Committed in-kind sponsorship</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="4">Adelaide's Child has confirmed that they will be a premium partner.</td> </tr> <tr> <td colspan="4">Total</td> </tr> </tbody> </table>	Name	Committed cash sponsorship	Committed in-kind sponsorship	Total	Adelaide's Child has confirmed that they will be a premium partner.				Total			
Name	Committed cash sponsorship	Committed in-kind sponsorship	Total										
Adelaide's Child has confirmed that they will be a premium partner.													
Total													
5	<p>What is your strategy for attracting additional cash and/or in-kind sponsorship for the event?</p> <p>The opportunity exists to collaborate with the City of Onkaparinga to attract significant sponsorship with the customised sponsorship packages given the profile of the success of the 2015 exhibition.</p> <p>Sandstorm Events has already started to liaise with national media providers to try and attain national sponsorship.</p> <p>In collaboration with the City of Onkaparinga we will develop customised corporate sponsorship packages to attract sponsors, with a sponsorship target of \$80,000 (for the exhibition).</p>												

6 a)	Has your organisation received sponsorship and/or a grant from Council in the last two financial years?	Yes			
b)	If yes, please provide the details in the below table				
	Year	Name of Sponsorship/Grant Program	Name of event / project funded	Amount \$	Has the grant been acquitted?
	2015	Tier 1 Sponsorship Program	2015 Sand Sculpting Australia's Disney Princesses and Pirates Sand Sculpture Exhibition	\$65,000 (cash)	Yes
	2013	Tier 1 Sponsorship Program	2013 International Sand Sculpture Exhibition	\$110,000 (cash)	Yes
9. APPROVALS					
1	If your event takes place on council or public land, have you obtained permission from Council or the land manager?	Yes			
	<i>Note: if your event is being held on Council land a permit must be obtained. Please contact Angela Cahill on 8384 0135 or email angcah@onkaparinga.sa.gov.au</i>				
	<i>In cases where council as being a site of environmental and/or cultural significance identifies the proposed event location, event organisers must secure any pre-requisite permits and/or licenses upfront prior to submitting the Tier 1 sponsorship application.</i>				
2	Does your event require any other council, state or federal government approvals?	No			
3	If yes, have the approvals been obtained?	N/A			
4	Please outline what the approval is needed for? <i>(Note: funds will not be released until confirmation has been obtained regarding the permit/approvals)</i> N/A				
5	Do you have any further information that is relevant to your application?				
	No				


BUDGET overview (please attach a detailed income and expenditure statement)						
<i>Income</i>				<i>Expenditure (please modify headings / items as required)</i>		
Your organization's contribution				Equipment / Venue hire	\$	
Upfront cash contribution				10,000	Furniture & container of bump in requirements ie: timber, tools, glue etc	35,000
Fundraising (eg raffles)				0.00	Audio visual equipment & fence wrap	9,000
In-kind contribution (please specify)				0.00	Activity Materials	8,500
					Marquee x 3 plus gantry	6,000
Subtotal				10,000	Subtotal	58,500
Volunteer labour contribution				\$	Labour and contractor fees (this should include the figures used in the Volunteer labour contribution)	\$
	Total number	Total hours worked	Hourly rate	Total value	Sandstorm Admin Fee	40,000
Volunteer Labour	0	0	0	0.00	Professional Sculptors (includes air-fares, accommodation, transfers, per diems and daily rate)	95,000
Subtotal				0.00	Event Bump in and bump out	20,500
Earned Income (please modify as required)				\$	Subtotal	245,500
Entrance fees @ 40,000 people \$10 adult ticket x 8,000 = \$80,000 \$5 child ticket x 6,000 = \$30,000 \$25 family ticket (2 adult, 2 children) x 3,750 = \$93,750 \$8 concession x 6,000 = \$48,000 \$6 group price x 1000 = \$6,000 Free of charge (carers & under 3 years) x 4,000				257,750	Marketing	\$43,657.00
Food and beverage sales				12,000	Printing (internals) + graphic design	8,500
Merchandise sales				15,000	Print advertising	8,400
					Radio advertising	5,000
Other (please list)				\$0	Digital (websites, banners)	707
Subtotal				284,750	Bloggers	6,000
City of Onkaparinga					TVC (Channel 9 Partnership)	\$0

Requested cash sponsorship	65,000	Sandstorm Social	4700
Requested In-kind sponsorship (Please complete the Event application form on pages 13-15 and include the total in this column)		Other	10,350
Waived permit fees		Catering	\$7,500
		Food	
		Beverage	7,500
Subtotal	65,000		
Other Awarded Grants/Sponsorship	\$0	License Fees & Permits	\$1500
State Government (include name of Department)	0.00	Event Insurance	1500
Name of Organisation	0.00		
Subtotal	0.00	Traffic management fees	\$1,000
Total Income		Total Expenses	357,657
	359,750		

NB: Sandstorm Events acknowledges that 25% of the event profit will be returned to the City of Onkaparinga within four weeks of completion of the event along with the event profit and loss statement.

Declaration and Authorised Signature

I have read and understand the Tier 1 Sponsorship Guidelines	Yes
I have read and understand the draft Tier 1 Funding Conditions	Yes
I have attached a copy of the marketing plan	Yes
I have attached a copy of the event income and expenditure statement	Yes

Authorised signature of applicant	
Name	Sharon Redmond
Signature	
Position	Director – Sandstorm Events
Date	12 November 2015
Counter signatory of Management Committee or Principal (where applicable)	

Name	
Signature	
Position	Date

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

Options for submitting completed Tier 1 sponsorship applications includes:

- posting to:
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168
- emailing to mail@onkaparinga.sa.gov.au
- hand delivering to one of our council offices located at:
 - o Noarlunga - Ramsay Place, Noarlunga Centre
 - o Willunga - St Peters Terrace, Willunga
 - o Woodcroft - 175 Bains Road, Morphett Vale
 - o Aberfoyle Hub - The Hub, Aberfoyle Park

Please keep a copy of the application for your records.

Enquiries should be directed to Ian Buchanan, Grants and Sponsorship Officer, on 8384 0666

Attachment 2





2015–16 TIER 1 SPONSORSHIP FLAGSHIP EVENTS GUIDELINES



MESSAGE FROM THE MAYOR

Flagship events contribute to the recognition and profile of our city and the Fleurieu Peninsula, provide opportunities for multi day/night visits, attract both interstate and international visitors, leverage tourism and economic outcomes and provide revenue raising opportunities for local businesses.

We assist our communities to present high quality, enjoyable events that contribute to the vitality and culture of our city through our sponsorship program.

I recommend that you contact a council officer to discuss your proposal prior to submitting an application (contact details are outlined in these guidelines).

We look forward to receiving your application.

A handwritten signature in black ink that reads "Lorraine Rosenberg".

Mayor Lorraine Rosenberg





Tier 1: Flagship events

As a part of our Community Plan 2035 we are committed to realising the vision of our region being recognised as a thriving arts, events and tourism hub. Attracting flagship events through providing cash and in-kind sponsorship is one of the key ways we are working toward achieving this goal.

Tier 1 flagship event funding is available for events that are requesting funding in excess of \$29,000. Events or activities requesting under \$29,000 should refer to the *Tier 2: Regional festivals and events guidelines* and application form.

There is no opening or closing dates for the sponsorship program, applications will be assessed as they are received. *Please note, depending on the time of year the application is submitted, approved funding may not be available until the commencement of the following financial year.*

1. PURPOSE AND EXPECTED OUTCOMES FROM TIER 1 SPONSORED EVENTS

The purpose of the Tier 1 sponsorship program is to provide cash and in-kind support for new, innovative and unique events which are, or have the potential to become, iconic events.

Tier 1 sponsorship is a business relationship where parties work together to achieve agreed marketing and operational objectives with a strong focus on longer term strategic partnering.

We aim to fund a range of event types held across our city. This encompasses:

- supporting new festivals and events to become established in our region
- supporting ongoing successful events that can demonstrate they are growing in size and attendance as well as securing sponsorship from other sources
- aligning our name with established events that offer significant promotion and recognition opportunities for council and economic benefits for the region.

Outcomes expected from events supported by the Tier 1 sponsorship program include:

- a. contribute to the goals of our Community Plan 2035, our community's long term plan for our city's future, our [Placemaking Strategy](#) and the [Tourism Strategic Management Plan 2013-2018](#)
- b. complement and support the Fleurieu Peninsula Regional Strategic Tourism Plan 2012-15 and the Fleurieu Peninsula Destination Action Plan 2012-2018 (available from www.fleurieupeninsula.com.au)
- c. provide significant economic benefits, such as through increased visitor spending, encouraging the uptake of overnight accommodation as well as partnering with local businesses to stimulate local business activity and/or employment.
- d. attract people from across our region as well as visitors from interstate and overseas.
- e. promote tourism in our city and the Fleurieu Peninsula, including promoting the McLaren Vale, Hills, Valleys and Beaches Visitor Guide (available from www.onkaparingacity.com) and the accommodation booking service available through our Visitor Information Centre
- f. undertake a high profile marketing campaign to promote the event, preferably encompassing television advertising, radio and print media advertising (including in national publications)
- g. enhance council's profile through association with the event, such as through offering naming rights opportunities and including our logo on any television, radio and print media advertising
- h. provide benefits to the wider community by encouraging opportunities for community participation and development
- i. minimise impact to the environment, including local fauna and flora.
- j. minimising waste and encourage recycling
- k. monitoring the event and actively managing any incidents of anti-social or offensive behavior

- l. offer value for money, taking into consideration of our sponsorship as a percentage of the total event cost and the number of people who are anticipated to attend the event.
- m. encourage the ongoing sustainability of the event through event organisers securing cash and in-kind support from other sources.
- n. undertake a professional evaluation of the event to ascertain economic, tourism, promotional and community benefits
- o. submitting requests for Tier I sponsorship at least six months prior to the event commencing to ensure we can maximise the benefits from the sponsorship relationship

Desired outcomes of our Tier I sponsorship program include:

- a. hold the event outside of the January to March peak event period
- b. hold the event in the City of Onkaparinga
- c. provide opportunities for complimentary council programs to have stalls at the event, such as for community engagement purposes.
- d. hold the sponsored event at a key council placemaking site, including:
 - Ramsay Place, Noarlunga Centre
 - Piazza della Valle, McLaren Vale
 - Rotary Park, Christies Beach
 - Port Noarlunga Foreshore

Preference will also be provided for events held on council land and/or which utilise council buildings.

- e. event organisers working in partnership with local organisations and/or businesses to support with the planning and delivery of the event.
- f. event organisers building positive relationships with council as well as other organisations and businesses in the region
- g. providing letters of support for the event

2. ELIGIBILITY

- a. incorporated 'not for profit' organisations, community groups or voluntary associations are eligible to apply.
- b. Schools are eligible for Tier I sponsorship. Community groups based within a school setting are eligible to apply provided they can demonstrate that:
 - the event is initiated, managed and organised by local residents who are assisted rather than directed by a governing education body
 - alternative funding sources are not available from a governing education body for the event
- c. businesses are eligible to apply provided they can demonstrate that the event could not proceed without sponsorship funding
- d. organisations must contribute a minimum of 50% toward the total event cost, this may comprise of upfront cash and in-kind support (eg volunteer labour hours) and/or other funding sources
applicants may submit more than one Tier I sponsorship application in any financial year, however normally one funding allocation will be made
- e. In cases where the proposed event location is identified by council as being a site of environmental and/or cultural significance, event organisers must secure any pre-requisite permits and/or licenses upfront prior to submitting the Tier I sponsorship application. For any questions regarding council permit requirements, please contact our Permits & Licences team on (08) 8384 0666.

- f. organisations that have previously received Tier 1 sponsorship funding are eligible to apply provided:
 - the event continues to meet the requirements of the Tier 1 sponsorship guidelines
 - the previous event has been delivered in accordance with the Tier 1 funding conditions
 - the previous event evaluation report has been completed in full and submitted within the required timeframe.
- g. groups or organisations currently in receipt of other sources of council funding may apply, providing the Tier 1 sponsorship proposal is for a separate event
- h. applicants that have not acquitted previous funding are ineligible to receive any further funding until the acquittal process has been completed
- i. we retain the right not to sponsor an event if the event received sponsorship in the previous funding year and that event generated a profit greater than the value of our sponsorship. This provision will be rescinded in cases where profits have been:
 - retained to hold future events, in which case this profit should be highlighted as income in the budget section of the subsequent Tier 1 sponsorship application; and/or
 - donated to a charity or not-for-profit organisation where the core focus of that organisation is to provide programs and/or services to communities within the City of Onkaparinga.
- j. funding is primarily for events held within the city however events that raise awareness of our city, or encourage people to visit our city may be funded

2.1 What costs are not eligible for funding?

- a. funding for events that have commenced or already taken place
- b. costs associated with commercial benefit or reward, such as establishing a new business, advertising to a promote private business, purchase/update of equipment for a private business
- c. training or education activities
- d. academic research, conference costs, interstate or overseas travel
- e. recurrent operating costs for organisations or groups including ongoing salaries
- f. direct requests for donations
- g. participation of sporting or recreation teams in competitions
- h. capital developments eg renovations or building changes which will be permanently part of the structure
- i. events that benefit only members of an organisation
- j. purchase of equipment or materials where it is not directly relevant to the event

3. AVAILABLE FUNDING AND IN-KIND SUPPORT

Tier 1 sponsorship funding is available for events that are requesting funding in excess of \$29,000. Events requesting under \$29,000 should refer to the *Tier 2: Regional festivals and events* guidelines and application form.

Applicants may request 'in-kind' support in addition to cash sponsorship. This may include the provision of equipment such as portable toilets, flag bunting, rubbish bins etc. For a complete list of in-kind sponsorship options please refer to the Event page on www.onkaparingacity.com.

All requests for in-kind sponsorship must be detailed in the Event Application form attached to the Tier 1 sponsorship application and costed in the budget section of the application form. The level of in-kind support requested will be taken into account when assessing the sponsorship application.

As outlined in the eligibility criteria, organisations must contribute a minimum of 50% of the total event cost, this may comprise of upfront cash, in-kind support (eg volunteer labor hours) and/or other funding sources.

Please note, eligible applications may not necessarily be funded or receive their full sponsorship request.

4. APPLICATION AND ASSESSMENT PROCESS

Applicants must provide:

- a completed 2015–16 Tier I Sponsorship application form
- an event business plan
- an event marketing plan.
- an income and expenditure statement. This should be a detailed description of the budget information provided as a part of the application form and include all income and expenditure items including in-kind support and costs for evaluation

Once an application has been received:

- an acknowledgment letter will be sent to the nominated contact on the application form
- the event eligibility will be checked by the Team Leader, Marketing & Events. Organisations will be notified if their sponsorship application is ineligible for assessment
- eligible applications will be assessed by a panel which comprises of staff and an Elected Member representative. The assessment panel may seek further information or clarification on aspects of the application. An application must score at least 70% in the assessment process to be considered for funding by council.
- The assessment panel funding recommendations will be referred to Council for approval with a supporting Council report. Funding recommendations will take into account the anticipated benefits that will be provided by the event and the cash and in-kind sponsorship requested.
- the applicant will be requested to present a deputation to Council at the same meeting that the report is presented and respond to any questions raised by Elected Members.
- applicants will be notified in writing within 14 days of Council meeting of the outcome of their application for funding.

There is no appeals process.

5. ASSESSMENT CRITERIA

Applications will be assessed giving consideration to:

- alignment with the Tier I sponsorship expected and desired outcomes (as outlined in section 1)
- alignment with our Community Plan 2035 (available on www.onkaparingacity.com)
- if applicable, the success of previous sponsored events, including compliance with conditions of funding and the completion of evaluation reports, will also be considered.

The weighting of criterion used to assess Tier I Sponsorship applications are:

Criterion	Weighting
1. Quality of event proposal including capacity to become an iconic event	15%
2. Benefits for regional tourism and our economy	30%
3. Event promotion and recognition of Council	30%
4. Benefits for our community	15%
5. Quality of event budget	10%

6. FUNDING CONDITIONS

Tier I sponsorship funding is a business relationship where both parties work together to achieve agreed marketing and operational objectives.

Cash sponsorship must be used for the approved event as described in the application form. Changes may not be undertaken without prior written approval from the Team Leader, Marketing & Events.

Outlined below is a summary of the key funding conditions which must be actioned as a part of the Tier I sponsorship program.

Please refer to the Funding Conditions template for a full outline of all terms and conditions of the Tier I sponsorship program, which is available on the sponsorship page of our website www.onkaparingacity.com.

Tier I sponsored events are required to:

- a. invite the Mayor (or a delegated proxy) to officiate at any event opening or presentation ceremony.
- b. If applicable, supply council with at least two tickets for staff to attend the event as a part of the assessment process. This should be press / media passes if the option applies to the event.
- c. submit a marketing plan and ensure that the associated costs are reflected in the event budget. Specific provisions include:
 - the distribution of at least one media release which includes the wording 'supported by the City of Onkaparinga'
 - recognition of council sponsorship in any speeches and public announcements
 - displaying our logo on all printed material distributed to advertise the event, for example programs, invitations, banners and posters. Our logo must be displayed in accordance with the City of Onkaparinga Logo Style Guide and submitted to the Team Leader, Marketing & Events (please allow at least one week prior for approval).
 - displaying the 'supported by City of Onkaparinga' logo as a part of all print and television and print advertising
 - displaying the 'supported by the City of Onkaparinga' banners in prominent areas (to be picked up by event organisers)
 - providing a photograph(s) of the event and giving permission for us to use the photograph to promote the sponsorship program or the event.
- d. obtain all necessary insurances including Public Liability Insurance and ensuring that the City of Onkaparinga is not held liable for any matter arising out of this sponsorship.
- e. obtain any relevant approvals including use of council land, liquor licenses and temporary road closures. No money will be issued until all approvals/permits are received.
- f. comply with recognised Australian Standards and must observe any relevant federal, state or local government regulations or guidelines.
- g. provide the Team Leader, Marketing & Events with a copy of the event risk management plan for our records at least four weeks prior to the event. It is the event organisers responsibility to ensure that key individuals involved with delivering the event are aware of the identified risks and the related mitigation strategies.
- h. ensure compliance with the Children's Protection Act with regards to working with young people, including undertaking police checks of persons working directly with people under the age of 18 years. For any questions regarding requirements, please contact the Department for Education and Child Development via email at DECDChildSafe@sa.gov.au.
- i. Undertake a professional evaluation of the event to ascertain the benefits derived from the event. This will be negotiated with event organisers prior to awarding the sponsorship funding.

THE TAX SYSTEM

Applicants should be aware of the federal government's taxation requirements, including the goods and services tax (GST) and the Australian business number (ABN). These may have implications for your event.

For information and advice on whether you should be registered for an ABN or for GST purposes please contact the Australian Taxation Office Infoline, phone 132 866 or visit the website www.ato.gov.au

HOW IS AN APPLICATION MADE?

Please contact the Team Leader, Marketing & Events, on 8384 0665 or email events@onkaparinga.sa.gov.au to discuss the eligibility of your event proposal prior to commencing the application.

Applications must be in writing and will only be accepted on the 2015-16 Tier 1 application form. Completed application forms may be submitted by:

- returning to your nearest council office at
 - Aberfoyle Hub (The Hub, Aberfoyle Park),
 - Noarlunga Centre (Ramsay Place, Noarlunga Centre), or
 - Willunga (St Peters Terrace, Willunga);
- posting to Allison Alexander, Team Leader, Marketing & Events, City of Onkaparinga PO Box 1, Noarlunga Centre SA 5168
- emailing to allale@onkaparinga.sa.gov.au

Please keep a copy of the application for your records.

Enquiries should be directed to Allison Alexander, Team Leader, Marketing & Events, on 8384 0665 or email

FREQUENTLY ASKED QUESTIONS

What is the maximum amount of money our organisation can apply for?

The minimum funding for regional festivals and events is \$29,000. For sponsorship to be awarded an organisation needs to match the funding sought with other sources of funding (ie if a group applies to council for \$29,000 then matching additional funding of \$29,000 is required).

What does in-kind mean?

In-kind means that you did not pay cash for the item or service but that it was donated or loaned for the purposes of the event. This refers to the cash value that the item or service would have cost if you had to pay for it. Volunteer hours are valued at \$30 per hour unless they are for specialised services (eg electrical, accounting, workshop presentations) which are valued at \$45 per hour. **Applicants are required to calculate the value of our in-kind (ie not cash) support being sought using the community event in-kind support information available on www.onkaparingacity.com**

What do you expect from the sponsorship relationship?

It is important to recognise and promote council sponsorship, as specified on the application form and in the conditions of funding. Maintaining ongoing communication with our officers about all aspects of publicity associated with the event is important to establish the best way for the sponsorship relationship to be developed.

If we received funding in the past does this mean we can be funded again?

Yes. Each year applications will be considered on their merit. Usually council's contribution will reduce over time, unless you can clearly demonstrate that the event is growing and providing increased benefit to the community.

Can our event be for fundraising purposes?

Yes. You can apply for funding for an event which is generating funds for a not for profit community organisation, providing that you can demonstrate the economic or community benefit this will generate. Applications that seek sponsorship to support your organisation's general operating costs will not be funded. Details of where any profits from your event will be directed should be clearly explained in your budget.

Can we purchase equipment?

Funds will not be provided for equipment unless it is directly related to the running of your event. You may wish to apply to our community grants program for funding for minor equipment upgrades or replacement to assist with the continuation of your group's core business.

Can we ask for in-kind support from council?

Yes. We can provide in-kind support to your event in addition to the cash support we provide through sponsorship funding. This could take the form of rubbish bins, portable toilets, flag bunting etc (see listing on www.onkaparingacity.com).

The level on in-kind support requested will be taken into account when assessing your sponsorship application. Any approved in-kind support will be detailed in your conditions of funding.

When do applications close?

There is no opening or closing dates for applications. Applications will be assessed as they are received all year round. Depending on the time of year the application is received, approved funding may not be available until the commencement of the following financial year.

9.5 Quarterly financial update incorporating Budget Review 1 2015-16

This is a regular or standard report.

Manager:	Darren Styler, Manager Finance
Report Author:	Diane Eckermann, Team Leader Management Accounting
Contact Number:	8384 0121
Attachments:	<ol style="list-style-type: none">1. Abridged 30 September 2015 month end financial report (2 pages)2. Quarterly financial update for the period 1 July 2015 to 30 September 2015 (23 pages)2. Budgeted Financial Statements (11 pages)

1. Purpose

This report provides analysis of our actual financial performance to 30 September 2015 compared to the approved budget, analysis of the approved budget compared to the proposed budget arising from Budget Review 1 and analysis of the impacts of Budget Review 1 and other financial decisions made during the quarter on the 2016-17 Budget and our Long Term Financial Plan.

This report also provides commentary in relation to various financial risks arising as a result of proposed changes and changes made across the government sector that could significantly impact councils long term financial sustainability, and outlines the activities we are currently undertaking to mitigate these.

Finally this report proposes that, in light of the revised quarterly financial update report presented at attachment 2 to this report, the current monthly financial reporting to Council be ceased.

2. Recommendations

- 1. That Council note the quarterly financial update provided in this report and presented at attachment 2 to the agenda report.**
- 2. That Council adopt the proposed 2015-16 Budget incorporating Budget Review 1 outcomes as discussed in this report and presented at attachments 2 and 3 to the agenda report.**
- 3. That Council approve cessation of the current monthly financial reporting to council.**

3. Background

The *Local Government (Financial Management) Regulations 2011* (the Regulations) specify the number and timing of budget reviews that must be considered by Council following adoption of the budget.

At its meeting on 30 June 2015 Council adopted the 2015-16 Budget and in accordance with the Regulations resolved (in part) that:

The budget will be reviewed four times during the financial year for the periods ended:

- 30 September 2015
- 31 December 2015
- 31 March 2016
- 30 June 2016 (as part of our end of financial processes).

At its meeting on 29 September 2015 Council approved the 2014-15 carried forwards for inclusion in the 2015-16 Budget. Carry forwards are those amounts budgeted but unspent in the previous financial year that are required to complete approved projects. The budgets for these projects are carried forward (and integrated) into the current financial year.

At its meeting of 19 August 2003 the Corporate Review Committee approved the requirement for monthly financial reporting and the key performance indicator of actual spend or income being +/-5% of budget. The minutes of this meeting were subsequently adopted by Council.

Notwithstanding this decision, there is no requirement for monthly financial reporting to be presented to Council specified in the Regulations.

4. Financial Implications

This report and its attachments provide analysis of the current year and long term impacts of the proposed Budget Review 1 amendments to be adopted and included in the 2015-16 Budget.

The impact of Budget Review 1 for 2015-16 is a net funding deficit of \$278,243. This funding deficit is proposed to be transferred from the Contingency Reserve in line with prior practice and our reserve procedures resulting in a balanced Funding Statement position.

Financial implications that may arise as a result of changes proposed and changes made in the government sector are also outlined in this report and its attachments.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Failure to effectively manage councils financial resources in the short, medium and long term results in councils financial sustainability being impaired	<p>The financial implications of recommendations to Directors Group, Council or any of Councils sub committees are outlined in each report considered by these bodies.</p> <p>In addition the financial planning and budgetary process and quarterly budget reviews provide appropriate financial analysis for consideration by Council to ensure financial resources are effectively managed in the short, medium and long term to achieve financial sustainability.</p>
Failure to comply with timelines specified in Section 9 of the	Budget reviews have been scheduled for Council consideration in accordance with the requirements of

Regulations results in a breach.	the Regulations.
Failure to effectively manage financial risks arising as a result of proposed changes and changes made across the government sector that could significantly impact councils long term financial sustainability.	Mitigation activities in relation to significant financial risks are outlined in this report and its attachments.

Opportunity	
Identify	Maximising the opportunity
To remove non legislated financial reporting to Council whilst maintaining appropriate levels of financial control and stewardship.	<p>There are no requirements for monthly financial reporting to be presented to Council specified in the Regulations.</p> <p>The cessation of monthly financial reporting to Council will save approximately two days per month of finance time.</p> <p>This time will be redirected to more value add activities including continuing to invest in our systems and processes to realise efficiencies and increased financial and commercial training/support for the organisation.</p>

7. Additional information

The quarterly financial analysis and commentary in relation to significant financial risks is presented at attachment 2 to this report. Further information with regard to the road to recovery variance is also provided below:

Road to Recovery program – Fuel Excise indexing increase

On 23 June 2015 the Federal Government announced Councils across Australia would receive increased funding for roads for the next two years via the Roads to Recovery program following the reintroduction of consumer price index increases to the fuel excise.

Councils funding is an additional \$1.4m in 2015-16 and a further \$3.9m in 2016-17

As this advice was received after Council considered our 2015-16 project and capital works allocations, we have revised the road program as part of Budget Review 1 to incorporate the following road reseal/rehabilitation projects utilising the extra funding available:

- States Road, Morphett Vale (Bains Road to Pimpala Road) \$751,000
- Adams Road, Blewett Springs (Brookman Road to Bell Road) \$123,000

- Colville Road, White Valley (Delabole Road to Almond Grove Road) \$229,000
- Sheriffs Road, Lonsdale (west of Dyson Road to dead) \$332,790.

Application of funding to these roads is in accordance with the recent Roads Pavement Modelling priorities and principles discussed at the workshop with Elected Members on 13 October 2015.

Allocation of the additional \$3.9m funding for 2016-17 will be included as part of the 2016-17 financial planning and budgetary process.

Cessation of monthly financial reporting to Council

An abridged version of the current monthly financial report to Council as at 30 September 2015 is provided at attachment 1 to this report for information purposes.

In light of the revised quarterly financial update report presented at attachment 2 to this report, it is proposed that the current monthly financial reporting to Council be ceased.

The new quarterly financial update report presented at attachment 2 presents a much richer set of financial information for Councils consideration, discussing short and long term financial impacts along with known financial risks and impacts for the government sector.

We believe this richer set of financial information is more appropriate for leadership, Committees and Council to consider when making decisions. The provision of this information quarterly aligns with the requirements of the Regulations for Budget Reviews to be performed quarterly and also aligns with our other key corporate reporting timelines (eg the Quarter).

Whilst there are no requirements for monthly financial reporting to be presented to Council specified in the Regulations, monthly financial reporting will still be utilised by Administration as best practice for the management of actuals to budget at an operational level.

The cessation of monthly financial reporting to Council will save approximately two days per month of finance time. This time will be redirected to more value add activities including continuing to invest in our systems and processes to realise efficiencies and continuing to work on ensuring financial and commercial literacy is diffused throughout the organisation so that decision makers understand, manage and are held accountable for the financial and commercial implications of their decisions.

We have discussed the above changes with the external auditor Dean Newberry & Partners who have confirmed that the Quarterly financial update report template developed is appropriate and of a high standard. Dean Newberry & Partners have also confirmed that there are no Local Government Act compliance issues moving from a monthly to quarterly reporting basis.

MONTHLY FINANCIAL REPORT
Period ending 30 September 2015

Attachment 1

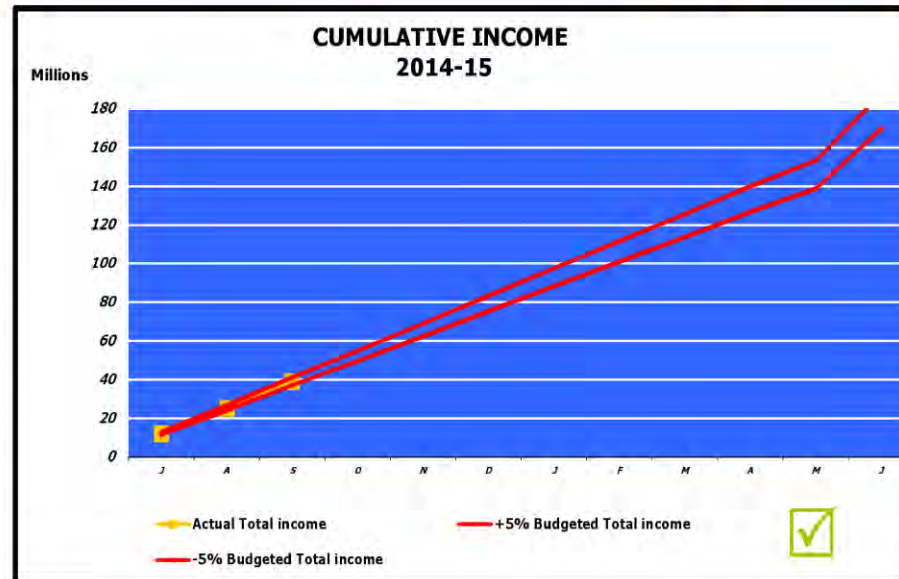
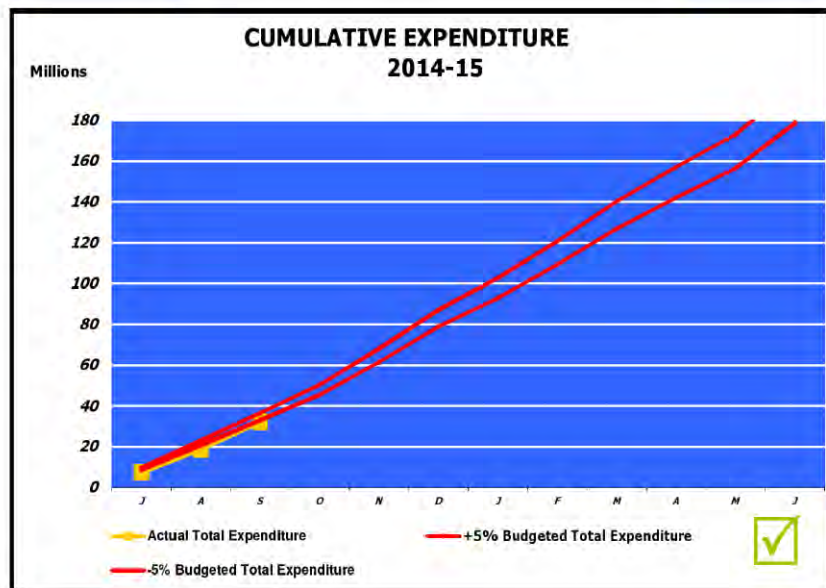
City of Onkaparinga
Agenda for the Council meeting to be held on 1 December 2015.

Original adopted budget		Proposed budget	Cumulative		Variance YTD Fav/(Unfav)	Variance YTD %	Notes	Total committed
Operating			Actual YTD	Budget YTD				
Operating income								
114,672,592	Rates (excluding MPF)	114,672,592	27,650,781	27,675,824	(25,043)	-0.1%		0
3,579,205	Statutory charges	3,579,205	1,118,078	1,143,850	(25,772)	-2.3%		0
6,446,584	User charges	6,265,285	1,353,316	1,384,474	(31,158)	-2.3%		0
16,727,908	Grants, subsidies and contributions	18,187,405	4,270,503	4,313,198	(42,695)	-1.0%		0
163,457	Investment income	163,457	19,332	40,848	(21,517)	-52.7%		0
1,384,136	Reimbursements	1,400,519	1,009,343	1,041,163	(31,820)	-3.1%		0
825,217	Other Revenue	1,006,722	84,034	87,878	(3,844)	-4.4%		0
143,799,099	Total Operating Income	145,275,185	35,505,387	35,687,235	(181,848)	-0.5%		0
Operating expenditure								
58,353,046	Employee costs	59,703,265	15,707,299	16,502,572	795,273	4.8%	1	0
29,572,275	Contractual services	30,425,140	4,988,792	5,779,051	790,259	13.7%	2	11,004,705
14,414,921	Materials	14,701,300	2,795,065	3,123,624	328,558	10.5%		444,721
30,216,757	Depreciation and amortisation	30,216,757	7,551,717	7,551,717	0	0.0%		0
1,531,548	Finance costs	1,531,548	232,968	232,436	(532)	-0.2%		0
13,530,856	Other expenses	13,055,913	3,679,278	3,722,934	43,656	1.2%		209,260
147,619,402	Total Operating Expenditure	149,633,922	34,955,119	36,912,334	1,957,215	5.3%		11,658,686
(3,820,303)	Funding surplus/(deficit) from operations	(4,358,737)	550,268	(1,225,099)	1,775,367	⊕		(11,658,686)
Other								
3,344,764	Transfers to reserves	3,570,150	0	0	0	0.0%		0
1,845,341	Loan principal repayments	1,845,341	5,444	5,444	0	0.0%		0
(322,015)	Transfers from reserves	(1,906,456)	0	0	0	0.0%		0
0	Proceeds from SRWRA dividend	0	0	0	0	0.0%		0
(100,000)	Proceeds from land sales	(100,000)	0	0	0	0.0%		0
(300,000)	Other non operating income	(498,680)	(498,680)	(482,840)	15,840	3.3%		0
(30,216,757)	Depreciation and amortisation	(30,216,757)	(7,551,714)	(7,551,714)	0	0.0%		0
(11,007,677)	Borrowings	(11,007,677)	0	0	0	0.0%		0
2,980,000	Carry forward undrawn loans b/forward	2,980,000	0	0	0	0.0%		0
0	Brought forward surplus (including FAGs)	0	0	0	0	0.0%		0
(33,776,344)	Total Other	(35,334,079)	(8,044,950)	(8,029,110)	15,840	⊕		0

37,163,562	Project and capital works program	49,686,988						12,252,908
(4,458,361)	Project and capital expenditure (gross)	(6,475,185)	4,051,864	5,564,556	1,512,692	27.2%	3	0
378,389	External funding source	(836,520)	(1,081,943)	(245,423)	(245,423)	-22.7%	4	0
(3,127,549)	Transfers to reserves	0	0	17,694	17,694	100.0%		0
0	Transfers from reserves	0	0	0	0	0.0%		0
29,956,041	Carry forward undrawn loans brought forward	0	0	0	0	0.0%		0
	Total Project and capital works program (net)	30,975,342	3,215,344	4,500,307	1,284,963			(12,252,908)

13,801,500	Major Projects Fund	14,845,763						1,108,704
(475,000)	Project and capital expenditure (gross)	(1,562,554)	421,921	435,348	13,427	3.1%		0
0	External funding sources	(164,794)	(164,795)	(1)	(1)	0.0%		0
1,344,399	Transfers to reserves	0	0	0	0	0.0%		0
1,115,789	Loan principal repayments	0	0	0	0	0.0%		0
(7,767,193)	Finance costs	264,073	291,000	26,927	26,927	9.3%		0
(8,019,495)	Rates (allocation of general rates)	(1,941,798)	(1,941,798)	0	0	0.0%		0
0	Borrowings	0	0	0	0	0.0%		0
0	Transfers from reserves	0	0	0	0	0.0%		0
	Total Major Projects Fund (net)	0	(1,420,598)	(1,380,245)	40,353			(1,108,704)

0	Funding surplus/(deficit)	0	6,800,472	3,683,950	3,116,523			(25,020,298)
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QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD
1 JULY 2015 – 30 SEPTEMBER 2015

DARREN STYLER
MANAGER FINANCE

DIANE ECKERMANN
TEAM LEADER MANAGEMENT ACCOUNTING



QUARTERLY FINANCIAL UPDATE
FOR THE PERIOD 1 July 2015 – 30 September 2015

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QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

EXECUTIVE SUMMARY

- Actual to budget performance for the period 1 July 2015 – 30 September 2015 highlights actual expenditure being behind budget however the variances noted principally relate to timing differences with no significant year end variance anticipated.
- Budget Review 1 results in a net funding deficit of \$278,243, principally relating to a reduction in FAG's funding following a change in distribution methodology, that is proposed to be balanced by a transfer from the Contingency Reserve.
- As at Budget Review 1 additional budget variations (previously referred to as pressures) on the 2016-17 Budget total \$0.7m. As a result \$0.7m of the \$1.4m of additional variations built into our financial modelling remains unallocated.
- The long term financial performance of Council against our Key Financial Indicators is unchanged as at 30 September 2015. There continue to be no material long term financial sustainability concerns based on current financial planning assumptions.
- Council continues to be exposed to significant financial risks as a result of proposed changes and changes made across the government sector, we continue to work with the LGA and are advocating directly on the following matters:
 - Federal Government taxation Review (including FAGs)
 - Parliamentary inquiry on Local Government rate capping policies
 - Development Act changes
 - Housing SA stock transfers to NGO Housing Associations
 - EPA levy increases

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

1. INTRODUCTION

This document provides analysis of our actual financial performance to 30 September 2015 compared to the approved budget, analysis of the approved budget compared to the proposed budget arising from Budget Review 1 and analysis of the impacts of Budget Review 1 and other financial decisions made during the quarter on the 2016-17 Budget and our Long Term Financial Plan.

The information is presented in Funding Statement format as the Funding Statement provides a summary of all of councils income and expenditure (capital and operating).

A full set of proposed budgeted statements, incorporating Budget Review 1 outcomes, is presented at Attachment 3 for Council adoption.

This document also provides commentary in relation to various financial risks arising as a result of proposed changes and changes made across the government sector that could significantly impact councils long term financial sustainability, and outlines the activities we are currently undertaking to mitigate these.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

2. ACTUAL VS APPROVED BUDGET TO DATE

We have analysed our actual performance to 30 September 2015 against our approved budget for the same period. Table 1 below presents this analysis. Variances between actual and budget either result from:

- Actual budget variations (where actual \$ amounts are different to budget)
- Timing differences (where actual spend is now forecast to occur later than originally budgeted however the \$ amount budgeted is unchanged)

Significant variances, being those greater than +/- \$50,000 and +/- 5%, are explained below the table:

Table 1: Funding Statement actual vs approved budget

	Actual YTD \$'000	Approved budget YTD \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Total committed \$'000
Operating						
Operating income						
Rates (excluding MPF)	27,651	27,676	(25)	(0.1%)		0
Statutory charges	1,118	1,144	(26)	(2.3%)		0
User charges	1,353	1,384	(31)	(2.3%)		0
Grants, subsidies and contributions	4,271	4,313	(43)	(1.0%)		0
Investment income	19	41	(22)	(52.7%)		0
Reimbursements	1,009	1,041	(32)	(3.1%)		0
Other Revenue	84	88	(4)	(4.4%)		0
Total Operating Income	35,505	35,687	(182)	(0.5%)		

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

	Actual YTD \$'000	Approved budget YTD \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Total committed \$'000
Operating expenditure						
Employee costs	15,707	16,503	795	4.8%		0
Contractual services	4,989	5,779	790	13.7%	1	11,005
Materials	2,795	3,124	329	10.5%	2	445
Depreciation and amortisation	7,552	7,552	0	0.0%		0
Finance costs	233	232	(1)	(0.2%)		0
Other expenses	3,679	3,723	44	1.2%		209
Total Operating Expenditure	34,955	36,912	1,957	5.3%		11,659
Funding surplus/(deficit) from operations	550	(1,225)	1,775	144.9%		11,659
Other						
Transfers to reserves	0	0	0	0.0%		0
Loan principal repayments	5	5	0	0.0%		0
Less: Transfers from reserves	0	0	0	0.0%		0
Less: Proceeds from SRWRA dividend	0	0	0	0.0%		0
Less: Proceeds from land sales	0	0	0	0.0%		0
Less: Other non operating income	499	483	16	3.3%		0
Less: Depreciation and amortisation	7,552	7,552	0	0.0%		0
Less: Borrowings	0	0	0	0.0%		0
Add: Carry forward undrawn loans b/forward	0	0	0	0.0%		0
Brought forward surplus (including FAGs)	0	0	0	0.0%		0
Total Other	(8,045)	(8,029)	16	0.2%		0

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

	Actual YTD \$'000	Approved budget YTD \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Total committed \$'000
<u>Project and capital works program</u>						
Project and capital expenditure (gross)	4,052	5,565	1,513	27.2%	3	12,253
Less: External funding source	837	1,082	(245)	(22.7%)	4	0
Transfers to reserves	0	18	18	100.0%		0
Less: Transfers from reserves	0	0	0	0.0%		0
Less: Carry forward undrawn loans brought forward	0	0	0	0.0%		0
Total Project and capital works program (net)	3,215	4,500	1,285	28.6%		12,253
<u>Major Projects Fund</u>						
Project and capital expenditure (gross)	422	435	13	3.1%		1,109
Less: External funding sources	165	165	0	0.0%		0
Transfers to reserves	0	0	0	0.0%		0
Add: Loan principal repayments	0	0	0	0.0%		0
Add: Finance costs	264	291	27	9.3%		0
Less: Rates (allocation of general rates)	1,942	1,942	0	0.0%		0
Less: Borrowings	0	0	0	0.0%		0
Less: Transfers from reserves	0	0	0	0.0%		0
Total Major Projects Fund (net)	(1,420)	(1,380)	40	2.9%		1,109
Funding surplus/(deficit)	6,800	3,684	3,117	84.6%		25,021

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

Significant variances actual vs approved budget

Note	Description	Variance \$'000	Variance %	Comment
1	Contractual Services	790	13.7%	Timing related variance reflects budgeted expenditure that was timed to occur prior to and including September. No significant variances are projected for the year end.
2	Materials	329	10.5%	Timing related variance in relation to multiple small budgeted expenditure items that were timed to occur prior to and including September. No significant variances are projected for the year end.
3	Project and Capital expenditure	1,513	27.2%	The variance reflects budgeted expenditure that was timed to occur prior to and including September. No significant variances are projected for the year end after allowing for committed costs.
4	PCW - External funding source	(245)	(22.7%)	The variance reflects budgeted income that was timed to occur prior to and including September. No significant variances are projected for the year end.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

3. APPROVED BUDGET VS PROPOSED BUDGET

Having performed the above analysis we have also reforecast our year end budget position. Table 2 below provides a comparison of the currently approved budget compared to our proposed budget at Budget Review 1. Variances between the currently approved budget and the proposed budget either result from:

- Budget variations (where actual \$ amounts are/are expected to be different to the current budget)
- Carry forwards (where actual spend is now forecast to occur in the next financial year however the \$ amount budgeted is unchanged)

Significant variances, being those greater than +/- \$50,000 and +/-5%, are explained below the table:

Table 2: Funding Statement approved budget vs proposed budget

	Approved budget \$'000	Proposed budget \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Carry forwards \$'000
Operating						
Operating income						
Rates (excluding MPF)	114,673	114,673	0	0.0%		0
Statutory charges	3,579	3,579	0	0.0%		0
User charges	6,447	6,265	(181)	(2.8%)		0
Grants, subsidies and contributions	16,942	18,187	1,245	7.3%	1	0
Investment income	163	163	0	0.0%		0
Reimbursements	1,384	1,401	16	1.2%		0
Other Revenue	910	1,007	97	10.6%	2	0
Total Operating Income	144,098	145,275	1,177	0.8%		0

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

	Approved budget \$'000	Proposed budget \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Carry forwards \$'000
Operating expenditure						
Employee costs	58,467	59,703	(1,236)	(2.1%)		0
Contractual services	30,671	30,425	246	0.8%		0
Materials	14,531	14,701	(170)	(1.2%)		0
Depreciation and amortisation	30,217	30,217	0	0.0%		0
Finance costs	1,532	1,532	0	0.0%		0
Other expenses	13,738	13,056	682	5.0%		0
Total Operating Expenditure	149,156	149,634	(478)	(0.3%)		0
Funding surplus/(deficit) from operations	(5,058)	(4,359)	1655	32.72%		0
Other						
Transfers to reserves	3,345	3,570	(225)	(6.7%)	3	0
Loan principal repayments	1,845	1,845	0	0.0%		0
Less: Transfers from reserves	1,560	1,906	347	22.2%	4	0
Less: Proceeds from SRWRA dividend	0	0	0	0.0%		0
Less: Proceeds from land sales	100	100	0	0.0%		0
Less: Other non operating income	300	499	199	66.2%	5	0
Less: Depreciation and amortisation	30,217	30,217	0	0.0%		0
Less: Borrowings	11,008	11,008	0	0.0%		0
Add: Carry forward undrawn loans b/forward	2,980	2,980	0	0.0%		0
Brought forward surplus (including FAGs)	0	0	0	0.0%		0
Total Other	(35,014)	(35,334)	320	0.9%		0

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

	Approved budget \$'000	Proposed budget \$'000	Variance YTD Fav/(Unfav) \$'000	Variance YTD %	Note	Carry forwards \$'000
<u>Project and capital works program</u>						
Project and capital expenditure (gross)	44,279	49,687	(5,408)	(12.2%)	6	0
Less: External funding source	5,399	6,475	1,077	19.9%	7	0
Transfers to reserves	378	503	(125)	(33.0%)	8	0
Less: Transfers from reserves	9,303	12,740	3,437	36.9%	9	0
Carry forward undrawn loans brought forward	0	0	0	0.0%		0
Total Project and capital works program (net)	29,956	30,975	(1,019)	(3.4%)		0
<u>Major Projects Fund</u>						
Project and capital expenditure (gross)	16,646	14,846	1,800	10.8%	10	0
Less: External funding sources	1,263	1,563	300	23.8%	11	0
Transfers to reserves	0	0	0	0.0%		0
Add: Loan principal repayments	1,344	1,344	0	0.0%		0
Add: Finance costs	1,116	1,116	0	0.0%		0
Less: Rates (allocation of general rates)	7,767	7,767	0	0.0%		0
Less: Borrowings	8,019	5,919	(2,100)	(26.2%)	12	0
Less: Transfers from reserves	2,057	2,057	0	0.0%		0
Total Major Projects Fund (net)	0	0	0	0.0%		0
Funding surplus/(deficit)	0	0	0	0.0%		0

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

Significant variances approved budget vs proposed budget

Note	Description	Variance \$'000	Variance %	Comment
1	Grants, subsidies and contributions	1,245	7.3%	Federal Government increase in funding for roads for the next two years via the Roads to Recovery Program. \$1.4m funding for 2015-16 with the corresponding projects in project and capital expenditure (gross) in Note 6 below. Roads to Recovery funding details are included in the report. FAGs General Purpose funding \$169k less than anticipated. FAGs Road funding \$153k less than anticipated which has been offset for this year by road works in project and capital expenditure (gross) below. These changes reflect a change in allocation basis in addition to the freeze in indexation.
2	Other Revenue	97	10.6%	Increase in the Emergency Service Levy charge, resulting in increased recharge to lessees \$26k. Other revenue to be generated from three youth centres under the new youth model \$40k.
3	Transfers to Reserves (Operating)	(225)	(6.7%)	Increase in budgeted transfers to reserves from developer contributions for Open Space Reserve - \$131k and Footpath Reserve - \$68k.
4	Transfers from Reserves (Operating)	347	22.2%	Commercial Activity (\$53k) : To create a budget for music licences at the recreation centres and other minor operating budgets at the commercial properties. Contingency Reserve (\$278k): Transferring the net funding deficit arising at Budget Review 1 from the reserve in line with prior practice and our reserve procedures, resulting in a balanced Funding Statement.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

5	Other Non Operating Income	199	66.2%	Income from developer contributions with the corresponding transfers to the Open Space (\$131k) and Footpath reserves (\$68k) as per Note 3 above.
6	Project and capital expenditure (gross)	(5,408)	(12.2%)	<p>Increases in project expenditure following Council securing external grant funding including the following:</p> <ul style="list-style-type: none"> • Sturt River Linear Park trail \$726k and land purchase \$95k • Urban Waterways Restoration Project \$415k • Construction of a new Dog Park at Seaford \$200k • Neporendi Forum program \$70k. <p>Projects transferred back from reserves that were budgeted for in 2014-15 and transferred to reserves as part of the end of year process. Projects include:</p> <p>Drainage Reserve \$1.7m including:</p> <ul style="list-style-type: none"> • Patapinda Bridge project \$1.3m • Vernon Crescent Maslin Beach \$126k • Tiller Drive Seaford \$125k • Dover Street/ Aldinga beach Road \$59k • Morrow Road bridge \$50k. <p>Open Space \$617k including:</p> <ul style="list-style-type: none"> • Christie Creek Liner trail \$343k • Sturt River Linear Park and Land purchase \$81k • Market Square \$67k. <p>Climate Change Response Fund \$376k including:</p> <ul style="list-style-type: none"> • Resilient South Project \$154k • GBI projects \$111k • Coastal Projects \$76k. <p>CWMS Reserve \$288k including:</p> <ul style="list-style-type: none"> • Minor works program \$94k • Sellicks Beach and Willunga WWTP bitumen repairs \$53k • Program logic controller upgrade Sellicks Beach \$51k.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

6	Project and capital expenditure (gross) continued			<p>Plant Replacement \$228k, reflecting replacement trucks ordered 2014-15 with delivery scheduled for 2015-16.</p> <p>Revolving Resources \$169k, reflecting GBI projects and salary contribution \$169k.</p> <p>Footpaths \$103k including:</p> <ul style="list-style-type: none"> construct footpath on Lynton Terrace, Seaford \$94k <p>Commercial Activity \$103k including:</p> <ul style="list-style-type: none"> Hill Recreations Centre ceiling \$42k, Recreation centre signage and marketing \$34k, <p>Seaford Library Fund \$93k, in relation to library equipment.</p> <p>Additional Roads to Recovery Funding \$1.4m</p> <ul style="list-style-type: none"> States Road, Morphett Vale \$751k Sheriffs Road, Lonsdale \$333k Colville Road, White Valley \$229k Adam Road, Blewett Springs \$123k. <p>Removal of project budgets due to unsuccessful funding claim:</p> <ul style="list-style-type: none"> Department of State Development - Employment project (\$600k) Motor Accident Commission - Old Willunga motorcycle barriers (\$220k) Motor Accident Commission - Bain's Road pedestrian crossing upgrade (\$75k).
7	Project and Capital – external funding source	1,077	19.9%	<p>Increase in various external funding for projects including those noted in Note 6 above.</p> <p>Reduction in income due to unsuccessful funding claims for projects including those noted in Note 6 above.</p>

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

8	Transfers to Reserves (PCW)	(125)	(33.0%)	Climate Change Response Fund – City of Mitcham, Marion and Holdfast Bay's contribution to the Resilient South Project \$71k. Commercial Activity Reserve - \$54k in relation to returning budget to the reserve for projects that are not continuing in 2015-16.
9	Transfers from Reserves (PCW)	3,437	36.9%	Transfer items back from reserves that were budgeted in 2014-15 and transferred to reserves as part of the end of year process as noted in Note 6 above.
10	Major Projects Fund Project and capital expenditure (gross)	1,800	10.8%	Defer project stages to future years reducing the corresponding loans to be raised in 2015-16, see Note 12 below: <ul style="list-style-type: none"> Aldinga Community Facility project \$1m. Willunga Township Project \$1.1m. Increase Special Local Road project budget of \$300k due to the confirmation of funding from the Local Government Grants Commission see Note 11 below.
11	Major Project Fund External funding source	300	23.8%	Special Local Road funding from the Local Government Grants Commission (\$300k). The corresponding expenditure is above in Note 10.
12	Borrowings	(2,100)	(26.2%)	Defer the following components of MPF projects to future years reducing the corresponding loans to be raised in 2015-16: <ul style="list-style-type: none"> Aldinga Community Facility project \$1m. Willunga Township Project \$1.1m.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

4. 2016-17 BUDGET IMPLICATIONS

In proposing the revised budget at Budget Review 1 we have also considered impacts of this budget review on the 2016-17 Budget, specifically in relation to next years additional budget variations (previously referred to as pressures).

Annual rate increases included in our financial modelling allow for additional budget variations equivalent to a 1.1 per cent rate increase per annum or approximately \$1.4m for 2016-17. After allowing for known 2016-17 additional variations and those relating to Budget Review 1, approximately \$665,000 of capacity currently remains to absorb additional variations before the modelled rate increase for 2016-17 is at risk.

Table 3 below outlines the proposed position.

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

Table 3: 2016-17 additional variations

Pressures	\$'000
2016-17 additional variations allowed for in our financial modelling at 1.1 per cent	1,400
Less: known additional variations	
• EPA Levy	(145)
• Indexation of FAGs	(240)
• Rates rebates	(60)
Sub-total	955
Less: additional variations proposed at Budget Review 1	
• Change in FAGs allocation basis	(322)
• Valuer General valuation savings	47
• External Audit fee savings	15
• After hours phone service cost increase following upgrade	(30)
Remaining capacity	665

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

5. LONG TERM FINANCIAL PLAN IMPLICATIONS

Finally we have considered the impact the proposed budget at Budget Review 1 has on our Long Term Financial Plan.

Table 4 below highlights councils financial performance against our Key Financial Indicators incorporating the above impacts over the 10 year period 2016-17 to 2025-26. Where a change in our financial performance has resulted these are marked with up and down arrows (up representing improved financial performance and down representing a worsening in financial performance) with explanations for these changes provided below the table.

Table 4: Financial performance against Key Financial Indicators

Key Financial Indicator	Target	2016 - 17	2017 - 18	2018 - 19	2019 - 20	2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 - 25	2025 - 26
Asset sustainability ratio	>70% **										
Operating surplus ratio	>0% **										
Net financial liabilities ratio	<100%										
Interest cover ratio	<5%										
Asset consumption ratio	40-80%										
Adjusted liquidity ratio	<= 30 days										
Debt servicing	<10%										
Level of borrowings	<100%										

* Further information on what each of the key financial indicators means and how they are calculated is provided on pages 9 and 10 of Attachment 2

** These targets have not formally been adopted by Council however are in line with 2015-16 financial planning and budgetary discussions

Target met

Marginal
Underperformance
(<10%)

Material
Underperformance
(10% or more)

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

Changes in long term financial performance

No changes in long term financial performance have been noted as at Budget Review 1.

Overall long term financial performance

As can be seen from the above table, council is expected to meet (in full) six out of the eight targets over the 10 year period 2016-17 to 2025-26. A marginal under performance in asset sustainability and operating surplus ratios is seen over the first 2-3 years however beyond this targets are met.

We continue to progressively review our service levels, invest in improved asset data and systems and enhance adoption of whole of life asset management principles. This combined with continued and appropriate use of strategic levers through financial planning processes will further refine current funding levels required for asset renewal.

Over the long term no material financial sustainability concerns are noted based on current financial planning assumptions.





6. SIGNIFICANT FINANCIAL RISKS

There are a number of financial risks arising due to proposed changes and changes made in the government sector that could significantly impact councils long term financial sustainability. Table 5 below provides details of the financial risks identified and our risk rating for each risk.

Table 5: Financial risks and risk rating

Likelihood	1	2	3	4	5
	1	2	3	4	5
	3	4	5	6	7
	4	5	6	7	8
	5	6	7	8	9
Consequence					

Rating	Likelihood	Consequence
1	Almost certain	<\$0.1m
2	Likely	>\$0.1m <\$1m
3	Possible	>\$1m <\$2.5m
4	Unlikely	>\$2.5m <\$5m
5	Rare	>\$5m

Overall risk rating	
	Very High
	High
	Medium
	Low

Risk	Description
A	Federal Government Taxation Review (including FAGs)
B	Parliamentary Inquiry on Local Government rate capping policies
C	Development Act changes
D	Housing SA stock transfers to NGO Housing Associations
E	EPA levy increases

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

Table 6 below provides details of advocacy activities performed to date in relation to each of the risks identified, advocacy next steps and advocacy outcomes (including any financial implications for council).

Table 6: Advocacy activities and outcomes

Risk	Description	Advocacy activities to date	Next steps	Outcomes (if applicable)
A	Federal Government Taxation Review (including FAGs)	<p>Mayoral Letters sent to the ALGA and LGA expressing support for this advocacy campaign, including the reinstatement of FAGs indexation.</p> <p>Mayoral advocacy letter sent to Federal Members of Parliament and to Deputy Prime Minister Truss.</p> <p>ALGA submission lodged with the Federal Government in relation to their "Better tax" white paper of March 2015.</p>	<p>Awaiting outcomes of white paper submissions process.</p> <p>Ongoing advocacy through the LGA and any other available political opportunities.</p>	<p>The cost to Council of the freeze in FAGs indexation has been incorporated into our LTFP at approximately \$240k per annum for the period to 2017-18.</p> <p>Outcomes from the current advocacy campaign in relation to the white paper are pending.</p>
B	Parliamentary Inquiry on Local Government rate capping policies	<p>Parliamentary Inquiry conducted by the Finance and Economic Committee:</p> <ul style="list-style-type: none"> • Submission lodged in July • Evidence presented to Hearings on 28 August and 24 September 2015 • Mayor appeared on behalf of the LGA and also for City of Onkaparinga. • Hansard of all testimony released on Parliament SA website. 	<ul style="list-style-type: none"> • Committee to consider submissions and evidence • Findings prepared • Draft to be report prepared for Parliament • Final report released <p>We anticipate that the final report and recommendations from the Committee will be provided early in the New Year.</p>	Not applicable

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

C	Development Act changes	<p>Planning, Development and Infrastructure Bill 2015</p> <p>The Bill was passed through the House of Assembly (i.e. Lower House) 17 November 2015.</p> <p>It is due for consideration in the Legislative Council (i.e. Upper House) early-December 2015.</p> <p>The Bill's current form has been informed by amendments in response to:</p> <ul style="list-style-type: none"> • Submission endorsed by Council on 29 September 2015. • Submission and letters sent to Minister Rau, Hon Stephen Marshall and Shadow Ministry, other MPs and the LGA. 	<p>The Mayor, Elected Members and staff continue to work with the LGA to advocate for changes to the Bill in response to Council's concerns.</p> <p>Awaiting the passing of the Bill and/or Regulations to assess full impacts of the new legislation.</p>	Not applicable
D	Housing SA stock transfers to NGO Housing Associations	<p>Initially proposed in 2012-13:</p> <ul style="list-style-type: none"> • 1,000 transferred by January 2015 (Playford /Marion) • All properties comply for mandatory 75% rate rebates • Proposed Rate Rebate Exemptions were included in the Draft Local Government (Accountability and Governance) Amendment Bill 2015 • Exemptions since quashed by Minister Rau July 2015 and removed from Bill • Minister Rau advised matter for negotiation between Council and State at time of transfer • No further information has been provided on next batch of transfers. <p>Ongoing advocacy through the LGA and any other available political opportunities.</p> <p>Further advocacy undertaken through Inquiry on Rate Capping – included in submission and in verbal evidence at Inquiry Hearing.</p>	<p>Ongoing advocacy through the LGA and any other available political opportunities.</p>	<p>Our current understanding is that Housing SA plans to divest 5,000 properties out of 50,500 state wide (10%) over a 5 year period.</p> <p>No divestment was anticipated for 2014-15 in the City of Onkaparinga and as such our LTFP includes a \$60,000 increase in rate rebates each year for 4 years ending 2018-19. This represents an overall \$240,000 increase in rebates, equivalent to 10% of the \$2.4m worst case scenario for Council.</p>

QUARTERLY FINANCIAL UPDATE

FOR THE PERIOD 1 July 2015 – 30 September 2015

E	EPA levy increases	<p>Significant increases in the EPA levy have regularly been occurring since 2010-11 with advocacy activities taking place from this point.</p> <p>The most recent advocacy activities relate to the LGAs April 2015 submission to State Government in response to their draft State Waste Strategy 2015-2020. The response questions the policy, strategy development and application and use of the levy.</p>	<p>Awaiting outcomes of the draft strategy consultation process.</p> <p>Ongoing advocacy through the LGA and any other available political opportunities.</p>	<p>The cost to Council of the \$5 per annum per tonne increases in the EPA waste levy for the period to 2016-17 have been incorporated into our LTFP. These increases are above indexation and represent an additional budget variation of approximately \$145k per annum.</p> <p>Outcomes from the current advocacy campaign in relation to the draft State Waste Strategy 2015-2020 consultation process are pending.</p>
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Attachment 3

PROPOSED FUNDING STATEMENT FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Operating revenue

Rates (excluding MPF)	1 14,672,592
Statutory charges	3,579,205
User charges	6,265,285
Grants, subsidies and contributions	18,187,405
Investment income	163,457
Reimbursements	1,400,519
Other revenue	1,006,722

Total operating revenue 145,275,185

Operating expenditure

Employee costs	59,703,265
Contractual services	30,425,140
Materials	14,701,300
Depreciation and amortisation	30,216,757
Finance costs	1,531,548
Other expenses	13,055,913

Total operating expenditure 149,633,923

Other

Transfers to reserves	3,570,150
Loan principal repayments	1,845,341
Less: Transfers from reserves	1,906,456
Less: Proceeds from land sales	100,000
Less: Other non operating income	498,680
Less: Depreciation and amortisation	30,216,757
Less: Borrowings	11,007,677
Add: Movement in Carry forward undrawn loans	2,980,000

Total other (35,334,079)

Project and capital works program

Project and capital expenditure (gross)	49,686,988
Less: External funding sources	6,475,185
Transfers to reserves	503,189
Less: Borrowings	-
Less: Transfers from reserves	12,739,650

Total Project and capital works program (net) 30,975,342



PROPOSED FUNDING STATEMENT FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Major projects fund

Project and capital expenditure (gross)	14,845,763
Less: External funding sources	1,562,554
Transfers to reserves	-
Add: Loan principal repayments	1,344,399
Add: Finance costs	1,115,789
Less: Rates (allocation of general rates)	7,767,193
Less: Borrowings	5,919,495
Less: Transfers from reserves	2,056,709
Total Major projects fund (net)	-
Funding surplus/(deficit)	-

Reconciliation to income statement

Total operating revenue	145,275,185
Total operating expenditure	149,633,923
Funding surplus/(deficit) from operations	(4,358,738)
Add: MPF rates revenue	7,767,193
Add: Operating income component of PCW and MPF	1,897,141
Add: Grants, subsidies and contributions relating to renewal/replacement of assets	2,438,783
Add: Net gain/(loss) - joint ventures and associates	-
Less: accounting treatment for leave entitlements	-
Less: MPF finance charges	(1,115,789)
Less: Operating expenditure component of PCW and MPF	(7,279,159)
Operating surplus/(deficit) before capital amounts	(650,569)



PROPOSED STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Operating income

Rates	122,439,785
Statutory charges	3,579,205
User charges	6,265,285
Grants, subsidies and contributions	22,392,455
Investment income	163,457
Reimbursements	1,400,519
Other revenue	1,137,596
Net gain - joint ventures and associates	-

Total operating income 157,378,302

Operating expenses

Employee costs	59,780,879
Materials, contracts and other expenses	65,383,897
Finance costs	2,647,337
Depreciation and amortisation	30,216,757
Net loss - joint ventures and associates	-

Total operating expenses 158,028,870

Operating surplus/(deficit) before capital amounts (650,568)

Capital income

Amounts received specifically for new or upgraded assets	3,701,815
Physical resources received free of charge	5,854,280

Net surplus/(deficit) 8,905,527

Other comprehensive income

Changes in revaluation surplus - infrastructure, property, plant and equipment	59,263,401
Non-operating items - joint ventures and associates	-

Total other comprehensive income 59,263,401

Total comprehensive income 68,168,928



PROPOSED BALANCE SHEET AS AT 30 JUNE 2016

2015-16

Current assets

Cash and cash equivalents	3,526,000
Trade and other receivables	6,254,066
Inventories	57,815
Other non-current assets held for sale	2,739

Total current assets **9,840,620**

Non-current assets

Financial assets	331,273
Equity accounted investments in council businesses	9,302,000
Infrastructure, property, plant and equipment	1,807,986,199
Other non-current assets	2,046,465

Total non-current assets **1,819,665,937**

Total assets **1,829,506,557**

Current liabilities

Trade and other payables	18,559,063
Short term borrowings	4,444,000
Short term provisions	8,970,123
Other current liabilities	-

Total current liabilities **31,973,186**

Non-current liabilities

Trade and other payables	-
Long term borrowings	77,388,370
Long term provisions	3,469,000

Total non-current liabilities **80,857,370**

Total liabilities **112,830,556**

Net assets **1,716,676,001**

Equity

Accumulated surplus	542,235,946
Asset revaluation reserve	1,160,981,401
Other reserves	13,458,654

Total equity **1,716,676,001**



PROPOSED STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Cash flows from operating activities

Receipts	-
Operating receipts	157,214,845
Investment receipts	163,457
Payments	-
Operating payments to suppliers and employees	(125,164,776)
Finance payments	(2,647,337)
Net cash flows from operating activities	29,566,189

Cash flows from investment activities

Receipts	-
Grants specifically for new or upgraded assets	3,701,815
Sale of replaced assets	1,203,256
Repayments of loans by community groups	-
Sale of surplus assets	598,680
Distributions received from associated entities	-
Payments	-
Expenditure on renewal/replacement of assets	(30,033,167)
Expenditure on new/upgraded assets	(24,403,681)
Loans made to community groups	-
Net cash flows from investment activities	(48,933,097)

Cash flows from financing activities

Receipts	-
Proceeds from fixed term borrowings	9,927,172
Payments	-
Repayments of borrowings	(3,189,740)
Repayment of finance lease liabilities	-
Net cash flows from financing activities	6,737,432

Net increase(decrease) in cash held **(12,629,476)**

Cash and cash equivalents at beginning of reporting period **-**

Cash and cash equivalents at end of reporting period **(12,629,476)**

Represented by:

Cash and cash equivalents	-
Less: Short term cash advance drawdowns	(12,629,476)
	(12,629,476)



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Accumulated surplus

Balance at end of previous reporting period	520,701,000
Surplus/(deficit) from operations	8,905,527
Share of non-operating items - joint ventures and associates	-
Transfers to other reserves	(4,073,396)
Transfers from other reserves	16,702,815
Balance at end of period	542,235,946

Asset revaluation reserve

Balance at end of previous reporting period	1,101,718,000
Gain on revaluation of infrastructure, property, plant and equipment	59,263,401
Gain on revaluation of investment in joint ventures	-
Transfer to accumulated surplus on sale of infrastructure, property, plant and equipment	-
Balance at end of period	1,160,981,401

Community wastewater management systems reserve

Balance at beginning of period	0
Transfers to reserve	2,124,784
Transfers from reserve	(2,106,340)
Balance at end of period	18,444

Hazel McKenzie car park

Balance at beginning of period	12,079
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	12,079

Stormwater management

Balance at beginning of period	2,444,917
Transfers to reserve	-
Transfers from reserve	(1,747,406)
Balance at end of period	697,511

Footpath reserve

Balance at beginning of period	1,227,786
Transfers to reserve	67,608
Transfers from reserve	(143,325)
Balance at end of period	1,152,069

Open space development reserve

Balance at beginning of period	3,929,626
Transfers to reserve	481,072
Transfers from reserve	(1,117,990)
Balance at end of period	3,292,708



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Sturt linear land purchase reserve

Balance at beginning of period	30,565
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	30,565

Coast parks reserve

Balance at beginning of period	37,089
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	37,089

Court recoating reserve

Balance at beginning of period	95,030
Transfers to reserve	4,649
Transfers from reserve	-
Balance at end of period	99,679

Committed expenditure reserve

Balance at beginning of period	9,469,804
Transfers to reserve	-
Transfers from reserve	(9,469,804)
Balance at end of period	-

Contingency reserve fund

Balance at beginning of period	2,093,933
Transfers to reserve	-
Transfers from reserve	(278,243)
Balance at end of period	1,815,690

Commercial activity reserve

Balance at beginning of period	992,404
Transfers to reserve	74,924
Transfers from reserve	(695,816)
Balance at end of period	371,512

Revolving resources reserve

Balance at beginning of period	1,504,237
Transfers to reserve	227,260
Transfers from reserve	(168,820)
Balance at end of period	1,562,677



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2016

	2015-16
Developer contributions (roads)	
Balance at beginning of period	79,579
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	79,579
Urban Tree Fund	
Balance at beginning of period	15,537
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	15,537
Plant and fleet reserve	
Balance at beginning of period	2,365,908
Transfers to reserve	-
Transfers from reserve	(228,001)
Balance at end of period	2,137,907
Seaford Library fund	
Balance at beginning of period	178,007
Transfers to reserve	79,541
Transfers from reserve	(92,600)
Balance at end of period	164,948
Innovation and Improvement reserve	
Balance at beginning of period	235,000
Transfers to reserve	-
Transfers from reserve	-
Balance at end of period	235,000
Climate change response fund	
Balance at beginning of period	1,086,739
Transfers to reserve	349,001
Transfers from reserve	(654,470)
Balance at end of period	781,270
Water Business Unit reserve	
Balance at beginning of period	289,834
Transfers to reserve	664,557
Transfers from reserve	-
Balance at end of period	954,391
Total reserves	1,174,440,055
Total equity	1,716,676,001



PROPOSED UNIFORM PRESENTATION OF FINANCES FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Operating surplus/(deficit)

Operating revenues	157,378,302
Less: Operating expenses	(158,028,870)

Operating surplus/(deficit) before capital amounts (650,568)

Less: Net outlays on existing assets

Capital expenditure on renewal and replacement of existing assets	30,033,167
Less: Depreciation, amortisation and impairment	30,216,757
Less: Proceeds from sale of replaced assets	1,203,256

Net outlays on existing assets 1,386,846

Less: Net outlays on new and upgraded assets

Capital expenditure on new and upgraded assets	24,403,681
Less: Grants and contributions for new and upgraded assets	3,701,815
Less: Proceeds from sale of surplus assets	598,680

Net outlays on new and upgraded assets (20,103,186)

Net lending / (borrowing) for financial year (19,366,908)



PROPOSED KEY FINANCIAL INDICATORS FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Operating surplus ratio

The percentage by which the major controllable income source varies from day to day expenses

Calculated as:

Operating surplus/(deficit) before capital amounts	(650,568)
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Divided by:

Rates revenue	122,439,785
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Less: NRM levy raised	(2,499,973)
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General rates revenue (excluding NRM levy raised)	119,939,812
--	--------------------

Expressed as a percentage	(0.54%)
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Net financial liabilities ratio

How significant is the net amount owed compared with income

Calculated as:

Net financial liabilities	102,658,663
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Divided by:

Total operating revenue	157,378,302
-------------------------	-------------

Less: NRM levy raised	(2,499,973)
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Total operating revenue (excluding NRM levy raised)	154,878,329
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Expressed as a percentage	66%
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Interest cover ratio

How much income is used in paying interest on loans

Calculated as:

Finance costs	2,647,337
---------------	-----------

Less: Investment income	(163,457)
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Net finance costs	2,483,880
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Divided by:

Total operating revenue	157,378,302
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Less: NRM levy raised	(2,499,973)
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Less: Investment income	(163,457)
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Total operating revenue (excluding NRM levy raised and investment income)	154,714,872
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Expressed as a percentage	1.6%
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PROPOSED KEY FINANCIAL INDICATORS FOR THE YEAR ENDING 30 JUNE 2016

2015-16

Asset sustainability ratio

What percentage of assets are being replaced at the rate they are wearing out

Calculated as:

Expenditure on renewal/replacement of assets	30,033,167
Less: Sale of replaced assets	(1,203,256)
Net expenditure on renewal/replacement of assets	28,829,911

Divided by:

Projected asset renewal funding requirement	27,984,732
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Expressed as a percentage **103%**

Asset consumption ratio

The average proportion of 'as new condition' left in assets

Calculated as:

Carrying value of infrastructure, property, plant and equipment	1,807,986,126
Less: Land	(597,414,900)
Carrying value of infrastructure, property, plant and equipment (excluding land)	1,210,571,226

Divided by:

Carrying value of infrastructure, property, plant and equipment (excluding Land)	1,210,571,226
Plus: Opening accumulated depreciation and amortisation	525,868,272
Plus: Depreciation and amortisation for financial year	30,216,757
'As new' value of Infrastructure, property, plant and equipment (excluding land)	1,766,656,255

Expressed as a percentage **69%**

Adjusted Liquidity Ratio

The ability to make payment on current liabilities as and when they fall due taking into account undrawn funding

Calculated as:

Total current assets	9,840,620
Add: difference between approved and forecast borrowings	22,506,535
Total current assets including cash from undrawn budget funding	32,347,154

Less:

Total current liabilities	31,973,186
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Surplus / (shortfall) **373,969**

Shortfall expressed as number of rates debtor days **0**

9.6 Rate Rebate 2015-16 Mandatory

This is information seeking Council direction.

Manager:	Darren Styler, Manager Finance
Report Author:	Joan Murrell, Team Leader Revenue
Contact Number:	8384 0530
Attachments:	1. Rate Rebate Policy 2015-16 (10 pages) 2. Mandatory 100% Rebates (7 pages) 3. Mandatory 75% Rebates (5 pages) 4. Mandatory 75% Association Rebates (2 pages)

1. Purpose

This report presents information on applications for mandatory rate rebates for 2015-16.

2. Recommendations

- 1. That properties listed in attachment 2 to the agenda report, Items 1 to 93 which meet the required criteria, be granted a mandatory 100% rate rebate under Sections 160, 162 and 163 (as applicable) of the *Local Government Act 1999* for 2015-16.**
- 2. That properties listed in attachment 3 to the agenda report (Items 1 to 71), which meet the required criteria be granted a mandatory 75% rate rebate under Section 161 and 165(1)(b) (as applicable) of the *Local Government Act 1999* for 2015-16.**
- 3. That the property listed in attachment 3 to the agenda report (Item 60 - School of the Nativity) continue to be granted an additional 25% discretionary rate rebate under Section 165(1) of the *Local Government Act 1999* for 2015-16, due to the shared use with a government entity.**
- 4. That the application for the property listed in attachment 3 to the agenda report (Item 54 Catholic Church Endowment Society Incorporated) not be granted an additional 25% discretionary rate rebate under Section 165(1) of the *Local Government Act 1999* for 2015-16 on the basis of equity with other private schools.**
- 5. That the application from ECH Inc for the properties listed in attachment 3 to the agenda report (Item 72) not be granted a 75% rebate under Section 161(4)(c) of the *Local Government Act 1999* for 2015-16 on the basis of equity with other service providers.**
- 6. That the properties listed in attachment 4 to the agenda report (Items 1 to 13) which meet the required criteria be granted a mandatory 75% rate rebate under Section 161(4)(c) of the *Local Government Act 1999* for 2015-16.**

3. Background

At its meeting on 30 June 2015 Council adopted the Rate Rebate Policy 2015-16 to assist in determining community eligibility for rate rebates in accordance with the requirements of the *Local Government Act 1999* (the Act).

Section 5.3.6 of our Rating Policy 2015-16 includes:

Council has determined that rebates of rates will be granted when the applicant satisfies the requirements for mandatory rebates under Sections 159 to Section 165 of the Local Government Act 1999. Where applications for discretionary rebates are lodged under Section 166 of the Act, they will be considered under Council's Rate Rebate Policy and will be assessed against guidelines prepared by the Local Government Financial Management Group.

A copy of the Rate Rebate Policy 2015-16 is included at Attachment 1.

Under the rebate provisions of Sections 159 to 166 of the Act, there are three key categories of rebate available:

- mandatory 100% rebates
- mandatory 75% rebates (with a discretionary option to increase rebate up to 100%)
- discretionary rebates.

Under each of the above listed categories the Act specifies the criteria under which a rebate can be granted.

This report deals with those sections of the Act relating to mandatory rebate provisions. A separate report has been prepared for consideration of discretionary rebates (item 9.7 of this Agenda).

4. Financial Implications

The costs of the mandatory rebates for 2015-16 are:

Rebates	Amount
Mandatory 100% - ongoing	\$257,776.69
Mandatory 100% - additional	\$12,406.67
Mandatory 75% plus additional 25% Rebate for School of the Nativity	\$461,498.27
Mandatory 75% - Housing Associations	\$557,583.66
Mandatory 75% - Housing Associations additional	\$14,288.46
Subtotal mandatory rebates	\$1,303,553.75

As the mandatory and discretionary rebates are presented to Council in separate reports the table below presents the combined total of all rebates.

Total all rebates	Amount
Mandatory rebates	\$1,303,553.75
Discretionary rebates	\$68,048.22
Total rebates	\$1,371,601.97

The approved rebates budget for 2015-16 is \$1,403,121 and as such is sufficient to cover the recommended rebates.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Failure to comply with rate rebate requirements of the Act.	Mandatory rate rebate applications are assessed for eligibility and compliance with Sections 161 to 165 of the <i>Local Government Act 1999</i> .

6. Additional information

Mandatory rate rebates

In accordance with the Act, 100% mandatory rebates apply to properties subject to the following specific land uses:

- Health Services – Section 160
- Religious Purposes – Section 162
- Public Cemeteries – Section 163
- Royal Zoological Society of SA – Section 164.

A 75% mandatory rebate applies to rates on the following land uses:

- Community Services – Section 161 subject to specific criteria being met with an **additional 25% rebate at Council's discretion**
- Educational Purposes – Section 165 subject to specific criteria being met with an additional 25% rebate at **Council's discretion**.

Council applies the land use code assigned to each property by the Valuer General on an annual basis. This land use code is used as a general guide to assessing eligibility. We also require the property owners/tenants to complete a rebate application form annually to verify eligibility.

Details of properties subject to rebate applications for 2015-16 are provided in Attachments 2, 3 and 4 to this report. Properties listed in the attachments are

sorted in order of the relevant Section under the Act for rebate eligibility and then by ratepayers name.

At its meeting on 30 June 2015 Council adopted the Rate Rebate Policy 2015-16 which appears at Attachment 1 to this report.

Mandatory Rebates 100% (Attachment 2)

Properties listed in Attachment 2 which meet the criteria specified in the Act are eligible for a mandatory 100% rebate of rates.

There are three new applications for 2015-16.

Drug & Alcohol Service of South Australia – *new application (Item 90 & 91)*

An application has been received from Drug & Alcohol Service of South Australia for the property located at 1/209 and 1A/209 Main South Road, Morphett Vale. The rebate is claimed under Section 160 being land used for health services purposes. The information provided verifies eligibility under the mandatory rebate provisions and as such a mandatory 100% rebate must be granted under Section 160 of the Act.

Child & Adolescent Mental Health Service – *new application (Item 92)*

An application has been received from Child & Adolescent Mental Health Service for the property located at 3/209 Main South Road, Morphett Vale. The rebate is claimed under Section 160 being land used for health services purposes. The information provided verifies eligibility under the mandatory rebate provisions and as such a mandatory 100% rebate must be granted under Section 160 of the Act.

Child & Family Health Service – *new application (Item 93)*

An application has been received from Child & Family Health Service for the property located at 2/211-213 Main South Road, Morphett Vale. The rebate is claimed under Section 160 being land used for health services purposes. The information provided verifies eligibility under the mandatory rebate provisions and as such a mandatory 100% rebate must be granted under Section 160 of the Act.

Mandatory Rebates 75% (Attachment 3)

Properties listed in Attachment 3 (excludes Housing Association properties) which meet the criteria specified in the Act are eligible for a mandatory 75% rebate of rates.

All service providers have completed an application form. The following items present rebate applications that require additional consideration by Council.

School of Nativity Primary School (Item 60) - *increase rebate to 100%*

The property listed at item 60 in Attachment 3 (Nativity Primary School) is entitled to a mandatory 75% rebate but has also been proposed for an additional discretionary 25% rebate. Council has granted this additional rebate each year due to the shared land use with the adjoining government school. As the shared use of this area is ongoing, it is proposed that the additional 25% discretionary rebate be continued for 2015-16.

Catholic Church Endowment Society (Item 54) - *increase rebate to 100%*

The property listed at item 54 in Attachment 3 (Marcellin Technical College) is entitled to a mandatory 75% rebate but has also requested an additional

discretionary 25% to bring the rebate to 100%. Council may increase the level of mandatory rebates at its discretion.

The applicant states that this Technical College provides much needed vocational trade training pathways to its students. Government funding to this sector has decreased materially in the 2015 State Budget. The employment opportunities created for students benefit the area and employers materially.

Council has previously had requests for additional rebates from private schools and has determined to not grant the increase. The only exception to this has been the Nativity Primary School (above) due to the shared use of the oval with an adjoining public school.

On this basis we recommend the additional 25% rate rebate not be granted on the basis of equity with other private schools.

ECH Incorporated. – *new application (Item 72)*

An application has been received from ECH Incorporated. for a mandatory 75% rate rebate for a total of 24 properties. The application is claimed under Section 161 as land being used for supported accommodation. The information provided and further investigations identified that 23 of the properties are independent living units (**ILU's**) and as such they do not qualify for the rebate under Section 161. The remaining property included in the application is the community facility for use by both **residents in the ILU's** and restricted public access is also made available to the services provided within this facility. **These services do 'benefit' the surrounding** residents, however this does not constitute supported accommodation. While ECH Incorporated do qualify as a Community Service Organisation under Section 161 of the Act, the use of the properties does not comply with the required criteria. This position has also been supported by KelladyJones Lawyers in a recent review undertaken on behalf of Revenue Professionals SA. Based on this information it is recommended that the application by ECH Incorporated for a 75% rebate under Section 161 not be granted on the basis of ineligibility. ECH Incorporated also do not qualify as a registered Housing Association and are therefore ineligible under this provision of the Act.

Under Council policy where an applicant is not granted rebates under the mandatory provisions of the Act, the application is also considered under the discretionary provisions. The application from ECH Incorporated also appears as Item 49 in the discretionary rebate report presented at Item 9.7 on the Agenda.

Mandatory Rebates 75% - Housing Associations (Attachment 4)

Properties listed in Attachment 4 which meet the criteria specified in the Act are eligible for a mandatory 75% rebate of rates.

All service providers have completed an application form.

Access 2 Place Ltd – *new application (Item 13)*

An application has been received from Access 2 Place Ltd for a total of 10 properties. The rebate is claimed under Section 161 being land used by a registered Housing Association properties. These properties were transferred from the South Australian Housing Trust (SAHT) in June 2015.

The information provided verifies rebate eligibility of Access 2 Place Ltd as a registered Housing Association.

We have also been advised in late October by SAHT that a further 5 properties have been subject to lease to Access 2 Place Ltd and that this lease became effective as of 1 July 2015. Under the provisions of Section 161 the eligibility for rebates is based on the use of the land whether owned or leased by an eligible Community Service Organisation and as such these properties are also eligible for the mandatory 75% Housing Association rate rebate. Our further review of these properties indicates that the ownership may also be transferred to Access 2 Place Ltd in the immediate future.

The information provided verifies eligibility under the mandatory rebate provisions and as such a mandatory 75% rebate must be granted under Section 161 of the Act.

Rebates for these associations now total \$571,872.12 (2014-15 \$525,967.12)



Council policy

Rate rebate 2015–16 policy

This policy, Rate rebate 2015–16, was adopted by Council on 30/06/2015.

1. Preamble

Where Council commits to achieving standards or requirements that are beyond those imposed by law it will endeavour to achieve those standards or requirements to the best of its ability.

The contents of and the commitments that Council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the Council's general position in relation to those matters and to facilitate its aspirations wherever it is reasonable to do so.

2. Purpose

The purpose of this policy is to assist Council in deciding applications for and to provide guidance to the community as to the grounds upon which they may be entitled to a rebate of rates in accordance with the requirements of the *Local Government Act 1999* (SA) (the Act).

In accordance with the Act this policy sets out the type of use in respect of land which the Council must grant a rebate of rates and the amount that this rebate must be and those types of land uses where the Council has discretion to grant a rebate of rates.

3. Principles

Council's policy directions are guided by the three principles of sustainability, good public administration and community leadership, which are detailed in the City of Onkaparinga's *Council Lead Policy*.

Council's role is to ensure that our communities have continual access to an appropriate range of facilities and services.

Council's decisions and practices regarding rate rebates are underpinned by:

- accountability, transparency and simplicity
- efficiency, effectiveness and timeliness
- consistency with Council's strategic, corporate and financial directions and budgetary requirements
- compliance with the requirements and intent of relevant legislation and accepted professional conventions and ethics.

Council recognises that adverse economic conditions may from time to time impact on the economic base(s) within the City of Onkaparinga and will consider requests for rebates based on individual merit.

Chapter 10 of the Act empowers local government to levy rates and charges on land and provides some general principles for consideration when developing rating policies. Our



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Rating Policy is the lead document in respect to the application of rates within the City of Onkaparinga and provides detailed explanations of our principles and objectives.

In developing this policy Council has also given consideration to the five principles previously identified by the local government industry in the document *'Local Government Rating – A Consultation Paper, April 2001'*, that apply to the imposition of taxes on communities.

In summary those principles are:

- equity
- benefit
- ability-to-pay
- efficiency
- simplicity.

4. Definitions

'Act' refers to the *Local Government Act 1999 (SA)*.

'Council' (with a capitalised C) refers to the elected Council body.

'council' (with a non- capitalised c) refers to council as the organisation.

'Discretionary Rebate' refers to rebates where Council may apply a rebate in accordance with criteria specified in the Act.

'Mandatory Rebate' refers to rebates that Council must grant in accordance with the Act.

'Rating' refers to the overall process of raising revenue by way of levying rates and charges.

'Rebates' refers to an amount that a rate or charge may be reduced in accordance with Chapter 10, Division 5 of the Act.

5. Detail

The Act is the principal legislative document that directs Council on the rebate of rates. The Act acknowledges that there are particular land uses that are economically disadvantaged and provide local community benefit and therefore must be offered rate relief in order to be sustainable. Further discretionary provisions allow for Council to determine whether other desirable land uses may be offered rate relief. In determining discretionary rebates primary consideration would be directed towards Council's strategic directions, budget considerations, the current economic climate and likely impacts on our communities.

The Act provides:

- for a mandatory rebate of rates in specified cases and the amount of that mandatory rebate (see section 5.2 below)
- that where Council must grant a rebate of rates under the Act, and the amount of that rebate is fixed by the Act at less than 100%, Council may increase the amount of the rebate



Council policy

- in Section 166, for Council to provide a discretionary rebate of rates in the cases set out in that Section (see Clause 5.3 below).

5.1 Rating Objectives

In developing rating policy Council has identified and developed key objectives in response to the outcomes of our community engagement activities and on-going annual reviews:

Equity for our communities

A key consideration in developing a taxation system is the equity principle. In developing rating policy we have endeavoured to ensure that the rating responsibility is distributed in an equitable manner across and within our communities. To achieve this objective our policy is designed to:

- improve equity in rate distribution across our communities
- prevent inequitable shifts in rate responsibility
- collect a base contribution from all rateable properties
- equally distribute the responsibility of rates across the community (unless some compelling application of the other taxation principles should be applied)
- raise an equitable level of contribution from each land use sector.

Benefit to our communities

A further consideration in developing a taxation system is the benefit principle. Our rating structure has been developed to address objectives identified as outcomes of our community engagement activities. Our communities sought a movement away from a purely valuation based rating system to a system which provided some recognition of the benefits received by particular groups. To achieve this objective our policy is designed to:

- minimise the impact of property valuation movements
- move away from valuation based rating by breaking the direct link between valuation and rates
- maintain the relativity within differing communities and between communities
- recognise communities where there is a greater consumption of services and resources.

Economic and property development

In developing rating policy Council must make political and professional judgements based on a number of guiding principles and objectives. These principles and objectives are often competing and must be balanced to achieve the desired outcome. Our rating policy seeks to balance Council's economic and property development focus and to achieve this objective our policy is designed to:

- facilitate a strong and vibrant economic environment
- support the growth of business within the area



Council policy

- balance the issue of consumption of resources with economic development objectives
- encourage development on vacant land
- recognise the importance of arable land suitable for viable primary production.

Taxation principles

While balancing the community needs and Council's broader economic and development objectives we have developed a policy which also provides a balance against the principles of taxation. Our policy objectives, methodologies and strategies have been developed with this in mind and rank highly against the principles of taxation.

5.2 Mandatory rebates

Council must grant a rebate in the amount specified in respect of those land uses which the Act provides will be granted a rebate.

Rates on the following land will be rebated at 100%:

- Health services (Section 160)
 - land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the *South Australia Health Commission Act 1976*
- Religious purposes (Section 162)
 - land containing a church or other building used for public worship (and any grounds) or land solely used for religious purposes
- Public cemeteries (Section 163)
 - land being used for the purposes of a public cemetery
- Royal Zoological Society of SA (Section 164)
 - land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated

Rates on the following land will be rebated at 75%:

- Community services (Section 161)
 - land being predominantly used for service delivery or administration (or both) by a community services organisation. A 'community services organisation' is defined in the Act as a body that:
 - is incorporated on a not for profit basis for the benefit of the public
 - provides community services without charge or for a charge that is below the cost to the body of providing the services
 - does not restrict its services to persons who are members of the body.

It is necessary for a community services organisation to satisfy all of the above criteria to be eligible for the mandatory 75% rebate.



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The Act further provides that eligibility for a rebate by a community services organisation is subject to the provision of one or more of the following community services as the predominate use of the land:

- emergency accommodation
- food or clothing for disadvantaged persons (i.e. persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability)
- supported accommodation (ie residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life), essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities and also including accommodation for persons provided by housing associations registered under the *Community Housing Providers National Law*.
- legal services for disadvantaged persons
- drug or alcohol rehabilitation services
- the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.

Educational purposes (Section 165)

- land occupied by a government school under a lease or licence and being used for educational purposes
- land occupied by a non-government school registered under Part 5 of the *Education Act 1972* and being used for educational purposes, or
- land being used by a university or university college to provide accommodation and other forms of support for students on a not for profit basis.

Where Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, Council will grant the rebate of its own initiative. Where Council is not satisfied it will require the person or body to apply for the rebate in accordance with Clause 5.4 of this policy.

Where a person or body is entitled to a rebate of 75% Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. Council may grant the further 25% rebate upon application or on its own initiative. In either case Council will take into account those matters set out at Clauses 5.4 of this policy.

Where an application is made to Council for a rebate of up to a further 25% the application will be made in accordance with Clause 5.4 of this policy and Council will provide written notice to the applicant of its determination of that application.

5.3 Discretionary rebates

Council may in its absolute discretion grant a rebate of rates or service charges in any of the following cases pursuant to Section 166(1) of the Act:

1. where it is desirable for the purpose of securing the proper development of the area (or a part of the area)



Council policy

2. where it is desirable for the purpose of assisting or supporting a business in its area
3. where it will be conducive to the preservation of buildings or places of historic significance
4. where the land is being used for educational purposes
5. where the land is being used for agricultural, horticultural or floricultural exhibitions
6. where the land is being used for a hospital or health centre
7. where the land is being used to provide facilities or services for children or young persons
8. where the land is being used to provide accommodation for the aged or disabled
9. where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1987 (Commonwealth)* or a day therapy centre
10. where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community
11. where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment
12. where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to:
 - a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates
 - a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.
13. where the rebate is considered by the Council to be appropriate to provide relief in order to avoid what would otherwise constitute:
 - a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its Annual Business Plan
 - a liability that is unfair or unreasonable.
14. where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2 of the Act (Internal Review of council actions)
15. where the rebate is contemplated under another provision of this Act.

Council may grant a rebate of rates up to and including 100% of the relevant rates or service charges. Council may grant a rebate for a period exceeding one year, but not exceeding 10 years in respect of those cases identified at 5.3(1), 5.3(2) or 5.3(11) above.

Council has an absolute discretion:

- to grant a rebate of rates or service charges in the above cases
- to determine the amount of any such rebate.



Council policy

Persons or bodies who seek a discretionary rebate will be required to submit an application form to council and provide such information as stipulated on the application form and any other information that the Council may reasonably require.

5.3.1 Rate capping

In developing rating policy for 2004–05 Council undertook a major review in full consultation with the community that resulted in structural change. The review was required to address the impact of significant valuation movements on rates paid, particularly the effect on the residential sector, which created hardship in many instances. Council identified the most appropriate mechanism to deal with this issue is to apply a rate 'cap' under the discretionary rebate provisions of Section 166(1)(l) of the Act. Rate capping has been applied since the 2004–05 rating year.

For the 2015–16 year, Council has determined that the maximum general rates payable on residential properties will be the amount payable for 2014–15 plus 10% of that amount (noting that the amount payable includes this capping rebate but excludes any other concession or relief), subject to specific criteria.

For the 2015–16 year, Council has determined that the higher level 15% rate cap that was previously applicable to residential properties within retirement villages (where the valuation methodology was changed to incorporate the value of the access to common facilities afforded to retirement village residents into the valuation of the independent living units), has been removed. The 15% rate cap was only to apply in the year of valuation methodology change and this transition was completed in 2014-15. These properties have reverted to the general 10% rate cap from 2015-16.

A cap will not be applied where the rate increase is as a result of an increase in valuation recognising significant capital improvements on the property (regardless of when the development was undertaken) or where there has been a change in the land use or ownership or licence to occupy since the commencement of the previous financial year. Council rebates, remissions and State Concessions are not included in the capping calculation process.

The rate cap will be applied automatically to properties that can be readily identified as being eligible. Where this rebate is not applied automatically, ratepayers who consider they could be eligible for the Rate Cap Rebate may lodge an application form which will be assessed against the eligibility criteria.

The application must be lodged by 30 June 2016. A copy of the Residential rate capping application appears at attachment 2.

5.4 Applications

Council will inform the community of the provisions for rate rebates under the Act by the inclusion of suitable details in the Rating policy summary distributed with the annual rate notice.

Persons or bodies who seek a rebate of rates (and/or service charges) either:

- pursuant to Section 159(4) of the Act and Clause 5.1 of this policy
- pursuant to Section 166 of the Act and Clause 5.2 of this policy



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must make written application to council pursuant to Section 159(1) of the Act in the manner and form determined by the Council and supply information as the Council may reasonably require.

Two application forms have been developed for the convenience of ratepayers:

- Rate rebate application - attachment 1 (designed for general rebate applications)
- Residential rate capping application - attachment 2.

Both application forms are available from council's website www.onkaparingacity.com or may be obtained from council offices located at:

- Noarlunga Office, Ramsay Place, Noarlunga Centre
- Aberfoyle Park Office, The Hub, Aberfoyle Park
- Willunga Office, St Peter's Terrace, Willunga
- Woodcroft Community Centre, 175 Bains Rd, Morphett Vale

In considering applications for rebates Council may take into account matters considered relevant by Council including but not limited to the following:

- the community need that is being met by activities carried out on the land for which the rebate is sought
- the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons
- why there is a need for financial assistance through a rebate
- the level of rebate (percentage and dollar amount) being sought and why it is appropriate
- the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies
- whether the applicant has made/intends to make applications to another Council
- whether, and if so to what extent, the applicant is or will be providing a service within the Council area
- whether the applicant is a public sector body, a private not for profit body or a private for profit body
- whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term
- the desirability of granting a rebate for more than one year in those circumstances identified at Clause 5.2 of this policy
- consideration of the full financial consequences of the rebate for Council
- the time the application is received
- the availability of any community grant to the person or body making the application
- whether the applicant is in receipt of a community grant
- any other matters and policies of Council, which are considered to be relevant.



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All persons or bodies that wish to apply to Council for a rebate of rates excluding a Residential rate cap must do so within 60 days of receipt of the annual rate notice. Council reserves the right to refuse to consider applications received after that date. However applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to 30 June 2016 and provided the entitlement to the rebate existed at 1 July 2015.

All persons or bodies that wish to apply to Council for a Residential Rate Cap Rebate are encouraged to do so as soon as possible after receipt of the annual rate notice. Early receipt of applications will assist to streamline the rebate process and reduce the quarterly payment amounts due. Applicants who satisfy the criteria for a Residential rate cap rebate will be granted the rebate provided the application is lodged prior to 30 June 2016.

The Act provides that Council may grant a rebate of rates or charges on such conditions as Council thinks fit in relation to discretionary rebates listed at Clause 5.3 of this policy.

Council delegates the authority to grant a Residential rate cap rebate under Section 166(1)(l) of the Act to the Chief Executive Officer.

Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies. Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year Council is entitled to recover rates or rates at the increased level (as the case may be) proportionate to the remaining part of the financial year.

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act. The maximum penalty for this offence is \$5,000.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist the person or body must immediately inform Council of that fact and (whether or not Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence. The maximum penalty for this offence is \$5,000.

Council will advise rebate applicants of its determination in relation to each application in writing.

5.5 Review

A person or body that is aggrieved by a determination of Council in respect of an application for a rebate may seek a review of that by written application to Council within 21 days of the date of which the notice of determination is given pursuant to Clause 5.3 of this policy.

5.6 Availability of policy

This policy is available for inspection at council offices and also available on our website www.onkaparingacity.com. Persons may also obtain a printed copy of this policy upon payment of the fee set by the Council.



Council policy

6. Attachments

Attachment 1 – Rate rebate application

Attachment 2 – Residential rate capping application

7. References and relevant legislation

Printed documents

Council policy, Rating 2015–16

Norman Waterhouse and SA Local Government Financial Management Group, 2001, Rate Rebate Policies.

Wallmans Lawyers and SA Local Government Financial Management Group, February 2008, Rate Rebate Policies

Legislation

Local Government Act, 1999

Health Commission Act 1976

Community Housing Providers National Law

Education Act 1972

Aged Care Act 1987 (Commonwealth)

Community Titles Act 1996

Websites

www.onkaparingacity.com

Contact officer:	Director Finance and Commercial
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Approving authority:	Council
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Next review:	June 2016
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Timing of review:	Reviewed annually in June
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ECM number:	2015–16 policy 3709963 Attachments 3709966 and 3709968
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Website: www.onkaparingacity.com

	Rétepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
1	Children Youth & Womens Health Services	Unit 2/50-56 Beach Road CHRISTIES BEACH SA 5165	Social Welfare - Child & Youth Health	180	Mandatory	100	\$ 3,006.41	3,006.41
2	McLaren Vale & District War Memorial Hospital Inc	5-9 Aldersey Street MCLAREN VALE SA 5171	Hospital	160	Mandatory	100	\$ 10,280.21	\$ 10,280.21
3	Laught Avenue and Leader Avenue Gospel Trust	1 Romney Road HAPPY VALLEY SA 5159	Land Used for Religious Purpose	162	Mandatory	100	\$ 2,133.04	\$ 2,133.04
4	Aberfoyle Park Christadelphian Ecclesia Inc	16 Manning Road ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 2,640.82	\$ 2,640.82
5	Adelaide Revival Fellowship Inc	253-255 Pimpala Road WOODCROFT SA 5162	Church/Seminary	162	Mandatory	100	\$ 8,287.23	\$ 8,287.23
6	Almond Grove and Mitchell Street Gospel Trust	Allot 77 Sec 279 Sunnymede Drive ABERFOYLE PARK SA 5159	Land Used for Religious Purpose	162	Mandatory	100	\$ 2,112.73	\$ 2,112.73
7	Almond Grove Family Church Inc	32 Old Main South Road ALDINGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 1,665.89	\$ 1,665.89
8	Arthur Street Gospel Trust	1/33 Education Road HAPPY VALLEY SA 5159	Land Used for Religious Purpose	162	Mandatory	100	\$ 7,723.61	\$ 7,723.61
9	Arthur Street Gospel Trust	46 Skyline Drive, FLAGSTAFF HILL SA 5159	Land Used for Religious Purpose	162	Mandatory	100	\$ 2,600.19	\$ 2,600.19
10	Australasian Conference Association Ltd	130 Pimpala Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 5,037.49	\$ 5,037.49
11	Baptist Churches of SA Inc	13-15 Saltash Avenue CHRISTIES BEACH SA 5165	Church/Seminary	162	Mandatory	100	\$ 2,762.68	\$ 2,762.68
12	Baptist Churches of SA Inc	72 Manning Road ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 2,965.79	\$ 2,965.79
13	Catholic Church Endowment Soc Happy Valley	16-24 Hay Street HAPPY VALLEY SA 5159	Church/Seminary	162	Mandatory	100	\$ 2,566.89	\$ 2,566.89
14	Catholic Church Endowment Soc Happy Valley	16A-24 Hay Street HAPPY VALLEY SA 5159	Church car park	162	Mandatory	100	\$ 763.47	\$ 763.47
15	Catholic Church Endowment Soc Morph Vale	250-262 Main South Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 4,143.82	\$ 4,143.82

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
16	Catholic Church Endowment Soc Noarl Ctr	1 Honeypot Road NOARLUNGA DOWNS SA 5168	Church/Seminary	162	Mandatory	100	\$ 2,843.93	\$ 2,843.93
17	Catholic Church Endowment Soc Willunga	Pt Allot 1 St Judes Street WILLUNGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 2,965.79	\$ 2,965.79
18	Catholic Church Endowment Society Incorporated	Pt Allot 1 Quinliven Road ALDINGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 2,315.84	\$ 2,315.84
19	Christian City Church South Coast Inc	5 Main South Road O'HALLORAN HILL SA 5158	Church/Seminary	162	Mandatory	100	\$ 5,139.05	\$ 5,139.05
20	Church of Jesus Christ Latter Day Saints	258 Beach Road HACKHAM WEST SA 5163	Church/Seminary	162	Mandatory	100	\$ 5,951.49	\$ 5,951.49
21	Churches of Christ In SA & NT Inc	179 Hub Drive ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 3,128.28	\$ 3,128.28
22	Churches of Christ Noarlunga Centre	165 Beach Road CHRISTIE DOWNS SA 5164	Church/Seminary	162	Mandatory	100	\$ 3,575.11	\$ 3,575.11
23	Coast and Vines Church Inc	1/12-14 Aldinga Road WILLUNGA SA 5172	Church/Seminary	162	Mandatory	100	\$ 1,696.77	\$ 1,696.77
24	Coptic Orthodox Church (Victoria) Property Trust	Allot 1 Sec 23 Melsetter Road HUNTFIELD HEIGHTS SA 5163	Church/Seminary	162	Mandatory	100	\$ 3,006.41	\$ 3,006.41
25	Coromandel Baptist Church Incorporated	268C Ackland Hill Road COROMANDEL EAST SA 5157	Church/Seminary	162	Mandatory	100	\$ 2,478.33	\$ 2,478.33
26	Diocese of The Murray	15 St Ninians Road CLARENDON SA 5157	Church/Seminary	162	Mandatory	100	\$ 1,178.43	\$ 1,178.43
27	Ecumenical Endeavours Pty Ltd	Allot 1077 Sec 342 Grand Boulevard SEAFORD SA 5169	Church/Seminary	162	Mandatory	100	\$ 12,349.40	\$ 12,349.40
28	Edge Church Property Ltd	3/253-255 Old South Road OLD REYNELLA SA 5161	Church/Seminary	162	Mandatory	100	\$ 8,961.61	\$ 8,961.61
29	Gateway Community Church Inc	70-74 Pimpala Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 6,053.04	\$ 6,053.04
30	Greek Orthodox Archdiocese Aust	2 Morton Road CHRISTIE DOWNS SA 5164	Church/Seminary	162	Mandatory	100	\$ 2,884.55	\$ 2,884.55

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
31	Hackham Baptist Family Church Inc	86-88 Penneys Hill Road HACKHAM SA 5163	Church/Seminary	162	Mandatory	100	\$ 2,762.68	\$ 2,762.68
32	Happy Valley Baptist Church Inc	Allot 17 Sec 518 Candy Road HAPPY VALLEY SA 5159	Church/Seminary	162	Mandatory	100	\$ 1,523.72	\$ 1,523.72
33	Harvest Australia Church Incorporated	Allot 21 Sec 612 States Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 6,560.81	\$ 6,560.81
34	Impact International Christian Centre	104A Pimpala Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 2,559.58	\$ 2,559.58
35	Jehovahs Witnesses Congregations	1/320 Beach Road HACKHAM WEST SA 5163	Church/Seminary	162	Mandatory	100	\$ 5,055.13	\$ 5,055.13
36	Jehovahs Witnesses Congregations	102 Fraser Avenue HAPPY VALLEY SA 5159	Church/Seminary	162	Mandatory	100	\$ 2,762.68	\$ 2,762.68
37	Jehovahs Witnesses Congregations	133-141 Port Road ALDINGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 2,153.35	\$ 2,153.35
38	Laight Avenue and Leader Avenue Gospel Trust	152 Black Road FLAGSTAFF HILL SA 5159	Land Used for Religious Purpose	162	Mandatory	100	\$ 2,153.35	\$ 2,153.35
39	Living Church of God Ltd	61 Grants Gully Road CLARENDON SA 5157	Land Used for Religious Purpose	162	Mandatory	100	\$ 1,909.63	\$ 1,909.63
40	Living Church of God Ltd	63 Grants Gully Road CLARENDON SA 5157	Land Used for Religious Purpose	162	Mandatory	100	\$ 2,664.29	\$ 2,664.29
41	Lutheran Church of Aust McLaren Vale	Allot 829 Aldersey Street MCLAREN VALE SA 5171	Church/Seminary	162	Mandatory	100	\$ 2,315.84	\$ 2,315.84
42	Lutheran Church of Aust SA District	265 Beach Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 2,217.53	\$ 2,217.53
43	Lutheran Church of Aust SA District	32 Taylors Road ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 5,342.15	\$ 5,342.15
44	Methodist Church SA Property Trust	26 Ingoldby Road MCLAREN FLAT SA 5171	Church/Seminary	162	Mandatory	100	\$ 894.08	\$ 894.08
45	New Apostolic Church	31 Olympia Crescent HACKHAM WEST SA 5163	Church/Seminary	162	Mandatory	100	\$ 2,092.42	\$ 2,092.42

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
46	New Life Christian Centre Inc	12-14 Kerry Street CHRISTIES BEACH SA 5165	Church/Seminary	162	Mandatory	100	\$ 2,234.60	\$ 2,234.60
47	Noarlunga Christian Centre Incorporated	Pce 12 Brodie Road HUNTFIELD HEIGHTS SA 5163	Church/Seminary	162	Mandatory	100	\$ 995.64	\$ 995.64
48	Noarlunga Uniting Church	28-30 Hillier Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 3,331.39	\$ 3,331.39
49	Parish of The Nativity	Allot 103 Sec 277 Sunnymeade Drive ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 5,342.15	\$ 5,342.15
50	Salvation Army (SA) Property Trust	186-188 Elizabeth Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 2,803.30	\$ 2,803.30
51	Southern Districts Christian Assembly Inc	442 States Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 3,778.22	\$ 3,778.22
52	Southern Districts Christian Assembly Inc	442 States Road MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 979.39	\$ 979.39
53	Southern Life Management Association Inc	Allot 1 Sec 5 Milan Crescent HACKHAM WEST SA 5163	Church/Seminary	162	Mandatory	100	\$ 3,818.85	\$ 3,818.85
54	Southern Vales Christadelphian Ecclesia Inc	100-104 Melsetter Road HUNTFIELD HEIGHTS SA 5163	Church/Seminary	162	Mandatory	100	\$ 1,909.63	\$ 1,909.63
55	Synod Diocese Murray Anglican Church Inc	1 High Street MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 2,437.70	\$ 2,437.70
56	Synod Diocese Murray Anglican Church Inc	1/99 Main Road MCLAREN VALE SA 5171	Church/Seminary	162	Mandatory	100	\$ 4,098.12	\$ 4,098.12
57	Synod Diocese Murray Anglican Church Inc	10 St Andrews Terrace WILLUNGA SA 5172	Church/Seminary	162	Mandatory	100	\$ 1,198.75	\$ 1,198.75
58	Synod Diocese Murray Anglican Church Inc	12-14 Homestead Drive ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 2,031.49	\$ 2,031.49
59	Synod Diocese Murray Anglican Church Inc	26 O'Halloran Road CHRISTIES BEACH SA 5165	Church/Seminary	162	Mandatory	100	\$ 3,412.63	\$ 3,412.63
60	Synod Diocese Murray Anglican Church Inc	3 William Street MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 1,060.00	\$ 1,060.00

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
61	Synod Diocese Murray Anglican Church Inc	30 Church Hill Road OLD NOARLUNGA SA 5168	Church/Seminary	162	Mandatory	100	\$ 2,051.80	\$ 2,051.80
62	Synod Diocese Murray Anglican Church Inc	7 Stonehouse Lane ALDINGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 1,259.68	\$ 1,259.68
63	The Centre Trust Inc	38-44 Jagger Crescent WOODCROFT SA 5162	Church/Seminary	162	Mandatory	100	\$ 3,784.31	\$ 3,784.31
64	United Pentecostal Church of SA Inc	8 Colorado Court, MORPHETT VALE SA 5162	Church/Seminary	162	Mandatory	100	\$ 3,209.52	\$ 3,209.52
65	Uniting Church In Aust Aberfoyle Park	42-46 Sunnymede Drive ABERFOYLE PARK SA 5159	Church/Seminary	162	Mandatory	100	\$ 6,459.26	\$ 6,459.26
66	Uniting Church In Aust Cherry Gardens	87 Hicks Hill Road CHERRY GARDENS SA 5157	Church/Seminary	162	Mandatory	100	\$ 841.27	\$ 841.27
67	Uniting Church In Aust Christies Beach	58-62 Ramsgate Avenue CHRISTIES BEACH SA 5165	Church/Seminary	162	Mandatory	100	\$ 2,371.38	\$ 2,371.38
68	Uniting Church In Aust Kangarilla	1 McLaren Flat Road KANGARILLA SA 5157	Church/Seminary	162	Mandatory	100	\$ 1,381.55	\$ 1,381.55
69	Uniting Church In Aust Willunga	Allot 187 Sec 258 St Andrews Terrace WILLUNGA SA 5172	Church/Seminary	162	Mandatory	100	\$ 2,315.84	\$ 2,315.84
70	Uniting Church In Australia Property Trust	2 Old Coach Road ALDINGA SA 5173	Church/Seminary	162	Mandatory	100	\$ 2,762.68	\$ 2,762.68
71	Uniting Church In Australia Property Trust	23 William Road CHRISTIES BEACH SA 5165	Church/Seminary	162	Mandatory	100	\$ 2,803.30	\$ 2,803.30
72	Uniting Church In Australia Property Trust	255 Main Road MCLAREN VALE SA 5171	Church/Seminary	162	Mandatory	100	\$ 2,965.79	\$ 2,965.79
73	Uniting Church In Australia Property Trust	415-417 Main Road COROMANDEL VALLEY SA 5051	Church/Seminary	162	Mandatory	100	\$ 5,951.49	\$ 5,951.49
74	Uniting Church In Australia Property Trust	50 Malpas Street OLD NOARLUNGA SA 5168	Church/Seminary	162	Mandatory	100	\$ 1,320.61	\$ 1,320.61
75	Uniting Church In Australia Property Trust	50-52 Grants Gully Road CLARENDON SA 5157	Church/Seminary	162	Mandatory	100	\$ 1,544.03	\$ 1,544.03

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
76	Catholic Church Endowment Soc Willunga	1-7 St Marys Street WILLUNGA SA 5172	Cemeteries	163	Mandatory	100	\$ 1,137.81	\$ 1,137.81
77	Coromandel Valley Cemetery Trust Incorporated	Allot 47 Sec 1101 Avondale Road COROMANDEL VALLEY SA 5051	Cemeteries	163	Mandatory	100	\$ 942.83	\$ 942.83
78	Happy Valley Cemetery	Allot 16 Chandlers Hill Road HAPPY VALLEY SA 5159	Cemeteries	163	Mandatory	100	\$ 565.04	\$ 565.04
79	Methodist Church SA Property Trust	28 Ingoldby Road, MCLAREN FLAT SA 5171	Cemeteries	163	Mandatory	100	\$ 772.22	\$ 772.22
80	Synod Diocese Murray Anglican Church Inc	Allot 411 Sec 245 Aldinga Road WILLUNGA SA 5172	Cemeteries	163	Mandatory	100	\$ 739.72	\$ 739.72
81	The Adelaide Mosque Islamic Society of SA Inc	Pt Allot 21 Martins Road, MCLAREN VALE SA 5171	Cemeteries	163	Mandatory	100	\$ 731.56	\$ 731.56
82	Trustee Cemetery	Allot 3 Sec 612 States Road MORPHETT VALE SA 5162	Cemeteries	163	Mandatory	100	\$ 403.37	\$ 403.37
83	Uniting Church In Aust Kangarilla	36 McLaren Flat Road KANGARILLA SA 5157	Cemeteries	163	Mandatory	100	\$ 926.58	\$ 926.58
84	Uniting Church In Aust Willunga	35-37 St Andrews Terrace WILLUNGA SA 5172	Cemeteries	163	Mandatory	100	\$ 1,166.24	\$ 1,166.24
85	Uniting Church In Aust Willunga	Allot 122 Sec 446 Binney Road MCLAREN VALE SA 5171	Cemeteries	163	Mandatory	100	\$ 751.91	\$ 751.91
86	Uniting Church In Australia Property Trust	257-261 Main Road MCLAREN VALE SA 5171	Cemeteries	163	Mandatory	100	\$ 743.78	\$ 743.78
87	Uniting Church In Australia Property Trust	26-34 Seaford Road, OLD NOARLUNGA SA 5168	Cemeteries	163	Mandatory	100	\$ 711.29	\$ 711.29
88	Uniting Church In Australia Property Trust	6 Tatachilla Road MCLAREN VALE SA 5171	Cemeteries	163	Mandatory	100	\$ 837.21	\$ 837.21
89	Uniting Church In Australia Property Trust	Allot 20 Sellicks Beach Road SELICKS BEACH SA 5174	Cemeteries	163	Mandatory	100	\$ 707.22	\$ 707.22
Totals ongoing rebates							\$ 257,776.69	\$ 257,776.69

	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
Additional applications for determination								
90	Drug & Alcohol Service of South Australia	1/209 Main South Road, MORPHETT VALE SA 5162	Health Services	160	Mandatory	100	\$ 1,883.95	\$ 1,883.95
91	Drug & Alcohol Service of South Australia	1A/209 Main South Road, MORPHETT VALE SA 5162	Health Services	160	Mandatory	100	\$ 1,732.40	\$ 1,732.40
92	Child & Adolescent Mental Health Service	2/211-213 Main South Road, MORPHETT VALE SA 5162	Health Services	160	Mandatory	100	\$ 4,432.02	\$ 4,432.02
93	Child & Family Health Service	3/209 Main South Road, MORPHETT VALE SA 5162	Health Services	160	Mandatory	100	\$ 4,358.30	\$ 4,358.30
Totals new rebates							\$ 12,406.67	\$ 12,406.67
Totals all 100% Mandatory rebates							\$ 270,183.36	\$ 270,183.36

Item Number	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
1	Adelaide Benevolent & Strangers Friend Society Inc	28 Valleyview Crescent HACKHAM WEST SA 5163	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 1,511.55	\$ 1,133.66
2	Adelaide Benevolent & Strangers Friend Society Inc	Unit 1/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 618.69	\$ 464.02
3	Adelaide Benevolent & Strangers Friend Society Inc	Unit 2/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
4	Adelaide Benevolent & Strangers Friend Society Inc	Unit 3/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
5	Adelaide Benevolent & Strangers Friend Society Inc	Unit 4/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
6	Adelaide Benevolent & Strangers Friend Society Inc	Unit 5/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
7	Adelaide Benevolent & Strangers Friend Society Inc	Unit 6/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 618.69	\$ 464.02
8	Adelaide Benevolent & Strangers Friend Society Inc	Unit 7/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
9	Adelaide Benevolent & Strangers Friend Society Inc	Unit 8/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 618.69	\$ 464.02
10	Adelaide Benevolent & Strangers Friend Society Inc	Unit 9/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 618.69	\$ 464.02
11	Adelaide Benevolent & Strangers Friend Society Inc	Unit 10/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
12	Adelaide Benevolent & Strangers Friend Society Inc	Unit 11/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
13	Adelaide Benevolent & Strangers Friend Society Inc	Unit 12/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 745.04	\$ 558.78
14	Adelaide Benevolent & Strangers Friend Society Inc	Unit 13/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 568.16	\$ 426.12
15	Adelaide Benevolent & Strangers Friend Society Inc	Unit 14/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 542.89	\$ 407.17
16	Adelaide Benevolent & Strangers Friend Society Inc	Unit 15/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 542.89	\$ 407.17
17	Adelaide Benevolent & Strangers Friend Society Inc	Unit 16/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 568.16	\$ 426.12
18	Adelaide Benevolent & Strangers Friend Society Inc	Unit 17/15 Shearwater Place, NOARLUNGA DOWNS SA 5168	Emergency Accommodation	161(4)(c)(i)	Mandatory	75	\$ 618.69	\$ 464.02

Item Number	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
19	The Ranch Incorporated	Allot 12 Kalisz Court NOARLUNGA DOWNS SA 5168	Emergency Accommodation/Counselling	161(4)(c)(i)	Mandatory	75	\$ 2,994.02	\$ 2,245.52
20	Meals On Wheels Incorporated	44 Vincent Street CHRISTIES BEACH SA 5165	Community Service Organisation	161(4)(c)(iii)	Mandatory	75	\$ 1,808.07	\$ 1,356.05
21	Aged Care and Housing Group Inc	84 Valley View Drive MCLAREN VALE SA 5171	Supported Accommodation	161(4)(c)(ii)	Mandatory	75	\$ 14,336.03	\$ 10,752.02
22	Aged Care and Housing Group Inc	24-30 River Road PORT NOARLUNGA SA 5167	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 27,320.00	\$ 20,490.00
23	Christadelphian Care Services SA Inc	1-3 Happy Valley Drive HAPPY VALLEY SA 5159	Nursing Home	161(4)(c)(iii)	Mandatory	75	\$ 20,918.43	\$ 15,688.82
24	Churches of Christ Life Care Inc	280 Old South Road OLD REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 14,685.32	\$ 11,014.00
25	Churches of Christ Life Care Inc	6 Pridham Boulevard ALDINGA BEACH SA 5173	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 23,361.13	\$ 17,520.85
26	Eldercare Inc	150-152 Reynell Road WOODCROFT SA 5162	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 26,561.92	\$ 19,921.45
27	Eldercare Inc	100 Seaford Road SEAFORD SA 5169	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 23,782.29	\$ 17,836.72
28	Greek Orthodox Archdiocese Aust	10 Morton Road CHRISTIE DOWNS SA 5164	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 30,941.94	\$ 23,206.46
29	James Brown Memorial Trust	19 Aldersey Street MCLAREN VALE SA 5171	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 11,905.68	\$ 8,929.27
30	James Brown Memorial Trust	1/54 Woodcroft Drive MORPHETT VALE SA 5162	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 22,875.77	\$ 17,156.83
31	James Brown Memorial Trust	2/54 Woodcroft Drive MORPHETT VALE SA 5162	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,730.55	\$ 1,297.92
32	Minda Incorporated	36 Education Road HAPPY VALLEY SA 5159	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,915.86	\$ 1,436.90
33	Minda Incorporated	148 Hillier Road REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,730.55	\$ 1,297.92
34	Minda Incorporated	146 Hillier Road REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,730.55	\$ 1,297.92
35	Minda Incorporated	4/1 Walnut Street OLD REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,629.47	\$ 1,222.10
36	Minda Incorporated	1/10 Walnut Street OLD REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,410.47	\$ 1,057.85

Item Number	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
37	Minda Incorporated	2/10 Walnut Street OLD REYNELLA SA 5161	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 1,410.47	\$ 1,057.85
38	Minister For Disabilities	4-6 Tina Way MORPHETT VALE SA 5162	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 2,033.78	\$ 1,525.34
39	Southern Cross Care (SA & NT) Inc	28 Liddell Drive HUNTFIELD HEIGHTS SA 5163	Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 23,529.59	\$ 17,647.19
40	Bedford Industries Rehabilitation Assoc Inc	13 Bredbo Street LONSDALE SA 5160	Disability employment	161(4)(c)(iv)	Mandatory	75	\$ 2,574.17	\$ 1,930.63
41	Minister for Disabilities	1/98 Beach Road CHRISTIES BEACH SA 5165	Community Service Organisation	161(4)(c)(iv)	Mandatory	75	\$ 3,205.07	\$ 2,403.80
42	Junction and Womens Housing	34 Beach Road CHRISTIES BEACH SA 5165	Community Service Organisation - financial counselling	161(4)(c)(iii)	Mandatory	75	\$ 4,692.20	\$ 3,519.15
43	Minister For Health and Ageing	64 Elgin Avenue CHRISTIES BEACH SA 5165	Community Service Organisation	161(4)(c)(iv)	Mandatory	75	\$ 1,627.81	\$ 1,220.86
44	Noarlunga Christian Centre Incorporated	Pt Pce 12 Brodie Road HUNTFIELD HEIGHTS SA 5163	Social Service & Welfare	161(4)(c)(iv)	Mandatory	75	\$ 2,157.42	\$ 1,618.06
45	Southern Community Justice Centre	1/40 Beach Road CHRISTIES BEACH SA 5165	Community Service Organisation	161(4)(c)(iv)	Mandatory	75	\$ 2,562.90	\$ 1,922.18
46	Synod Diocese Murray Anglican Church Inc	1 William Street MORPHETT VALE SA 5162	Community Service Organisation	161(4)(c)(iv)	Mandatory	75	\$ 1,625.27	\$ 1,218.95
47	Uniting Care Wesley Adelaide Inc	38 Beach Road CHRISTIES BEACH SA 5165	Community Service Organisation - financial counselling	161(4)(c)(v)	Mandatory	75	\$ 5,097.79	\$ 3,823.35
48	Erwin Vogt Foundation Inc	8 Cocking Road CHRISTIES BEACH SA 5165	Drug & Alcohol Rehabilitation Services	161(4)(c)(vi)	Mandatory	75	\$ 1,494.70	\$ 1,121.03
49	Offenders Aid & Rehabilitation Services	2/87 Dyson Road CHRISTIES BEACH SA 5165	Social Service & Welfare	161(4)(c)(vi)	Mandatory	75	\$ 1,773.54	\$ 1,330.16
50	Australasian Conference Association Ltd	140 Pimpala Road MORPHETT VALE SA 5162	Private primary school	165(1)(b)	Mandatory	75	\$ 30,426.06	\$ 22,819.54
51	Calvary Lutheran Primary School Inc	265 Beach Road MORPHETT VALE SA 5162	Private primary school	165(1)(b)	Mandatory	75	\$ 9,302.77	\$ 6,977.08
52	Cardijn College	5 Honeypot Road NOARLUNGA DOWNS SA 5168	Private secondary school	165(1)(b)	Mandatory	75	\$ 25,957.68	\$ 19,468.26
53	Catholic Church Endowment Society Incorporated	Pt Allot 1 Quinliven Road ALDINGA SA 5173	Private primary school	165(1)(b)	Mandatory	75	\$ 16,817.79	\$ 12,613.34
54	Catholic Church Endowment Society Incorporated **	183 Beach Road CHRISTIE DOWNS SA 5164	Private secondary school	165(1)(b)	Mandatory	75	\$ 13,364.94	\$ 10,023.71

Item Number	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
55	Catholic Church Endowment Soc Morph Vale	14-16 Bains Road MORPHETT VALE SA 5162	Private primary school	165(1)(b)	Mandatory	75	\$ 20,270.64	\$ 15,202.99
56	Catholic Church Endowment Soc Pt Noarlunga	621-631 Grand Boulevard SEAFORD SA 5169	Private primary school	165(1)(b)	Mandatory	75	\$ 10,826.09	\$ 8,119.57
57	Emmaus Catholic School	236-246 Pimpala Road WOODCROFT SA 5162	Private primary school	165(1)(b)	Mandatory	75	\$ 14,989.81	\$ 11,242.36
58	Lutheran Church of Aust Aberfoyle Park	28-30 Taylors Road ABERFOYLE PARK SA 5159	Private primary school	165(1)(b)	Mandatory	75	\$ 11,333.86	\$ 8,500.40
59	Melrose Park School	Allot 40 Park Avenue ABERFOYLE PARK SA 5159	Private School	165(1)(b)	Mandatory	75	\$ 19,458.20	\$ 14,593.65
60	School of Nativity Primary School	26 Sunnymede Drive ABERFOYLE PARK SA 5159	Private primary school & land shared with public school	165(1)(b)	Mandatory	75 + 25	\$ 4,935.94	\$ 4,935.94
61	Southern Montessori Education Centre	53 Galloway Road O'SULLIVAN BEACH SA 5166	Private primary school	165(1)(b)	Mandatory	75	\$ 7,474.80	\$ 5,606.10
62	Southern Vales Christian College Inc	240-258 Aldinga Beach Road ALDINGA BEACH SA 5173	Private primary school	165(1)(b)	Mandatory	75	\$ 18,239.55	\$ 13,679.67
63	Southern Vales Christian College Inc	140 States Road MORPHETT VALE SA 5162	Private secondary school	165(1)(b)	Mandatory	75	\$ 9,099.66	\$ 6,824.75
64	St John The Apostle Catholic Parish School	14 Winnerah Road CHRISTIES BEACH SA 5165	Private primary school	165(1)(b)	Mandatory	75	\$ 7,271.69	\$ 5,453.77
65	Sunrise Christian School	70-74 Pimpala Road MORPHETT VALE SA 5162	Private primary school	165(1)(b)	Mandatory	75	\$ 6,763.92	\$ 5,072.94
66	Tatachilla Lutheran College Assoc Inc	211 Tatachilla Road TATACHILLA SA 5171	Private secondary school	165(1)(b)	Mandatory	75	\$ 38,855.06	\$ 29,141.29
67	Willunga Waldorf School	Allot 409 Sec 246 Aldinga Road WILLUNGA SA 5172	Private primary school	165(1)(b)	Mandatory	75	\$ 1,418.92	\$ 1,064.20
68	Willunga Waldorf School	1 Jay Drive WILLUNGA SA 5172	Private primary school	165(1)(b)	Mandatory	75	\$ 2,803.30	\$ 2,102.48
69	Willunga Waldorf School	1A Jay Drive WILLUNGA SA 5172	Private primary school	165(1)(b)	Mandatory	75	\$ 6,865.47	\$ 5,149.10
70	Woodcroft College Incorporated	143-173 Bains Road MORPHETT VALE SA 5162	Private secondary school	165(1)(b)	Mandatory	75	\$ 36,925.53	\$ 27,694.15
71	Woodcroft College Incorporated	Allot 12 Sec 613 Farnsworth Drive MORPHETT VALE SA 5162	Private secondary school	165(1)(b)	Mandatory	75	\$ 2,073.67	\$ 1,555.25
Totals							\$ 613,685.53	\$ 461,498.27

Item Number	Ratepayer	Property Address	Actual Use	Section	Eligibility	Application %	Total Rates	Rebate
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Additional applications for determination								
54 as above	Catholic Church Endowment Society Incorporated **	183 Beach Road CHRISTIE DOWNS SA 5164	25% Discretionary Increase Not Granted Equity with other schools	165(1)(b)	75% Mandatory seeking 25% Discretionary increase	25	\$ 3,341.23	\$ -
72	ECH Incorporated	24 assessments 126 Pimpala Road, MORPHETT VALE	Not Granted Independent Living Units Not Supported Accommodation	161(4)(c)(iii)	Mandatory	75	\$ 16,196.27	\$ -
Totals							Rates and Rebates as recommended only \$ 613,685.53	\$ 461,498.27

Item Number	Ratepayer	Number of Properties	Actual Use	Section	Eligibility	Application %	Recommendation Reason	Total Rates	Rebate
1	Accessible Housing Association Incorporated	61	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 76,254.27	\$ 57,190.96
2	Anglicare SA Housing Association	31	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 40,658.52	\$ 30,493.96
3	Common Equity Housing SA Ltd	13	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 15,775.48	\$ 11,831.65
7	Cornerstone Housing Limited- formerly Lutheran Community Housing Support Unit Inc	64	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 72,988.28	\$ 54,749.67
4	Developing Alternative Solutions to Housing	2	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 2,265.02	\$ 1,698.77
5	Julia Farr Housing Association Inc	9	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 11,953.01	\$ 8,964.79
6	Junction and Womens Housing - formerly Junction Australia	259	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 304,510.43	\$ 228,383.91
8	Red Shield Housing Association Inc	39	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 45,611.46	\$ 34,208.66
9	The Frederic Ozanam Housing Association Inc	38	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 45,861.47	\$ 33,934.31
10	Unity Housing Company Ltd	79	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 92,475.45	\$ 69,356.77
11	Westside Housing Association Inc	11	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 12,684.98	\$ 9,513.77
12	Whalers Housing Association Inc	19	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 23,006.48	\$ 17,256.44
Totals ongoing rebates		625						\$ 744,057.85	\$ 557,583.66

Item Number	Ratepayer	Number of Properties	Actual Use	Section	Eligibility	Application %	Recommendation Reason	Total Rates	Rebate
Additional applications for determination									
13	Access 2 Place Ltd.	15	Approved Community Housing Association	161(4)(c)(iii)	Mandatory	75		\$ 19,051.28	\$ 14,288.46
Totals new rebates			640					\$ 19,051.28	\$ 14,288.46
Totals all 75% Housing Association Mandatory rebates								Totals \$ 763,109.13	\$ 571,872.12

9.7 Rate Rebates 2015-16 Discretionary

This report provides information on discretionary rate rebate applications and seeks Council approval of proposed rate rebates for 2015–16.

Manager:	Darren Styler, Manager Finance
Report Author:	Joan Murrell, Team Leader Revenue
Contact Number:	8384 0530
Attachments:	<ol style="list-style-type: none">1. Discretionary Rebates 2015–16 (5 pages)2. Legal Opinion Wallmans Retirement Villages (7 pages)3. Rate Rebates for 'Retirement Villages' (4 pages)4. Written Submissions – Forest Place Residents (3 pages)

1. Purpose

This report provides information on discretionary rate rebate applications and seeks Council approval of proposed rate rebates for 2015–16.

2. Recommendations

1. **That pursuant to the previous Council resolution of 17 December 2002, that United Utilities Australia Pty Ltd, now called Trility Pty Ltd, (Item 1 of attachment 1 to the agenda report) be granted a 100% discretionary rate rebate for 2015-16 under Section 166(1)(b) of the *Local Government Act 1999*.**
2. **That the ongoing applications listed below and itemised in attachment 1 to the agenda report be granted a 100% rate rebate for 2015–16 under Section 166 of the *Local Government Act 1999*:**
 - **The Volt Aldinga Sellicks Youth Enterprise Centre (Item 2) – Sec 166(1)(b)(g)(j)**
 - **Noarlunga Leisure Centre (items 3 and 4) – Sec 166(1)(b)(g)**
 - **Blewitt Springs Community Hall and Progress Association Inc (item 5) – Sec 166(1)(j)**
 - **Clarendon Community Association Inc. (Item 6) – Sec 166(1)(j)**
 - **Lions Club of Willunga Districts Inc. (Item 7) – 166(1)(j)**
 - **Guides South Australia Inc. (Item 8) – Sec 166(1)(g)**
 - **Girl Guides Australia Inc. (Hackham Item 9 and Reynella Item 10) – Sec 166(1)(g)**
 - **Scout Association of Australia (Items 11 and 12) – Sec 166(1)(g)**
 - **Brentwood Drive Kindergarten (Item 13) Sec 166(1)(d)(g)**
 - **Hackham West Children's Centre DECS (Item 14) Sec 166(1)(d)(g)**
 - **Lutheran Church of Australia SA District (Item 15) – Sec 166(1)(d)(g)**
 - **Noarlunga Community Children's Centre Inc. (Item 16) – Sec 166(1)(d)(g)**

- 3. That the ongoing applications listed below and itemised on attachment 1 to the agenda report be granted a 75% rate rebate for 2015–16 under Section 166 of the *Local Government Act 1999*:**
 - Onkaparinga Canoe Club Inc. (Items 17 and 18) – Sec 166(1)(d)(g)
 - Autism Association of SA Inc. – (Item 19) – Sec 166(1)(h)
 - Bedford Industries Housing Co-op (Items 20 to 24) – Sec 166(1)(h)
 - The Wyatt Benevolent Institution Inc. (Items 25 to 36) – Sec 166(1)(h)
 - Willunga Environment Centre (Item 37) – Sec 166(1)(j)(excluding CWMS Service Charges)
- 4. That the ongoing applications listed below and itemised in attachment 1 to the agenda report be granted a 50% rate rebate for 2015–16 under Section 166 of the *Local Government Act 1999*:**
 - Naval Association of Australia (Item 38) – Sec 166(1)(j)
 - RSL McLaren Vale & Districts Sub-Branch (Items 39 and 40) – Sec 166(1)(j)
 - RSL Morphett Vale Sub-Branch (item 41) – Sec 166(1)(j)
 - RSL Port Noarlunga & Christies Beach (Item 42) – Sec 166(1)(j)
 - RSPCA (SA) Inc (Item 43) – Sec 166(1)(j)
 - Willunga Bowling Club Inc. (Item 44) – Sec 166(1)(j)
 - Junction Australia (Item 45) – Sec 166(1)(j)
- 5. That the application from the Willunga Recreation Park Inc (Item 46) for a 50% rate rebate under Section 166(1)(j) of the *Local Government Act 1999* be granted for 2015–16.**
- 6. That the application from Gavin Malone (Item 47) for a 25% rate rebate under Section 166(1)(c) of the *Local Government Act 1999* be granted for 2015–16.**
- 7. That the application from Laura and Alfred West Cottage Homes Inc (Item 48) for an unspecified amount not be granted for 2015–16 on the basis of equity with other service providers.**
- 8. That the application from the ECH Inc (Item 49) for an unspecified amount not be granted for 2015–16 on the basis of equity with other service providers.**
- 9. That the application from Allity Pty Ltd (Item 50) for a 25% rate rebate not be granted for 2015–16 on the grounds of equity with similar providers.**
- 10. That the application from Happy Valley Community Children’s Centre Inc (Item 51) for a 75% rate rebate not be granted for 2015-16 on the grounds of equity with similar providers.**
- 11. That the application from the Forest Place Residents Committee (Item 52) for a 25% rate rebate not be granted for 2015–16 on the grounds of equity with other ratepayers.**

3. Background

At its meeting on 30 June 2015 Council adopted the Rate Rebate Policy 2015–16 to assist in determining community eligibility for rate rebates in accordance with the requirements of the *Local Government Act 1999* (the Act).

Section 5.3.6 of our Rating Policy 2015–16 includes:

Council has determined that rebates of rates will be granted when the applicant satisfies the requirements for mandatory rebates under Sections 159 to Section 165 of the *Local Government Act 1999*. Where applications for discretionary rebates are **lodged under Section 166 of the Act, they will be considered under Council's Rate Rebate Policy** and will be assessed against guidelines prepared by the Local Government Financial Management Group.

This report deals only with applications lodged under Section 166 of the Act which allows Council to grant discretionary rebates under certain criteria. A separate report has been prepared for consideration of mandatory rate rebate applications (item 9.6 **on tonight's Agenda**) and a copy of the **Rate Rebate Policy 2014–15** is included as an attachment to that report.

Under Section 166 of the Act Council has no obligation to grant rebates, but rather the obligation to apply equity to similar applications and also to consider any social, political or environmental implications of granting or denying rebates. Council has a **legal obligation not to make a 'blanket' decision on groups of applicants, but must** consider each application on its own merit.

Discretionary rate rebate applications have been received from 37 applicants in respect to 51 individual properties and one retirement village (containing 250 Independent Living Units) as detailed in Attachment 1. Applications are grouped by percentage of rebate and similar property use and show the actual land use of the property. New applications for 2015–16 are grouped separately at the end of the table.

Prior to generating rates for 2015–16 any properties that were granted a rebate in 2014–15 were automatically allocated the same rebate code. When the Annual Rate Notice was issued for these properties, it was accompanied by a letter advising that the rebate shown was subject to application and approval (by Council) for the current year. A rate rebate application form for 2014–15 was also enclosed. Properties that were granted rebates previously were required to advise Council of any changes that had applied to the property in the last year.

Section 5 of our Rate Rebate Policy 2015–16 includes:

*The Act is the principal legislative document that directs Council on the rebate of rates. The Act acknowledges that there are particular land uses that are economically disadvantaged and provide local community benefit and therefore must be offered rate relief in order to be sustainable. Further discretionary provisions allow for Council to determine whether other desirable land uses may be offered rate relief. In determining discretionary rebates primary consideration would **be directed towards Council's strategic directions, budget considerations, the current economic climate and likely impacts on our communities.***

4. Financial Implications

The costs to Council of the rebates as proposed are:

Rebates	Amount
Discretionary rebates—ongoing	\$67,126.66
Discretionary rebates—additional	\$921.56
Total discretionary rebates	\$68,048.22

As presented in the mandatory rate rebates report (item 9.6 on tonight's Agenda) the 2015–16 budget for rebates is sufficient to cover the recommended mandatory and discretionary rebates.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Failure to comply with rate rebate requirements of the Act.	Discretionary rate rebate applications are assessed for eligibility and compliance with Section 166 of the Local Government Act 1999.
Establishing rebate precedents without consideration to impacts of equity across community.	Assessment of new discretionary rebates includes consideration of equity impact of any precedent with other like properties or service providers. Council also considers the community capacity to sustain rebate expense given short and long term scenarios.

Opportunity	
Identify	Maximising the opportunity
To support individual ratepayers or organisations who bring benefit to our communities.	Ensuring all ratepayers are informed of ability to apply for discretionary rebates by inclusion of rate rebate information on all rate notices, in line with best practice LGA Notice Templates.

6. Additional information

Discretionary 100% Rebates – Ongoing

Council initiated rebate – Trility Pty Ltd – Section 159

A 100% mandatory rebate must be granted for the Council owned property at Allotment 16 Little Road, Willunga (item 1 of Attachment 1) which is the wastewater treatment plant for the Willunga CWMS system. The contract in operation between United Utilities Australia, now called Trility Pty Ltd, and the City of Onkaparinga specifies that rates are not payable on this property. This contract was endorsed by Council at its meeting on 17 December 2002 but only became effective for rating purposes from 2004–05 for a period of 20 years.

Under Section 159 (3) of the Act Council has the power to grant this rebate of its own accord. The rebate is applied under Section 166 (1)(b) of the Act where the rebate is desirable for the purpose of assisting or supporting a business in its area. This rebate has been granted annually since 2004–05.

Section 166

It is recommended that the following ratepayer groups, pursuant to meeting criteria specified under Section 166 of the Act, be granted a discretionary rebate of 100%. Details of the properties subject to application and the reasons justifying a 100% rebate are detailed in Attachment 1:

- The Volt Aldinga Sellicks Youth Enterprise Centre (Item 2)
- Noarlunga Leisure Centre (Items 3 and 4)
- Blewitt Springs Community Hall and Progress Association Inc. (Item 5)
- Clarendon Community Association Inc. (Item 6)
- Lions Club of Willunga Districts Inc. (Item 7)
- Guides South Australia Inc. (Item 8) – Sec 166(1)(g)
- *Girl guides Australia Inc. (Hackham Item 9 and Reynella Item 10) – Sec 166(1)(g)
- Scout Association of Australia properties (Items 11 and 12)
- *Brentwood Drive Kindergarten (Item 13)
- *Hackham West Children's Centre (Kindergarten) DECS (Item 14)
- Lutheran Church of Australia SA District (Item 15)
- Noarlunga Community Children's Centre Inc. (Item 16).

All of the above properties received a 100% rebate for 2014–15. With the exceptions of Items 9, 10, 13 and 14 (as indicated * above) as these properties had been identified as non-rateable for the 2014–15 financial period but are rateable for 2015-16 and are eligible for discretionary 100% rebates.

Discretionary 75% Rebates – Ongoing

It is recommended that the following ratepayer groups who meet criteria specified under Section 166 of the Act be granted a discretionary rebate of 75%. In establishing a framework to assess discretionary applications in 2001–02, consideration was given to the criteria established under the mandatory rebate sections of the Act. Particular consideration was given to applicants who generally

met the definition of a 'community service organisation' where the service provided did not quite meet the mandatory requirements but were eligible for consideration under the discretionary criteria. The groups listed below fit into this category. The reasons justifying a 75% rebate are detailed in Attachment 1:

- Onkaparinga Canoe Club Inc. – two properties (Items 17 and 18)
- Autism Association of SA Inc. – (Item 19)
- Bedford Industries Housing Co-op Ass Inc. – five properties (Items 20 to 24)
- The Wyatt Benevolent Institution Inc – 12 properties (Items 25 to 36)
- Willunga Environment Centre Inc (Item 37).

All of the above properties received a 75% rebate for 2014–15.

Discretionary 50% Rebates – Ongoing

It is recommended that the following ratepayer groups meeting the criteria specified under Section 166 of the Act be granted a discretionary rebate of 50%. The reasons justifying a 50% rebate are detailed in Attachment 1:

- Naval Association of Australia (item 38)
- RSL McLaren Vale & Districts Sub-Branch – two properties (Items 39 and 40)
- RSL Morphett Vale Sub Branch Item 41)
- RSL Port Noarlunga & Christies Beach (Item 42)
- RSPCA (SA) Inc (Item 43)
- Willunga Bowling Club Inc (Item 44)
- Junction and Womens Housing (Item 45)

All of these properties received a 50% rebate for 2014–15.

Additional Applications for 2015–16

In reviewing the additional discretionary rebate applications for 2015–16 (each on its own merit) consideration must be given to equity with similar applicants and creating any precedent or expectation for future years.

Willunga Recreation Park Inc – New Application (Item 46)

A new application has been received from Willunga Recreation Park Inc for the property located at 11 Main Road, Willunga. This is a residential property that they have recently acquired as it is adjacent to the Willunga Recreation Park. As the property is not currently Inc into the recreation ground and available for public use it is not eligible for exemption from rates under the Recreation Grounds Rates and Taxes Exemption Act 1981. As this property was only recently purchased, Willunga Recreation Park Inc have only paid pro rata rates for the period of actual ownership.

The applicant advises that this property is currently in a state of disrepair and they are hoping to get '*work for the dole*' participation as well as other volunteers for the renovation process. They have no clear intention as to the future use of the property but have suggested it may be rented as a residence to disadvantaged persons. Alternately it may be converted for community use as a '*men's shed*', a clubhouse, meeting rooms or for sports and cultural events in association with the adjacent sports grounds.

The application lodged is requesting a 75% discretionary rebate under Section 166(1)(j) where *'the land is being used by an organisation which provides a benefit or service to the local community'*.

This is a community volunteer run facility which provides support for activities for a diverse number of community groups. While the use of the property has not been established, a rate rebate would greatly benefit this community organisation during the period of renovations, however a 75% rebate would normally be applied to a property that is actually in use by the community. On this basis it is recommended that the application be granted a 50% discretionary rate rebate. As per current practice, the rebate will only apply to the rates levied on the property. The CWMS Service charge will not be rebated.

The status and use of this property will be reviewed for rebate eligibility for the 2016–17 year.

Mr Gavin Malone. – New Application (Item 47)

A new rebate application has been received from Mr Malone for the property at Allot 50 Sec 194 Pethick Road, McLaren Vale. The property has been identified as a registered Aboriginal heritage site named Waldelia No.2 (Registration No.6627–1686). It was discovered via exploration mining in the early 1990's that this property is a site of Aboriginal significance. This property was personally purchased by Mr Malone in February 2015 due to its history and significance to the Kaurna people.

The application lodged requests an undisclosed level of discretionary rebate under Section 166(1)(c) *'where the rebate will be conducive to the preservation of buildings or places of historic significance'*.

When purchasing this property the market price was significantly reduced as where land is registered as 'Aboriginal Heritage' it inhibits the use of and any development of the land. This reduced valuation has also been reflected by the Valuer General with the capital value reducing from \$305,000 in 2014–15 to \$200,000 in 2015–16. The resulting impact on rates from 2014–15 to 2015–16 was a \$474 or approximately 25% rate reduction.

The application by Mr Malone stipulates that the property was purchased for use in cultural events and presentations, bicultural education and environmental rejuvenation projects. It is unknown whether any of these activities would result in any financial return for the owner. It has been requested that the rate rebate application be granted to assist in promoting Aboriginal heritage and tradition in the local council area.

In support of the cultural history and significance of his land it is recommended that a 25% rate rebate be granted.

Laura and Alfred West Cottage Homes Inc – New Application (Item 48)

A new rebate application has been received from Laura and Alfred West Cottage Homes Inc who provide accommodation for the aged and operate on a not for profit basis. The application requests a 75% discretionary rate rebate under Section 166(1)(h) *'where the land is being used to provide accommodation for the aged or disabled'*.

The applicant had advised in the application that they provide long term, low income independent housing for the elderly and/or indigenous people.

A previous rate rebate application was received from this group in 2010–11 and was denied on the basis of equity with other service providers.

A review of this organisation and their eligibility for rebates was undertaken by Wallmans Lawyers in 2010–11. The review found that they appear to meet the definition of Community Service Organisation as a not for profit organisation, however their financial position identified that they operate on a surplus budget indicating that they are charging fees in excess of the cost of their service provision.

This organisation is not a registered housing association and therefore not eligible for mandatory rebates. The organisation appears to function in a similar manner to other privately owned aged accommodation providers who have not been granted rebates in the past.

It is recommended that the rate rebate not be granted on the basis of equity with other service providers.

ECH Inc. – new application (Item 49)

As discussed in item 72 of the mandatory rebate report, an application has been received from ECH Inc (ECH) for a mandatory 75% rate rebate for a total of 24 properties. This request has not been granted as they do not comply with the mandatory provisions of the Act and under our current policy this application should be considered for a discretionary rebate. As such this should be considered under Section 166(1)(h) *'where the land is being used to provide accommodation for the aged or disabled'*.

We recognise that the accommodation in question is provided to aged persons however ECH operate on a similar basis to Laura and Alfred West Cottage Homes. While ECH do meet the definition of Community Service Organisation as a not for profit organisation, they also operate on a surplus budget indicating that they are charging fees in excess of the cost of their service provision.

The organisation appears to function in a similar manner to other privately owned aged accommodation providers who have not been granted rebates in the past.

It is recommended that the rate rebate not be granted on the basis of equity with other service providers.

Allity Pty Ltd. – New Application (Item 50)

A new rebate application has been received from Allity Pty Ltd for the property at **16–24 Penneys Hill Road Hackham. This property is known as 'Holly Aged Care'**. This facility was previously owned by ECH Inc (Elderly Citizens Homes) who operate on a not for profit basis and as such ECH Inc previously qualified for a mandatory rate rebate under Section 161 of the Act. This property is now owned by Australian SA Property Pty Ltd, listed as an affiliated company to Allity Pty Ltd, who operate the aged facility. This is the common owner/operator structure for these facilities in South Australia.

This new application requests a 50% discretionary rebate under Section 166(1)(i) *'where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre'*. The applicant states that the rebate will be used to fund additional care and services for residents.

Holly Aged Care Facility is an approved facility under *the Aged Care Act 1987*. However, unlike ECH Inc, Allity Pty Ltd is a publicly owned company under the the

Allity Group with their parent company being Australian Aged Care Partners Holding Pty Ltd. The financial information provided by the applicant indicates a profit of \$3.3M income for the financial year 2013–14. The constitution of the company indicates that upon windup any remaining property must be distributed to the **'members' of the company** (ie shareholders). This organisation is therefore not eligible under the mandatory provisions of the Act.

While Allity Pty Ltd state that any rate rebate will be used to fund additional care and services for residents, there is no guarantee that the residents, not the shareholders, will receive the benefit.

Previous applications from privately owned care facilities have not been granted.

It is recommended that the rate rebate not be granted on the basis of equity with other service providers.

Happy Valley Community Children's Centre Inc– New Application (Item 51)

A new rebate application has been received from Happy Valley Community Children's Centre Inc (the Centre) for the property at Pt Allot 2 Regency Road. The Centre is constructed on the far end of Byards Road Reserve on land leased from council.

Until 2014–15 this entire portion of Byards Road Reserve was treated as non–rateable as the lease for this tenant had not been identified on the rating system. The property was first rated in 2014–15 and a letter of explanation, accompanied by a rate rebate application was sent with the annual rate notice.

The Centre did not lodge a rebate application in 2014–15 however have lodged an application for 2015–16 for a 75% discretionary rate rebate under Section 166(1)(j) *'where the land is being used by an organisation which provides a benefit or service to the local community'*.

The applicant states that the Centre is a not–for–profit early learning centre providing inclusive support to the local community, however our review of the property identified that this is a child care centre for short and long term child care placements. The term **'Early Learning Centre'** is applied to any Day Care centre that has been registered under the Education and Early Childhood Services (Registration and Standards) Act 2011. **While we acknowledge that a 'Day Care' centre may** provide some early learning activities for the children in their care, this does not detract from the predominant use of the facility being for child care as distinct from education. These facilities do not operate on the same basis as a Kindergarten. Previous rate rebate applications from other child care centres have not been granted on the basis of equity with other service providers.

Based on the above considerations it is recommended that the rate rebate not be granted on the basis of equity with other service providers.

Forest Place Lifestyle Village Residents Committee on behalf of the residents at Forest Place Lifestyle Village. – New Application (Item 52)

A new application had been received from the Forest Place Lifestyle Village Residents Committee for a rate rebate on behalf of the residents of the 250 Independent Living Units within this retirement village.

This new application requests a 25% discretionary rebate under Section 166(1)(h) *'where the land is being used to provide accommodation for the aged or disabled.'*

Council has regularly received applications for rate rebates from various retirement villages under Section 166(1)(h) of the Act for land used to provide accommodation for the aged or disabled. Prior Councils have not granted a rebate in each instance on the basis of equity with other ratepayers.

This subject was specifically included in the community engagement process for our Annual Business Plan for 2007–08 seeking community feedback. There were two council reports on this issue in April 2007 and June 2007 plus submissions were lodged during the engagement process. Further submissions and applications for rebates for retirement villages were also received in 2012–13.

A significant amount of information on this topic has previously been presented to Council for consideration including a comprehensive legal response from Michael Kelledy, formerly with Wallmans Lawyers, addressing information specifically requested by Council and explaining the basis upon which Council should determine discretionary rebates. Copies of this information appears as Attachment 2 to this report.

Under the guidelines set by former Councils, rebates were not granted under the discretionary provision of the Act. These guidelines and some history relating to these applications appears at Attachment 3 to this report.

At the public meeting held as part of the community engagement on the draft Annual Business Plan for 2015–16 verbal submissions were made by Mr Max Hawke and Mr Brian March on behalf of the Forest Place Lifestyle Village and a written submission was also lodged by Ms Gillian Kennard. Copies of these submissions appear at Attachment 4. The village representatives were advised that the submissions would be considered as part of the rate rebate application process for 2015–16.

The application from Forest Place residents requests consideration of a 25% rebate on the basis the village runs on a self-funded basis. The residents pay rates on their individual units but also fund and maintain all their own roads, kerbing, gutters, pathways, street lighting, tree lopping and street sweeping. They seek a 25% rebate in lieu of **'services not provided' as the only services received are** rubbish pickup and community bus services.

A table appears at the end of Attachment 3 showing the cost of rebates for this and all retirement villages if rebated at 5% or 10%. A further table has been included showing potential costs of rebates for Community or Strata Titled properties which may also be similarly occupied.

While the residents within the village do fund the items specified it should be recognised that these expenses are for maintenance of and services provided to privately owned land. Often these villages are 'gated' communities or have restricted public access and residents have chosen this residential option for the benefits provided. The various common facilities within retirement villages are available for use by village residents but are restricted for public use.

In reviewing these applications Council has also previously considered comparisons with strata and community titled properties who also must contribute to the infrastructure and common facilities for all properties within the privately owned land contained within their strata or community plan.

In 2010–11 residents of retirement villages expressed concerns about the valuation of retirement village properties. They initiated a campaign to change the way their properties were valued and sought reductions in council rates to partially address

their perception that council was 'double dipping' with council rates. To address their concerns the Valuer-General undertook a review of the valuation methodology used to assess the various land components within retirement villages with a view to determine best practice and consistency in the valuation process in South Australia. As a result the values of all community facilities have now been absorbed into the value of each residence. All retirement villages within the City of Onkaparinga were reassessed using the updated valuation methodology in 2013–14 and 2014–15.

Whilst rebate applications from other villages have not been received, Section 159(3) of the Act permits Council to grant rebates without application on its own initiative. The potential cost of rebates for all retirement villages is included in Attachment 3.

The Act also provides that under Section 166 (1a) that:

A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account:

(a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and

(b) the community need that is being met by activities carried out on the land for which the rebate is sought; and

(c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged person/s.

Within the rebate application no additional information has been provided to demonstrate that retirement villages provide benefit to the local community or other evidence provided to substantiate an entitlement to rebates on any other grounds other than funding their internal infrastructure and the limited services that they perceive are being provided.

While Subsection 166(1a)(a) above allows Council to consider this rebate application on the basis of service provision '*in comparison to similar services provided elsewhere in its area*', it can be argued that the service provision to the villages is the same as the services provided to other residences; however in either circumstances some of these services may or may not be utilised. The Act does not refer to rebates based on service usage.

Subsection 166(1a)(b) above discusses the '*community need that is being met by activities carried out on the land*'. The activity provided on the land is mainly for residential purposes but for persons who are generally over 50 years of age who choose this lifestyle for the benefits it offers. However in general terms there is no real difference between residents choosing to live in a retirement village or in a community or strata complex as both must fund maintenance of the 'common' infrastructure.

Subsection 166(1a)(c) above discusses '*assistance or relief to disadvantaged persons*'. The definition of disadvantaged persons used in Section 161 of the Act describes disadvantaged persons as persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability. There is no indication that all residents in the village are disadvantaged persons.

Based on the all of the above considerations it is recommended that the rate rebate not be granted under Section 166(1)(h) on the basis of equity with other ratepayers.

Item number	Ratepayer	Property address	Actual use	Section	Eligibility	Rebate %	Recommendation/Reason	Total rates	Rebate proposed
1	Trility Pty Ltd	3/149 Little Road WILLUNGA	Waste water treatment for CWMS	166(1)(b)	Discretionary	100	Granted - Council Contract	\$ 491.93	\$ 491.93
2	The Volt Aldinga Sellicks Youth Enterprise Centre	Shop 20/Pridham Boulevard ALDINGA BEACH	Community Service Organisation	166(1)(b)(g)(j)	Discretionary	100	Granted - Council funded program (VOLT Youth Enterprise Centre)	\$ 1,587.84	\$ 1,587.84
3	Noarlunga Leisure Centre	13 Seaman Road NOARLUNGA CENTRE	Aquatic Centre	166(1)(b)(g)	Discretionary	100	Granted - Council joint venture	\$ 10,318.32	\$ 10,318.32
4	Noarlunga Leisure Centre	38 David Witton Drive NOARLUNGA CENTRE	Recreation Centre	166(1)(b)(g)(j)	Discretionary	100	Granted - Council joint venture	\$ 10,054.89	\$ 10,054.89
5	Blewitt Springs Comm Hall & Progress Assoc Inc	506 Blewitt Springs Road BLEWITT SPRINGS	Community Association Hall	166(1)(j)	Discretionary	100	Granted - Equity with other Community Associations who meet in Council Owned premises	\$ 1,381.55	\$ 1,381.55
6	Clarendon Community Association	80 Grants Gully Road CLARENDON	Community Association Hall	166(1)(j)	Discretionary	100	Granted - Equity with other Community Associations who meet in Council Owned premises	\$ 1,848.69	\$ 1,848.69
7	Lions Club Willunga Districts Inc	5 Strout Road MCLAREN VALE	Lions club - community support	166(1)(j)	Discretionary	100	Granted - Community Benefit - Use by Community Groups	\$ 1,726.83	\$ 1,726.83
8	Guides South Australia Inc	216 Douglas Gully Road BLEWITT SPRINGS	Guides Camping Ground	166(1)(g)	Discretionary	100	Granted - Equity with other Scout/Guide groups who are exempt under Rec Grounds Exemptions Act	\$ 2,437.70	\$ 2,437.70
9	Girl Guides Aust Inc	9 Greenbank Grove, HACKHAM WEST	Guide Hall	166(1)(g)	Discretionary	100	Granted - Equity with other Scout/Guide groups who are exempt under Rec Grounds Exemptions Act	\$ 1,178.43	\$ 1,178.43
10	Reynella Guides	4 Thames Drive, REYNELLA	Guide Hall	166(1)(g)	Discretionary	100	Granted - Equity with other Scout/Guide groups who are exempt under Rec Grounds Exemptions Act	\$ 1,011.88	\$ 1,011.88
11	Scout Association of Aust SA Branch	Sec Pt866 Railway Road SEAFORD MEADOWS	Scout Hall	166(1)(g)	Discretionary	100	Granted - Equity with other Scout/Guide groups who are exempt under Rec Grounds Exemptions Act	\$ 1,259.68	\$ 1,259.68
12	Scout Association of SA	9 Jennifer Drive MORPHETT VALE	Scout Hall	166(1)(g)	Discretionary	100	Granted - Equity with other Scout/Guide groups who are exempt under Rec Grounds Exemptions Act	\$ 1,166.24	\$ 1,166.24

Item number	Ratepayer	Property address	Actual use	Section	Eligibility	Rebate %	Recommendation/Reason	Total rates	Rebate proposed
13	Brentwood Drive Kindergarten	79A Brentwood Drive, HUNTFIELD HEIGHTS	Kindergarten	166(1)(d)(g)	Discretionary	100	Granted - Equity with other Kindergartens who are exempt under the Local Government Act	\$ 1,401.86	\$ 1,051.40
14	Hackham West Children's Centre (DECS)	9 Vintners Walk, HACKHAM WEST	Kindergarten	166(1)(d)(g)	Discretionary	100	Granted - Equity with other Kindergartens who are exempt under the Local Government Act	\$ 1,401.86	\$ 1,051.40
15	Lutheran Church of Aust SA District	265 Beach Road MORPHETT VALE	Kindergarten	166(1)(d)(g)	Discretionary	100	Granted - Equity with other Kindergartens who are exempt under the Local Government Act	\$ 1,483.91	\$ 1,483.91
16	Noarlunga Community Childrens Centre Inc	5 Windsong Court MORPHETT VALE	Kindergarten	166(1)(d)(g)	Discretionary	100	Granted - Equity with other Kindergartens who are exempt under the Local Government Act	\$ 2,478.33	\$ 2,478.33
17	Onkaparinga Canoe Club Inc	20 Wearing Street PORT NOARLUNGA	Community Sporting Facility	166(1)(d)(g)	Discretionary	75	Granted - Community Benefit - Use by Community Groups	\$ 1,028.14	\$ 771.11
18	Onkaparinga Canoe Club Inc	18 Wearing Street PORT NOARLUNGA	Community Sporting Facility	166(1)(d)(g)	Discretionary	75	Granted - Community Benefit - Use by Community Groups	\$ 1,105.32	\$ 828.99
19	Autism Association of SA Inc	11 Unley Court ONKAPARINGA HILLS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 2,151.71	\$ 1,613.78
20	Bedford Industries Housing Co-Op Ass Inc	Unit 1/82 Booth Avenue MORPHETT VALE	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,073.55	\$ 805.16
21	Bedford Industries Housing Co-Op Ass Inc	Unit 2/82 Booth Avenue MORPHETT VALE	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,073.55	\$ 805.16
22	Bedford Industries Housing Co-Op Ass Inc	Unit 3/82 Booth Avenue MORPHETT VALE SA 5162	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,073.55	\$ 805.16
23	Bedford Industries Housing Co-Op Ass Inc	Unit 4/82 Booth Avenue MORPHETT VALE SA 5162	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,073.55	\$ 805.16
24	Bedford Industries Housing Co-Op Ass Inc	6 Hogg Avenue MORPHETT VALE SA 5162	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,140.93	\$ 855.70

Item number	Ratepayer	Property address	Actual use	Section	Eligibility	Rebate %	Recommendation/Reason	Total rates	Rebate proposed
25	The Wyatt Benevolent Institution Inc	Flat 1/11-13 Lambert Avenue CHRISTIES BEACH	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 942.14	\$ 706.61
26	The Wyatt Benevolent Institution Inc	Flat 2/11-13 Lambert Avenue CHRISTIES BEACH	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,022.16	\$ 766.62
27	The Wyatt Benevolent Institution Inc	Flat 3/11-13 Lambert Avenue CHRISTIES BEACH	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,022.16	\$ 766.62
28	The Wyatt Benevolent Institution Inc	Flat 4/11-13 Lambert Avenue CHRISTIES BEACH	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,022.16	\$ 766.62
29	The Wyatt Benevolent Institution Inc	Flat 5/11-13 Lambert Avenue CHRISTIES BEACH	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 1,022.16	\$ 766.62
30	The Wyatt Benevolent Institution Inc	Unit 1/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 957.04	\$ 717.78
31	The Wyatt Benevolent Institution Inc	Unit 2/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 957.04	\$ 717.78
32	The Wyatt Benevolent Institution Inc	Unit 3/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 952.09	\$ 714.07
33	The Wyatt Benevolent Institution Inc	Unit 4/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 952.09	\$ 714.07
34	The Wyatt Benevolent Institution Inc	Unit 5/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 957.04	\$ 717.78
35	The Wyatt Benevolent Institution Inc	Unit 6/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 957.04	\$ 717.78
36	The Wyatt Benevolent Institution Inc	Unit 7/58 McKinna Road CHRISTIE DOWNS	Housing - not for profit - disability	166(1)(h)	Discretionary	75	Granted - Equity with other Community Service Organisations. Not mandatory as not emergency accommodation	\$ 957.04	\$ 717.78

Item number	Ratepayer	Property address	Actual use	Section	Eligibility	Rebate %	Recommendation/Reason	Total rates	Rebate proposed
37	Willunga Environment Centre Inc	18 High Street WILLUNGA	Community Service Organisation	166(1)(j)	Discretionary	75	Granted - Community Benefit	\$ 1,136.80	\$ 852.60
38	Naval Association of Australia	11 McKinna Road CHRISTIE DOWNS	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups	\$ 1,740.47	\$ 870.24
39	RSL McLaren Vale & District Sub Branch	9 Tatachilla Road MCLAREN VALE	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups	\$ 1,077.14	\$ 538.58
40	RSL McLaren Vale & District Sub Branch	2 Aldersey Street MCLAREN VALE	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups	\$ 1,920.72	\$ 960.37
41	RSL Morphet Vale Sub Branch	Allot 3 Sec 594 Robertson Avenue MORPHETT VALE	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups	\$ 2,078.46	\$ 1,039.24
42	RSL Port Noarlunga & Christies Beach	Allot 6 Sec 311 Esplanade, PORT NOARLUNGA	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups. Equity with other service clubs in the area	\$ 3,475.46	\$ 1,737.74
43	RSPCA (SA) Inc	25 Meyer Road, LONSDALE	Community Service Organisation	166(1)(j)	Discretionary	50	Granted - Provides benefit to the community.	\$ 5,646.83	\$ 2,823.42
44	Willunga Bowling Club Inc	Allot 563 Sec 248 St Peters Terrace WILLUNGA	Willunga Bowling Club	166(1)(j)	Discretionary	50	Granted - Community Benefit - Use by Community Groups	\$ 1,401.86	\$ 700.93
45	Junction and Womens Housing	72 Collins Parade HACKHAM	Health and Wellbeing Centre	166(1)(j)	Discretionary	50	Granted - Community Benefit	\$ 1,988.33	\$ 994.17
Total								\$ 83,136.47	\$ 67,126.66

Item number	Ratepayer	Property address	Actual use	Section	Eligibility	Rebate %	Recommendation/Reason	Total rates	Rebate proposed
Additional applications for determination									
46	Willunga Recreation Park Inc	11 Main Road WILLUNGA	Community support/use	166(1)(j)	Discretionary	50	Granted - Community Benefit - Support	\$ 1,134.70	\$ 567.35
47	Mr Gavin Malone	Allot 50 Sec 194 Pethick Road, MCLAREN VALE	Support - Historical siignificance	166(1)(j)	Discretionary	25	Granted - Community Benefit - Aboriginal Historical significance	\$ 1,416.87	\$ 354.21
48	Laura and Alfred West Cottage Homes Inc	Units 1-8 Osprey Avenue SEFORD RISE	Aged accomodation -Not for profit	166(1)(i)	Discretionary	0	Not Granted - Equity with other service providers	\$ 7,981.91	\$ -
49	ECH Inc	24 assessments 126 Pimpala Road, MORPHETT VALE	Independent Living Units Not Supported Accommodation	166(1)(i)	Discretionary	0	Not Granted - Equity with other service providers	\$ 16,196.27	
50	Allity Pty Ltd	16-24 Penneys Hill Road HACKHAM	Aged accomodation- For profit	166(1)(i)	Discretionary	0	Not Granted - Equity with other service providers	\$ 38,455.37	\$ -
51	Happy Valley Community Children's Centre Inc	Pt Allot 2 Regency Road HAPPY VALLEY	Child Care Centre - No for profit	166(1)(j)	Discretionary	0	Not Granted - Equity with other service providers	\$ 2,681.44	\$ -
52	Forest Place Lifestyle Village Residents Committee	250 units - 9 Happy Valley Drive HAPPY VALLEY	Retirement Village	166(1)(i)	Discretionary	0	Not Granted - Equity with other residents	\$ 333,115.24	\$ -
Totals								New Rates and Rebtes as Recommended only \$ 2,551.57	\$ 921.56



WALLMANS
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Our Ref: MJK:del:061197

Your Ref: G6 03/05-3

11 May 2007

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Dear Joan

RATE REBATE – RETIREMENT VILLAGES & STRATA TITLE PROPERTIES

I refer to the above matter and your letter dated 4 May 2007.

You have requested advice on the following:

- (a) possible issues that may arise as a result of the resolution of the Council that it write to the management of each retirement village in the area requesting submissions demonstrating that any rebates will be refunded directly to residents;
- (b) a definition of "Retirement Villages" and their eligibility for rates rebates;
- (c) a definition of "Aged and Disabled" and their eligibility for rates rebates; and
- (d) whether there is any direction that provides for the Council to consider a different approach when assessing rebate applications from Retirement Villages as distinct from the consideration of rebate applications from owners of Strata or Community Titles and/or other "Community" housing groups.

1. Background

You have advised me that following the Public Forum on 1 May 2007, the Council passed two resolutions relating to the Council's rate rebate practices. The resolutions are:

- (a) *"That Council write to the management organisation and/or owners of each retirement village within the city of Onkaparinga to advise them that Council may as part of future rating policy be prepared to consider a level of rebate for residents within retirement villages. However, before considering the matter further Council invites the management organisation and/or owners of each village to demonstrate a working mechanism*

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whereby any rate rebate so granted would be refunded directly to each resident within the village" ("the First Resolution"); and

- (b) *"As part of Council's proposed 2007/2008 Annual Business Plan and specifically relating to Rate Rebates to retirement village residents Council staff present additional information including, but not limited to, the following: -*
- (i) *Definition of Retirement Villages and their eligibility for rates rebates.*
 - (ii) *Definition of 'Aged and Disabled' (as referred to in the Local Government Act) and the method of rating and the eligibility for rates rebates.*
 - (iii) *What, if any, direction (legal or otherwise) provides direction for a different approach to rate rebates for residents of Retirement Villages as distinct to Strata Title/Community Title residential developments and/or 'community housing'" ("the Second Resolution").*

2. The First Resolution

At the outset, I draw your attention to Section 166(3b) of the *Local Government Act* 1999 which provides that the Council must give reasonable consideration to granting rebates under the Section and should not adopt policies that exclude consideration of applications for rebates on their merits. The First Resolution might be said to suggest that applications will not be considered unless the further information requested from management has been supplied. If this were the case, then such direction could not be put into effect as it would go beyond the Council's authority, given that it is required by law to consider all applications on their individual merits.

This above issue aside, I consider that the First Resolution is unlikely to cause any significant issues for the Council. Essentially, it should be interpreted as on the one hand, encouraging applications for rebates where none may currently be provided and, on the other hand, as implying that applications for rebates by retirement village managers/residents are likely to be carefully scrutinised where it has not been demonstrated that the benefit of the rebates will be transferred directly to the residents.

In practical terms, the communications issued pursuant to the First Resolution may have the effect of encouraging more retirement village managers and residents to apply for rebates. However, aside from the potential for increased resources being required to deal with the applications and, of course, the potential for a reduction in rate revenue should Council determine to allow more rebates, this poses no significant problems.

It is possible that the representation from the Council envisaged by the First Resolution will give rise to a "reasonable expectation" that full and favourable consideration will be given to applications for rebates where management have complied with the Council's request for further information. However, as I have noted above, the Council is required to give full consideration to the merits of applications made under Section 166 regardless, and hence any such expectation in this regard is merely a reflection of the Council's statutory obligations. As such, I do not consider that any communications made pursuant to the direction contained in the First Resolution could place any special obligation on the Council to give additional consideration to the granting of rebates to retirement villages.

3. The Second Resolution

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As highlighted in your letter, the Second Resolution gives rise to a number of issues as set out below.

Definition of "Retirement Villages"

As you have correctly observed in your instructions, "Retirement Villages" are not accorded any special or unique grounds upon which to seek rate rebates per se, but rather must seek to come within the ambit of Sections 166(1)(h) and/or (j) of the Act. It is, therefore, questionable whether the addition of a definition of "Retirement Villages" to the Council's 2007/2008 Annual Business Plan is of any real assistance to persons seeking rate rebates, given that whether they fall within such a definition should have no bearing on the Council's determination. Notwithstanding this, if the Council is desirous of defining "Retirement Villages" for the purposes of the Plan, I agree with your assessment that it should be defined by reference to the *Retirement Villages Act 1987*. However, I suggest that the Plan should expressly state that rebates under Section 166 (and in particular Section 166(1)(h)) are not limited to retirement villages as defined in the Retirement Villages Act, and may extend to any arrangement where land is being used to provide accommodation for the aged or disabled, subject to Council's discretion.

Definition of "Aged and Disabled"

I do not consider that a precise definition of "Aged" and/or "Disabled" in isolation is appropriate (or of particular assistance) for the Council to utilise when determining whether Section 166(1)(h) applies to a certain piece of rateable land. It is apparent from the context in which the terms appear that they cannot be accorded exact definitions (eg "Aged means 65 years or older" etc), and it is likely that this is the reason that the legislature did not attempt to so define them. Section 166(1)(h) reads that a rebate may be granted "*where the land is being used to provide accommodation for the aged or disabled*". The interpretation of "aged or disabled" must be drawn by reference to the context in which it appears, namely it needs to be interpreted by reference to "accommodation". Hence, I consider that a definition of "aged or disabled" can be no more precise than "persons of sufficient age or disability, such that they require special accommodation". Clearly, this will be a matter of degree and can only be determined on a case by case basis.

As I discuss below, in my opinion Section 166(1)(h) requires an analysis of the nature of the development for which the application has been made, not merely the people residing in it. Hence where a development has been specially constructed for the needs of aged or disabled persons (as contrasted with "other" persons), then it is likely to satisfy the requirements of Section 166(1)(h), regardless of the exact age or disability of the persons residing in it.

Combination of land use

In the case of land that is being used for a combination of accommodation for the aged or disabled as well as other purposes (such as administration), then it may be appropriate to deny rebates for non-residential components. That being said, where land is being used for a purpose which is reasonably incidental to the accommodation provided to the aged or disabled residents (eg communal facilities such as laundries, or special services such as health care) then it may be appropriate to extend rebates under Section 166(1)(h). Further, consideration may need to be given to whether land which is being used in conjunction with accommodation for the aged or disabled (eg administration/offices etc) ought to receive a rebate under Section 166(1)(j). This is a matter of discretion to be exercised by the Council.

Type of development

The Second Resolution calls for an examination as to whether retirement villages should be treated differently to other “community”/strata residential developments. As discussed above, and recognised in your letter, the Act does not allow for rebates by reference to land being used as a “retirement village”. Rather, the Act states that land being “*used to provide accommodation for the aged or disabled*” (Section 166(1)(h)) or “*used by an organisation which ... provides a benefit or service to the local community*” (Section 166(1)(j)) may be granted a rebate. Whilst retirement villages may be an example of land being used for one of the above purposes, it is important not to conflate the issues. Any land, regardless of the particular form of the development upon it, may be eligible for a rebate if its use satisfies one of the above purposes.

The Second Resolution appears to assume that the basis for a rebate under Section 166(1)(j) is that retirement villages and other similar developments use less of the Council’s resources (due to the provision of internal roads and infrastructure etc) and hence a rebate may be considered. However, it must be observed that this is not the case. The rebate is expressed to be available where accommodation is provided to the “*aged or disabled*”, not where accommodation is provided “*in a manner which reduces the use of Council resources*”. Thus, a reduction in the use of Council resources has no bearing on whether Section 166(1)(j) applies to a certain piece of land. However, the Council may choose to take these factors into consideration when determining whether or not to grant a rebate. Hence, there is no reason why the Council should approach the question of rebates differently when considering an application from a retirement village with that of a strata development, or any development for that matter (regardless of whether it is a “community” style development or not). This is not to say that the type of development will not be a relevant consideration for the Council when determining whether to exercise its discretion to grant a rebate.

As I have already suggested, the question should not be considered in terms of whether the development is a “retirement village” or some other “community” development for the purposes of determining whether Section 166(1)(j) may apply. Rather, where an application is made, the Council should consider whether there is anything special about the land use which brings it within the operation of the Sub-Section — i.e. is the land “being used to provide accommodation for the aged or disabled”. The fact that aged or disabled may choose to reside on a certain piece of land clearly cannot be enough (if this were the case, then any house in which an elderly person or a disabled person resided would be brought into the ambit of Section 166(1)(j)). I consider that there must be some specific feature of the land or development which allows for it to be identified as “*being used to provide accommodation for the aged or disabled*”.

Retirement villages will often be good examples of such developments — they are designed and built for the needs of elderly persons, often with special services available to cater for such persons, and are generally restricted in that only elderly persons and their spouses may live there. Clearly this is quite different from a normal strata development which has no distinctive features to identify it as accommodation for the “aged or disabled”, despite the fact that many such persons choose to live there. However, a strata development which has been specifically designed and built for the purposes of providing housing appropriate for elderly or disabled persons, notwithstanding that it is not a retirement village, may come within the ambit of Section 166(1)(j). It should also be noted that even a single house which has been designed or modified specifically for elderly or disabled persons could satisfy Section 166(1)(j).

Council's Discretion

It is important, when considering the above, to bear in mind that merely because a particular piece of land is eligible for a rebate under Section 166(1)(j) does not mean that the Council is obliged to offer such a rebate. Hence, the Council might legitimately exercise its discretion to allow a rebate for a retirement village, whilst not allowing a rebate for a strata development which has been specially designed for elderly people. Further, the Council might legitimately allow a rebate in respect of one retirement village, whilst not allowing a rebate in respect of another retirement village. This is, however, as a result of Council's discretion, not because Section 166(1)(j) does not apply to them both, and not because a different approach has been taken in considering the application of a retirement village as compared to another form of development.

In exercising its discretion, the Council is required to take into consideration those issues prescribed in Section 166(1a), being:

- (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area;
- (b) the community need that is being met by activities carried out on the land for which the rebate is sought;
- (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons; and
- (d) any other matters considered relevant by Council.

I suggest, and as is also suggested in the "Rate Rebate Policies" Report enclosed with your letter, that consideration (a) above, should not be viewed as particularly persuasive in the case of retirement villages and other similar developments. This is principally because it is in no sense unique to such developments. Ordinary strata developments often contain privately constructed and maintained roads and other infrastructure which the Council otherwise provides, as well as a "more dense" form of residency which might be argued to result in a less intensive use of Council resources. These developments, however, receive no rebate under the Act. The same can be said for certain industrial and commercial developments. As is noted in the Act (and the Report), rates are a system of taxation, and they are not and should not be directly proportionate to the services used by the ratepayer. In my opinion, rebates to retirement villages and other such developments should predominantly be provided on considerations such as (b) and (c) above — i.e. where the Council considers that the development satisfies a community need, or provides assistance to disadvantaged persons (eg provides low cost accommodation to the elderly or disabled). This is, of course, a matter for the Council to determine and, as always, the Council should make any decision based on the individual merits of the application before it.

4. Summary

In summary, I do not consider that it is profitable for the Council to overly concern itself with defining "Retirement Villages" or treating retirement villages under the *Retirement Villages Act* in any special manner when considering applications for rate rebates. Ultimately, the Council needs to look at whether the land for which an application has been made is used for a purpose listed in Section 166(1) (eg. for the provision of accommodation of the aged or disabled), and then to exercise its

discretion as to whether it is appropriate or desirable to grant a rebate in the circumstances. In conclusion:

- (a) It is unlikely that any significant issues will arise as a result of the First Resolution. However, insofar as it might be read as purporting to exclude consideration of applications where it has not been demonstrated that rebates will go directly to residents, it cannot be put into effect as the Council is obliged to consider all applications on a merit basis (see specifically Section 166(3a)).
- (b) Whilst I do not consider a definition of "Retirement Villages" in the Annual Business Plan particularly beneficial, if one is desired then reference to the *Retirement Villages Act 1987* is appropriate.
- (c) The terms "aged" and "retired" cannot be defined in isolation from the balance of Section 166(1)(h). The best definition that could be given is "persons who are of sufficient age or disability, such that they require special accommodation".
- (d) Where land is being used for a combination of purposes, partially for accommodation for the aged or disabled, and partially for other purposes, then rebates may only be considered for those parts relating to accommodation. However, land being used for purposes reasonably incidental to the accommodation of the aged or disabled residents should be considered for eligibility for a rebate pursuant to Section 166(1)(h). Consideration under Section 166(1)(j) might also be appropriate in certain circumstances.
- (e) For the purposes of Section 166(1)(h), applications should not be approached differently based on whether the land is being used for a retirement village or some other development. Rather, consideration should be given to whether there is some special feature of the development which can reasonably attribute the land use as "*accommodation for the aged or disabled*". For this reason, it is unlikely that an ordinary strata development will satisfy Section 166(1)(h), despite the fact that elderly or disabled persons may choose to live there.
- (f) In my opinion, rebates should not be granted, even where land qualifies for a rebate under Section 166(1)(h) merely because the land use is less intensive in terms of the use of Council resources. Of more importance is whether the Council considers that the development provides the community, or disadvantaged persons, with some special benefit warranting a rebate.

The City of Onkaparinga

- 7 -

11 May 2007

If you wish to discuss this matter further, or would like assistance in drafting a Council policy specifically addressing the issue of rebates for aged and disabled accommodation, please contact either myself or Dylan Lowrey.

Yours sincerely
WALLMANS LAWYERS



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Attachment 3

Rate Rebates for 'Retirement Villages' – Guidelines and history

History

- There was no provision for automatic rebates to retirement villages prior to the new *Local Government Act 1999* (the Act).
- Rebate provisions in the new Act were quite complex and retirement villages were given detailed consideration at the time the new Act was introduced.
- For the first three years under the Act there was a requirement for councils to prepare a parliamentary report on how many applications were received from retirement villages and how many were granted or denied.
- A report was prepared by the Local Government Financial Management Group and Norman Waterhouse in 2000. This report was reviewed and updated in 2008 with the recommendation as follows:

'It is clear from a legal perspective that the provisions in the 1999 Acts neither obligate Councils to grant rebates nor create any presumption in favour of rebates with respect to retirement villages.'

'Whilst fully recognising that this is a matter for decision by individual Councils having regard to the various legislative provisions referred to earlier in this Report, it is our view that the case for a general policy in favour of granting rebates for retirement villages is not warranted. In particular, arguments regarding the "less intensive" use of Council resources put forward as a justification for rebates for retirement villages can not be considered particularly persuasive. Of more relevance are issues such as the community need being filled by the retirement village, and whether assistance is being provided to disadvantaged persons. In any event, each case must and indeed, should, be considered on its merits.'

- All applications received by Council from retirement villages are done so on the basis of retirement villages funding their own internal infrastructure and street lighting etc (ie saving money for Council).
- Most councils do not make any provision for a rebate to retirement villages.

Villages – Variations in Management and Fees

- Villages are governed under the *Retirement Villages Act 1987* that dictates that the same management fee must be imposed on each unit. Management fees can include the following components:
 - funding additional service facilities provided within village
 - general building maintenance
 - infrastructure maintenance
 - building insurance costs
 - professional on-site management fees
 - gardening/landscaping
 - maintenance of common areas and community facilities
 - provision of a 24-hour emergency call system
 - insurance
 - electricity costs – common areas and lighting
 - council rates (in most villages).

Rate Rebates for ‘Retirement Villages’ – Guidelines and history

- Residents do not own the properties/units and usually in return for an interest free loan to the village they are allocated a licence to occupy.
- Most residents do not pay rates (at least directly) to Council as rate notices are issued directly to village management. As such most of these villages include rates in their management fee, but there are a number of villages (eg the newer Lifestyle villages) that do not.
- Those villages that **do not** include the rates in their management fee nominate the resident as the ratepayer. The resident receives the rates notices and pay rates directly to council.
- For those villages that **do** include the rates in their management fee there are some villages where all the units are not uniform in size and structure and therefore vary in valuation. As the same management fee applies to all units this means residents in lower valued units subsidise those in high valued units in regards to rates. To vary this arrangement the village management must get the signed agreement of every licensed resident. Some residents in these villages have chosen not to change their management agreements (and be listed as the ratepayer) which would allow a fairer distribution of costs.

Status at the City of Onkaparinga

- Prior to the new Act the villages did not receive any rebates or donations from the City of Onkaparinga.
- Since the new provisions rebate applications have been received each year and have been subsequently denied. In making the decision to deny the applications Council has considered the following:
 - Similarities with both strata and community plan properties. In each of these properties the ratepayers must fund their internal infrastructure and street lighting costs.
 - Each has their own common areas, some just car parking and driveways, external lighting and common garden areas. Larger groups also have roadways, drainage and street lighting.
 - Retirement villages have many more ‘shared facilities’ available only to the residents eg community hall, swimming pools, tennis courts, bowling greens, games areas, doctors rooms, hairdressers, library and provision of a community bus. These are not available to the general public for use. Any rebates would in effect subsidise these facilities.
 - Some villages provide a bus service as part of the attraction for residents. Residents still have option to use the council bus. Owners may also use the village bus for other purposes.
 - Residents choose to live in villages knowing monthly management fees recover the costs involved – including the services and facilities provided. Residents in Strata Titled units are also subject to these costs but generally on a quarterly basis (no additional services or facilities provided).
 - Council does not control monthly fees imposed by villages and there is no guarantee that rebates will be passed on fully to residents.
 - Council rebates may be proposed to subsidise the costs of infrastructure maintenance (and supposedly a provision for depreciation/replacement) however there are no guarantees that monies would be used for this provision.

Rate Rebates for ‘Retirement Villages’ – Guidelines and history

- The actual costs of maintenance of infrastructure have never been submitted as part of any rebate application though we have requested this information to be provided.
- Village residents receive government concessions (pension and self-funded retiree) as do other ratepayers. Pensioners and self-funded retirees also live in strata and community plan properties.
- General rating principles (Section 150 of the Act) states that rates are a system of taxation generally based on valuation. It does not recognise the level or use of services and as such if we recognise the ‘services’ for one group and not others it could be seen as inequitable.

Cost implications

- Growth of retirement village developments and aged accommodation generally is very strong within our council area. The City of Onkaparinga currently has 22 retirement villages with some still under construction and other new villages proposed. This number has grown by four new villages and 1,223 units since 2006–07.
- To give an indication of the potential cost of a discretionary rebate a table of retirement villages and associated rates has been attached. In summary:
 - Number of assessments (including those where construction is still to be completed) is 2,347
 - Cost of 5% rebate would be \$147,532 (compared to \$54,724 in 2006-07).
 - Cost of 10% rebate would be \$295,065 (compared to \$112,222 in 2006-07).
 - Ongoing development will see an additional village comprising 434 units at Seaford Meadows. Two other existing villages have growth provisions (eg vacant land) however this growth is staged with DA’s yet to be lodged.

Other Councils

- The City of Victor Harbor used to provide a rebate to all retirement village assessments where internal infrastructure is not maintained by the council. This only represented approximately 348 assessments. This has been withdrawn from 2015-16.
- The Barossa Council provides ‘relief’ by way of a 50% rebate on their Fixed Charge only to all the independent living units in two retirement villages in their area run by Not for Profit organisations. They do not provide any rebates to the other privately run retirement village. . This represents approximately 262 assessments
- Naracoorte Lucindale Council provides a 25% rebate to ILU’ s in one village and a 50% rebate to ILU’s in a second Village. Both villages are run by not for profit organisations with one being run by a locally established community organisation.
- Loxton Waikerie Council were providing a 75% discretionary rebate to their only retirement village. They are progressively phasing this rebate out. This represents approximately 194 assessments.
- Although very few other councils are known to grant rebates for villages most still have a minimum rate structure and under the Act retirement villages are exempt from imposing the minimum rate on independent living units.

Rate Rebates for 'Retirement Villages' – Guidelines and history

Village	Owners	Residential Assessment	Rates Levied	Rebate at 5%	Rebate at 10%
Perry Park	Aged Care & Housing	69	\$56,945.73	\$2,847.29	\$5,694.57
Aldinga Shores**	Aldinga Shores Pty Ltd	94	\$107,083.70	\$5,354.19	\$10,708.37
The Braes	Australian Retirement Homes Ltd	104	\$105,920.33	\$5,296.02	\$10,592.03
Bethsalem	Christadelphian Care Services SA Inc	27	\$29,508.01	\$1,475.40	\$2,950.80
Reynella Lodge	Churches of Christ Life Care Inc	63	\$57,693.82	\$2,884.69	\$5,769.38
Ferneligh Gardens Retirement Estate**	Ferneligh Gardens Retirement Estate	157	\$165,871.41	\$8,293.57	\$16,587.14
St Basil's	Greek Orthodox	48	\$39,468.12	\$1,973.41	\$3,946.81
Garden Estate Christies	Garden Estate Christies Pty Ltd	51	\$20,734.02	\$1,036.70	\$2,073.40
Garden Estate Hackham	Garden Estate Hackham Pty Ltd	97	\$12,686.43	\$634.32	\$1,268.64
Forest Place	Happy Valley Lifestyle Village	250	\$333,115.24	\$16,655.76	\$33,311.52
Hillsview	Masonic Homes Limited	234	\$244,294.65	\$12,214.73	\$24,429.47
McLaren Lodge	Keyinvest Ltd	145	\$150,733.70	\$7,536.69	\$15,073.37
The Reserve **	Land SA Pty Ltd and Lifestyle Services	142	\$194,118.45	\$9,705.92	\$19,411.85
Moana Mews**	Moana Mews Retirement Estate Pty Ltd	69	\$62,806.32	\$3,140.32	\$6,280.63
Salford	Salford Living Pty Ltd	74	\$70,715.88	\$3,535.79	\$7,071.59
Unity	Salford Living Pty Ltd	90	\$90,230.79	\$4,511.54	\$9,023.08
The Sands	Lifestyle Services (Aust) Pty Ltd	179	\$220,746.47	\$11,037.32	\$22,074.65
The Vineyard **	The Vineyard Retirement Village Pty Ltd	19	\$21,849.36	\$1,092.47	\$2,184.94
Elkanah	Aged Care and Housing Group Inc	111	\$99,887.77	\$4,994.39	\$9,988.78
Aldersey Grove	Southern Districts War Memorial Hospital	24	\$26,514.06	\$1,325.70	\$2,651.41
Walnut Grove	Masonic Homes	65	\$66,390.96	\$3,319.55	\$6,639.10
The Piont **	Southern Cross Care	82	\$105,819.50	\$5,290.98	\$10,581.95
Yet to be constructed**	Estimate growth where DA's lodged	112	\$132,294.28	\$6,614.71	\$13,229.43
Proposed village					
Seaford Meadows **	Estimate not yet constucted - Lifestyle SA	434	\$535,217.70	\$26,760.88	\$53,521.77
Totals		2,740	\$2,950,646.70	\$147,532.33	\$295,064.67

**these villages are still expanding - estimates provided for completion at current average rates

Strata and Community Plans					
	Number of SP or CP Plans	No of Units	Rates levied	Rebate at 5%	Rebate at 10%
Groups with >10 props	138	2796	\$ 3,381,453.46	\$ 169,072.67	\$ 338,145.35
OR					
Groups with >20 props	35	1462	\$ 1,772,672.28	\$ 88,633.61	\$ 177,267.23
OR					
All Strata & CPs	1026	5047	\$ 5,327,348.36	\$ 266,367.42	\$ 532,734.84

SCANNED

Disposal Order	Attachment 4
Retention	



Forest Place Lifestyle Village Residents' Committee

Secretary : Max Hawke Unit 118 Forest Place, 9 Happy Valley Drive, HAPPY VALLEY 5159

Telephone and Facsimile : (08) 8392 2718

Email : valmax@lifestylesa.net.au

18th February 2015

To the Mayor and
District councillors.
Onkaparinga Council

Residents of the Forest Place Lifestyle Village in Happy Valley are aware that the Wakefield District Council responded to a request from it's residents for a rate rebate and adopted a 25% rate reduction.

Residents of our village of 250 units are in the same situation, where Onkaparinga Council does not provide maintenance of roads, kerbing, gutters, pathways, street lighting, tree lopping and street sweeping which are funded by residents and provided by the owner.

Many thousands of dollars are spent by the Council on roads, gutters and footpaths outside our village which our residents contribute to by paying full council rates.

We therefore ask the Mayor and Councilors of the Onkaparinga Council to consider our request for a 25% rate rebate for residents of the Forest Place Lifestyle Village, based on the precedent set by Wakefield District Council, which accepted that residents, who did not receive a range of basic services because of their residency in self-funding facilities, should not pay full rates.

Yours faithfully,

Max Hawke
Business Secretary.

Cc to Amanda Rishworth –federal Member for Kingston
Nat Cook – State member for Fisher.

Joan Murrell

From: Gil Kennard <gilken@lifestylesa.net.au>
Sent: Tuesday, 9 June 2015 9:39 PM
To: ABP Feedback
Subject: Submission from Forest Place.

FOR THE ATTENTION OF DALE SUTTON.

Dear Sir,

Thank you for the opportunity to send in a Submission, as there was no time for me to talk at the Council Meeting on June 9th.

I fully support the request for a rebate in the rates for residents of Forest Place Lifestyle SA Village. As you are aware, our rates were recently increased to include rates for the communal facilities in the village. Such facilities are fully maintained by village residents, by way of maintenance fees, which also pay for the provision and maintenance of roads and lighting in the village.

What was not made clear in discussions at the Council Meeting, is that when we leave the village, we, or our estate also pay 1% of our original premium for each year of occupation, to a Capital Items Replacement Fund, to ensure that units **and infrastructure** are maintained for future residents. In my case, that is \$3600 per year. This benefits Onkaparinga Council. If we were living in 251 houses in suburbia, those houses would require several streets and the provision of roads, footpaths and street lighting and their maintenance.

We are currently subjected to "double dipping" by Lifestyle SA and Onkaparinga Council and request a rebate for our rates.

Another issue of concern is the fact that Onkaparinga Council is proposing the biggest rate increase of all the Councils and according to the article written by Miles Kemp in today's newspaper, "rates revenue is set to go up at 3.65% compound per year." **Pensions will certainly not increase by that amount.**

While every bill paid by residents has increased significantly in recent months, pensioners will not be able to afford such an increase.

I urge the Council to reconsider their "Wish List".

Yours faithfully,

Gillian Kennard.

Submission made by Mr Brian March

9 June 2015

Community Engagement- Public Meeting

City of Onkaparinga Talking Points

- We have been a residents and ratepayer of Noarlunga / City of Onkaparinga since July 1969 (46yrs) except for when my employer transferred my family to Sydney. We returned to retire at Forest Place Lifestyle Village in June 2005. (10yrs ago)
- Our resident unit 77 at Forest Place cost us \$333,000
- Council Capital Value
 - July 2006 \$270,000 rates \$1,065.70
 - July 2014 \$330,000 rates \$1,436.00
 - Increase 22.22% 34.75%

Any rebates and concessions excluded
- Forest Place is a Village of 251 units with around 400-450 residents.
- Most residents receive a full or part Commonwealth Pension.
- Our Village is total self funding. Residents fund via a maintenance fee all costs necessary to maintain our Village to its current standard within and around our village.
- This funding covers the maintenance among other things of: our units (repair, gardens and lawns); common areas; community centre; clubrooms; various sporting activities and facilities including swimming pool; bowling green; tennis court; croquet green; general surrounds including street gutters, road surfaces, street lighting including power costs, are all part of our maintenance fees, without any assistance from Council.
- Weekly maintenance fees range from \$69.20 per week for a 2 bedroom single garage unit to \$82.20 per week for a 3 bedroom 2 bathrooms unit with double garage our biggest unit. As a Village we also pay council rates of around \$250,000 per year based on the assumption of average council rates of \$1,000 per unit.
- Council does not or will not operate inside our gates, except for rubbish collection of our red, yellow and green bins along with the twice yearly hard rubbish collection. We did have regular visits of the mobile library but that has now been discontinued. Council health inspectors visit from time to time to inspect our pool and kitchen areas. Requests for visits by the Council road sweeper to assist in the control of leaf matter build up has been rejected.
- We are part of the Southern Community and as such have to contribute a fair share to the Community thru our Council Rates.
- But it is our view that we are currently paying twice for the same services. That is thru our Village Maintenance fees and also thru our Council Rates.

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9.8 Appointment of deputy Mayor

This is a regular or standard report.

Manager: Karyn Ryan, Manager Risk and Compliance (Acting)
Report Author: Therese Brunotte, Senior Governance Officer
Contact Number: 8301 7228
Attachments: Nil

1. Purpose

This report seeks a decision from Council on appointing a deputy Mayor.

2. Recommendation

1. That Council appoint Cr...(to be inserted at the meeting)...as deputy Mayor for the period commencing 1 December 2015 until 13 December 2016.

OR

2. That Council not appoint a deputy Mayor.

3. Background

The *Local Government Act 1999* (the Act) section 51(3) provides that Council may, if it so chooses, appoint a deputy Mayor from one of their Council members.

In summary, under the *Local Government Act 1999* section 51 provides that:

- A deputy Mayor may be chosen from among the members of the Council.
- Council can determine the term of office for the deputy Mayor. The term must not exceed the Council term, (ie November 2018).
- On expiry of the term of office a deputy Mayor is eligible to be chosen for a further term.
- In the absence of the Mayor, a deputy Mayor may act in the office of Mayor.
- An additional allowance is payable to the member appointed as deputy Mayor.

If Council does not wish to appoint a deputy Mayor it may (in accordance with section 51(7) of the Act) choose a member to act in the office of the Mayor during periods of absence.

4. Financial Implications

An additional allowance of approximately \$5,436 per annum will be payable to the member appointed as the deputy Mayor.

6. Risk and Opportunity Management

Appointment of a deputy Mayor provides continuity for meetings if the Mayor's absence is unscheduled or occurs at short notice.

7. Additional information

A Weekly News item on 26 November alerted all Council members that a report would be presented to the 1 December 2015 Council meeting calling for nominations for a deputy Mayor.

The Weekly News item encouraged all Council members to consider nominating for deputy Mayor and outlined the nomination process and optional requirement of providing a two minute verbal presentation at the Council meeting to support their nomination.

Nomination process

In the event that Council chooses to appoint a deputy Mayor the following process will occur:

- The Mayor will call for nominations to appoint a deputy Mayor.
- If there is more than one nomination a ballot is conducted to determine the outcome.
- Each nominee may give a two minute verbal presentation before the ballot is taken (if required).
- All elected members (including the Mayor) indicate which member(s) they wish to vote for on the ballot paper.
- **The method of counting will be 'first pass the post' majority vote.**
- The Mayor will then announce the successful candidate.

9.9 Council and Committee meeting structure

This is a regular or standard report.

Manager:	Karyn Ryan, Manager Risk and Compliance (Acting)
Report Author:	Therese Brunotte, Senior Governance Officer
Contact Number:	8301 7228
Attachments:	<ol style="list-style-type: none">1. Draft Meeting Schedule (4 pages)2. Terms of Reference Strategic Directions Committee (6 pages)3. Terms of Reference Audit, Risk, Value and Efficiency Committee (9 pages)4. Terms of Reference Chief Executive Officer's Performance Management Committee (7 pages)5. Terms of Reference Civic Awards Committee (6 pages)

1. Purpose

This report proposes a decision making structure and frequency for the Council and Council Committee meetings, which is reviewed annually.

2. Recommendations

- 1. That Ordinary meetings of the Council continue on the current schedule and be held every third Tuesday, with the next Council meeting to be held on 19 January 2016 at 7pm, noting that meeting cycles may vary, at the discretion of the Chief Executive Officer, in response to the Christmas and Easter public holidays.**
- 2. That Council meetings be held in the Council Chamber, Civic Centre and Council Offices, Ramsay Place, Noarlunga Centre.**

Strategic Directions Committee

- 3. The Ordinary meetings of the Strategic Directions Committee continue on the current schedule and be held every third Tuesday; with the next meeting being held on 2 February 2016, at 7pm, noting that meeting cycles and commencement times may vary at the discretion of the Chairperson of the Strategic Directions Committee.**
- 4. That Council appoints Cr as the Chairperson and Cr as the Deputy Chairperson of the Strategic Directions Committee from 10 December 2015 until 13 December 2016 noting that all elected members are appointed as members of the Strategic Directions Committee until November 2018.**
- 5. That the draft Terms of Reference of the Strategic Directions Committee, as attached to the agenda, be adopted.**

Audit, Risk, Value and Efficiency Committee

- 6. The Ordinary meetings of the Audit, Risk, Value and Efficiency Committee continues on the current schedule and be held on every sixth Monday, with the next meeting of the current Committee membership being held on 7**

December 2015 at 10am and first meeting of the new membership being held on 15 February 2016. Noting that meeting cycles and commencement times may vary at the discretion of the Chairperson of the Audit, Risk, Value and Efficiency Committee.

- 7. That the following elected members be appointed to the Audit, Risk, Value and Efficiency Committee from 10 December 2015 until 13 December 2016.**

- **Mayor Rosenberg (as per the draft Terms of Reference)**
- **Councillor**
- **Councillor**

as members of the Audit, Risk, Value and Efficiency Committee (noting that the draft Terms of Reference indicate not more than two elected members and a proxy member)

- **Councillor as a proxy member of the Audit, Risk, Value and Efficiency Committee.**

Noting that the independent members, Mr David Powell as Chairperson, and Mr Peter Mendo, are appointed until 31 December 2016.

- 8. That the payment to independent members of the ARVEC as resolved by Council on 29 April 2014 will now be paid on a pro-rata basis as a sitting fee and upon attendance, in accordance with the revised payment arrangements contained in the Terms of Reference.**
- 9. That the draft Terms of Reference of the Audit, Risk, Value and Efficiency Committee, as attached to the agenda, be adopted.**

Chief Executive Officer Performance Management Committee

- 10. The Ordinary meetings of the Chief Executive Officer Performance Management Committee continue on the current schedule and be held at a time to be decided by the Committee, noting that all existing members of the Chief Executive Officer Performance Management Committee are appointed until the end of the current Performance Review.**
- 11. That the draft Terms of Reference of the Chief Executive Officer Performance Management Committee, as attached to the agenda, be adopted.**

Civic Awards Committee

- 12. The Ordinary meetings of the Civic Awards Committee continue on the current schedule with the next meeting to be on 17 December 2015 at 6pm, noting that meeting cycles may vary at the discretion of the Chairperson of the Civic Awards Committee.**
- 13. That the following three members be appointed to the Civic Awards Committee from 10 December 2015 until 13 December 2016:**
- **Mayor Rosenberg (as per the draft Terms of Reference)**
 - **Councillor**
 - **Councillor**
 - **Councillor**
- 13. That Mayor Rosenberg be appointed as Chairperson and Cr as Deputy Chairperson of the Civic Awards Committee from 10 December 2015 until 13 December 2016.**
- 14. That the draft Terms of Reference of the Civic Awards Committee, as attached to the agenda, be adopted.**

Community Relations Committee

- 1. That the Community Relations Committee be dissolved.**
- 2. That a further report be presented to Council in early 2016 exploring the opportunity for delegations of the Community Relations Committee to be incorporated into the Terms of Reference of the Strategic Directions Committee or whether they be reported directly to Council.**

3. Background

Council at its first meeting of the new term on 9 December 2014 established a **decision making structure. Council reviews it's decision making structure** periodically. The current membership of **Council's** committees, with the exception of the Strategic Directions Committee, is due to expire on 9 December 2015.

To assist in the review elected members were invited to provide feedback on the current meeting structure via an online survey emailed to members on 6 October 2015.

Further discussion was held on the meeting cycle at the Elected Member Residential held on 23 and 24 October 2015.

As a result of the responses of the survey it is proposed that the meeting structure continue on the current schedule, with the exception of the Community Relations Committee.

It is recommended that the Community Relations Committee be dissolved. The Committee regularly has a lack of a quorum and minimal agenda items.

Matters previously scheduled for this committee may be considered at a meeting of Council or Strategic Directions Committee.

4. Financial Implications

The financial implications of the Council, Committee, Workshop and Briefing structure are included in existing budgets. Expenses include staff time, catering, courier deliveries and resources such as paper, photocopying, electronic transfers and Elected Member reimbursements.

6. Risk and Opportunity Management

Risk	
Identify	Mitigation
An invalid meeting structure may breach legislative requirements	Resolutions of Council and Council's Committees may be challenged if the structure and Terms of Reference are incorrect. The proposed meeting structure complies with the legislative requirements, and the Terms of Reference set out a clear purpose and any delegations for each Committee.

Opportunity	
Identify	Maximising the opportunity
Decision making structure	<p>Council appoints a decision making structure to ensure that all issues presented to Council for a decision are given due diligence in consideration via Committees and Council meetings. The implementation of a decision making structure supports Council to make well informed decisions.</p> <p>The decision making structure, including the Terms of Reference for Committees provides a guide to members of the public on how and where decisions are made.</p> <p>The decision making structure provides elected members with the opportunity to participate on selected Committees.</p>

7. Additional information

Attachment 1 displays a calendar of the frequency of Council, Committee and Elected Member Sessions.

Of the seven elected members who provided feedback there was a general consensus to retain the existing structure and frequency.

The following is a summary of the feedback that has been received from elected members via the online survey:

1. *Current Council and Committee meeting cycles are adequate and allows each agenda to be properly attended to.*

General agreement with this statement for both the Council meeting cycle and Committee meeting cycles.

2. *How often would you prefer the Council meeting cycle to meet?*

General agreement on preference of current 3 weekly cycle with the second preference being once a month.

3. *Maximum number of nights per week that is considered an appropriate commitment for elected members to attend Council/Committee meetings and workshops?*

General agreement on preference of one night per week with the second preference being two nights per week.

4. *The Committees are delivering according to their Terms of Reference and should continue in their present form.*

General agreement with this statement for all Committees.

5. *The current delegations are appropriate for each Committee.*

General agreement with this statement for all Committees.

6. *I support the adjourning of Council or Committee meetings in order to hold a workshop on an issue that is contained in the agenda.*

General support for this proposal particularly if the issue is contentious.

7. I support holding workshops after a Council meeting.

General support for this proposal dependent on size of Council agenda, if time allows and only if necessary.

8. I support holding workshops after a Strategic Directions Committee meeting.

General support for this proposal dependent on size of agenda, if time allows and only if necessary.

Ordinary Council meetings

Section 81 of the *Local Government Act 1999* sets out the requirements for ordinary meetings of Council. In summary these are:

- ordinary meetings are held at times and places resolved by Council
- there must be at least one ordinary meeting of Council in each calendar month
- the Chief Executive Officer must appoint the time and place for the first ordinary meeting after a general election of the Council
- municipal councils cannot meet before 5pm unless resolved otherwise by a unanimous resolution of all members of Council
- ordinary meetings cannot be held on Sundays or public holidays.

Council's meetings are proposed to be held in the Council Chamber, Civic Centre and Council offices, Ramsay Place, Noarlunga Centre on every third Tuesday commencing at 7pm. The first recommendation provides for this practice to continue.

Establishment of Council Committees

Section 41 of the *Local Government Act 1999* allows a Council to establish committees to assist it in the performance of its functions. The establishment of a committee does not derogate from the power of Council to act on a matter.

Committees present an opportunity to address issues in a more interactive way without the formality of Council meetings. Used strategically, committees can enable issues to be scoped and considered collaboratively by elected members, the community and staff. The following three (3) Council Committees are proposed to continue.

Strategic Directions Committee

Council must appoint a strategic planning and development policy committee in accordance with section 101A of the *Development Act 1993*, and under the terms of section 41 of the *Local Government Act 1999*. The Terms of Reference (attachment 2) outline that the Strategic Directions Committee will cover all aspects of a 'Strategic Planning and Development Policy Committee', and detail the purpose and delegations of the Strategic Directions Committee. The Terms of Reference will be updated to reflect the change in membership and a minor addition in relation to non-attendance at a meeting has been included.

Appointment of an Audit, Risk, Value and Efficiency Committee

Council must appoint an Audit Committee in accordance with Section 126 of the *Local Government Act 1999*, and under the terms of section 41 of the *Local*

Government Act 1999. The draft Terms of Reference (attachment 3) outline the specific purpose of the Audit, Risk, Value and Efficiency Committee.

Changes made to the draft Terms of Reference, as suggested by the Committee, include:

- The payment of the allowance to Independent Members of the committee to be paid in the form of a sitting fee, and will be derived from the annual payment and upon attendance as set by Council resolution.
- Members must notify the Chair or meeting secretary of non-attendance at a meeting.
- Absence, without leave of the committee, for three or more consecutive meetings may result in removal from office by Council resolution.
- The Chairperson may approve participation by an independent member in a committee meeting via electronic means under extraordinary circumstance. A quorum must be present prior to approval.

Chief Executive Officer Performance and Review Committee

The Chief Executive Officer's (CEO) contract of employment requires this Committee to be established. The Terms of Reference (attachment 4) outline the specific purpose of this Committee. The Terms of Reference will be updated to reflect a minor addition in relation to non-attendance at a meeting.

Civic Awards Committee

This Committee is to consider Australia Day Awards and Community Civic Award applications and determine the recipients. The Terms of Reference (attachment 5) outline the specific purpose of this Committee. The Terms of Reference will be updated to reflect a minor addition in relation to non-attendance at a meeting.

Mayor as ex-officio and quorums

Section 41 (6) of the *Local Government Act 1999* states:

'The Council may appoint the principal member of the Council as an ex officio member of a committee (but in such a case the principal member will not be taken to be included in the membership of the committee unless actually present at a meeting of the committee).'

This means that if the Mayor is in attendance (as ex-officio) he/she is counted in the quorum.

The quorum for a Council or Council committee is ascertained by dividing the total number of members in office (that is, members of Council or members of the Committee) by two, ignoring any fraction resulting from the division and adding one.

EM Sessions – Workshops or Information sessions

As per Council's Code of Practice – Proceedings of Meetings, Elected Member Sessions are arranged as necessary by the Chief Executive Officer on a variety of topics relevant to the business of Council.

Elected Member sessions are not a decision making forum but rather an opportunity for members to obtain more detailed information than is possible in a formal meeting.

Terms of reference

The draft Terms of Reference for each Committee are shown in attachments 2 to 5 and it is proposed that these are presented to the relevant Committee for noting of the updated memberships at the next available meeting. The Chairperson of each committee may report back to Council on any recommended changes, at any time during the term of the Committee.

Nomination process

The following voting process will occur for membership positions of the committees:

- The Mayor will call for nominations to the relevant committee.
- If there is more nominations than positions available a ballot is conducted to determine the outcome.
- All elected members (including the Mayor) indicate which member(s) they wish to vote for on the ballot paper.
- **The method of counting will be 'first pass the post' majority vote.**
- The Mayor will then announce the membership positions which will be included in the resolution.

Alternate option

In the event that Council does not support the proposed approach to the continuation of the current meeting cycle, an alternate recommendation is provided below to enable a workshop to occur to provide opportunities for the elected body to explore alternates to the proposed meeting structure.

An alternate recommendation could state:

That the current meeting structure and membership be extended until the end of February 2016 to enable further consultation with elected members to be undertaken in a workshop to be held in early 2016 and a further report be presented to Council following this workshop.

Attachment 1



2016 Council, Committee, Workshop dates

PROPOSED

JANUARY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PH	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Council	20	21	22	23
24	25	26 PH	27	28 DAP	29	30
FEBRUARY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 SDC	3	4	5	6
7	8	9 Council	10	11	12	13
14	15 Audit	16 Workshop	17	18 DAP	19	20
21	22	23 SDC	24	25	26	27
MARCH 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1 Council	2	3	4	5
6	7	8	9	10 DAP	11	12
13	14 PH	15 SDC	16	17	18	19
20	21	22 Council	23	24	25 PH	26
27	28 PH	29 Workshop	30	31 DAP		



2016 Council, Committee, Workshop dates

PROPOSED

APRIL 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Beachside F&W Fest
3	4 Audit	5 SDC	6	7	8	9
10	11	12 Council	13	14	15	16
17	18	19 Workshop	20	21 DAP	22	23
24	25 PH	26 SDC	27	28	29	30
MAY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Council	4	5	6	7
8	9	10 Workshop	11	12 DAP	13	14
15	16 Audit	17 SDC	18	19	20	21
22	23	24 Council	25	26	27	28
JUNE 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 Workshop	1	2 DAP	3	4
5	6	7 SDC	8	9	10	11
12	13 PH	14 Council	15	16	17	18
19	20	21	22	23 DAP	24	25
26	27 Audit	28 SDC	29	30	1	2



2016 Council, Committee, Workshop dates

PROPOSED

JULY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5 Council	6	7	8	9
10	11	12 Workshop	13	14 DAP	15	16
17	18	19 SDC	20	21	22	23
24	25	26 Council	27	28	29	30
AUGUST 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 Workshop	3	4 DAP	5	6
7	8 Audit	9 SDC	10	11	12	13
14	15	16 Council	17	18	19	20
21	22	23 Workshop	24	25 DAP	26	27
28	29	30 SDC	31	1	2	3
SEPTEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6 Council	7	8	9	10
11	12	13 Workshop	14	15 DAP	16	17
18	19 Audit	20 SDC	21	22	23	24
25	26	27 Council	28	29	30	1



2016 Council, Committee, Workshop dates

PROPOSED

OCTOBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 PH	4 Workshop	5	6 DAP	7	8
9	10	11 SDC	12	13	14	15
16	17	18 Council	19	20	21	22
23	24	25 Workshop	26	27 DAP	28	29
NOVEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Audit	1 SDC	2	3	4	5
6	7	8 Council	9	10	11	12
13	14	15 Workshop	16	17 DAP	18	19
20	21	22 SDC	23	24	25	26
27	28	29 Council	30	1	2	3
DECEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5 Audit	6 SDC	7	8 DAP	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26 PH	27 PH	28	29	30	31



Strategic Directions Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

Section 101A of the *Development Act 1993* requires a Council to appoint a strategic planning and development policy committee, with specific functions and responsibilities. Council has established the Strategic Directions Committee to fulfil this role.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

The Strategic Directions Committee will approve or provide advice to Council on strategic issues and initiatives within the 'Liveable and Connected City', 'Prosperous Economy', 'Vibrant and Resilient Communities' and 'Sustainable Environments' goals of the City of Onkaparinga Community Plan 2035 by:

- (a) Defining the strategic directions for the City of Onkaparinga; specifically by approving and keeping under review key strategic plans, except for the Community Plan and Asset Management Plans.
- (b) Consider and approve strategic plans, policies and procedures as referred by other Council Committees.
- (c) Defining the extent to which Council should give consideration to regional State and Commonwealth objectives and strategies that are relevant to the social, economic, physical and environmental management of the council area.
- (d) Defining the extent to which the council should participate with other councils, State and Commonwealth Governments in setting public policy objectives.
- (e) Defining the appropriate service levels for all council services.
- (f) Receiving community and stakeholder engagement associated with the above items.
- (g) Fulfilling the role of the 'Strategic Planning and Development Policy Committee' in accordance with section 101A of the *Development Act 1993*; including undertaking strategic planning and monitoring to achieve:

- Orderly and efficient development within the City.
 - High levels of integration of transport and land-use planning.
 - Relevant targets set out in the Planning Strategy within the City.
 - The implementation of affordable housing policies set out in the Planning Strategy within the City.
 - Other outcomes of a prescribed kind (if any).
- (h) Defining the extent to which Council's strategic planning and development policies accord with the State Government's Planning Strategy including the 30 Year Plan for Greater Adelaide.
- (i) Acting as Council's delegate in relation to strategic planning and development policy issues when the council is preparing:
- a Strategic Directions Report under section 30 of the *Development Act 1993*, or
 - a Development Plan Amendment proposal.
- (j) Defining the extent to which Council's strategic planning and development policies accord with the national Urban Policy.
- (k) Matters related to the functions of the Committee may be referred to the Committee by Council or through referral by the Development Assessment Panel and/or staff on policy matters arising from council's functions.
- (l) The Committee will prepare and keep under review an annual work plan and consider business as per the functions of the Committee.
- (m) The Committee will review its performance against these Terms of Reference annually and the results of these reviews will be included in the Committee's Annual Report.
- (n) The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.

2. Delegations

The Committee has delegated authority to:

- Approve documents defining the strategic direction of the City of Onkaparinga; including (but not limited to) plans, policies, frameworks and strategies with the exception of the Community Plan, Asset Management Plans and any Governance Framework defining the decision making structure of the Council.
- Approve alterations to levels of service for a service of the Council.
- Hold public meetings in relation to Development Plan Amendments by the Council pursuant to section 25(11)(b) of the *Development Act 1993*.
- Consider and act on any representations made in relation to Development Plan Amendments by the Council, pursuant to section 25(11)(c) of the *Development Act 1993*.
- Seek any information it requires from the CEO in order to perform its duties.
- Form sub-committees of the Committee, as it deems necessary.

- Determine if an item should be considered in confidence.
- Approve minutes as a true and accurate record of proceedings.
- Approve the work plan and annual report of the Committee.
- Provide advice to the Council.

3. Establishment of the Committee

Pursuant to section 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the Strategic Directions Committee (referred to in these Terms of Reference as 'the Committee'). This Committee also fulfils the requirement of Section 101A of the *Development Act 1993*.

4. Membership

The membership of the Committee is comprised of the Mayor and all elected members. All members of the Strategic Directions will hold office for the period 10 December 2014 until the end of the Council term.

Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

Section 41 Committees are dissolved at the end of each council term.

Membership of Strategic Directions Committee – 10 December 2014 until end of the Council term.

5. Chairperson

The Chairperson and Deputy Chairperson are appointed by Council, being:

Chairperson	
Deputy Chairperson	

The role of the Chairperson is to:

- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings)*

Regulations 2013 and Council's 'Code of Practice - Proceedings of Meetings'.

- Ensure that the Guiding Principles at Regulation 5 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- Ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting the Deputy Chairperson will preside at that meeting. If both the Chairperson and the Deputy Chairperson of the Committee are absent from a meeting of the Committee then the Mayor, will preside at the meeting until the Chairperson (or Deputy Chairperson, if relevant) is present.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

6. Meeting details

The Strategic Directions Committee will meet on Tuesday at 7pm every third week in the principal office of Council. The venue, time and date may be altered at the discretion of the chairperson to suit a large public gallery, a specific issue or other extenuating circumstances.

7. Meeting procedures

Meetings of the Strategic Directions Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents 2011

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

8. Access and documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to Members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five clear days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all Members of the Committee.

Agendas and minutes will be made available, within the above timelines, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

9. Deputations

The Committee Chairperson may allow deputations to appear if it aligns with the business of the Committee or is referred by the Council.

A deputation must not exceed ten minutes except with the consent of the Committee.

10. Petitions

All petitions must be received by Council. However, the Council may refer a matter arising from a petition to the Strategic Directions Committee for consideration.

11. Conduct and Interests of Committee Members

All Members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

12. Role of Administration

The Responsible Officer for the Strategic Directions Committee will be the Director Finance and Commercial (with Director Corporate and City Services as proxy officer). Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

13. Liability and Insurance

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Elected members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

Personal Accident Insurance

Elected members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly connected with, or on behalf of Council.

Public Liability / Professional Indemnity

Public liability and professional indemnity insurance covers elected members against negligence claims in relation to professional advice and service providing individuals. Elected members are covered only in connection with their role as elected members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

Personal Effects

Council provides coverage for damage to elected members personal effects whilst engaged in any activity directly or indirectly connected with, or on behalf of Council.

14. Terms of Reference approval

Responsible officers/department:	Director Corporate and City Services Manager Risk and Compliance
Adopted by:	Council
Adoption date:	
Next review:	By December 2016
Date(s) of previous review(s):	Endorsed by Council - 20 March 2012. Altered by Committee - 10 April 2012. Approved by Council - 17 April 2012. Approved by Council
ECM DSID:	2131165 – 20 March 2012 2131164 – 10 April 2012 2131166 – 17 April 2012 2399023 – 30 April 2013 2935532 – 9 December 2014

Attachment 3



Audit, Risk, Value and Efficiency Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting Council in the performance of its functions, inquiring into and reporting to Council on matters within the ambit of Council's responsibilities, providing advice to Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

Section 126 of the *Local Government Act 1999* requires Council to appoint an audit committee, with specific functions and responsibilities. Council has established the Audit, Risk, Value and Efficiency Committee to fulfil this role.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

The Audit, Risk, Value and Efficiency Committee aims to provide advice to Council on its financial reporting and sustainability, internal controls and risk management systems, whistle blowing, internal and external audit by:

Financial Reporting and Sustainability

- Reviewing Council's annual financial statements to ensure that they present fairly the state of affairs of the Council.
- Reviewing the format of budgets and actual financial performance information reported to Council to ensure they comply with accounting regulations and include key financial sustainability information.
- Reviewing the annual business plan of the Council.
- Reviewing the appropriateness of Council's strategic financial decision making models and processes to ensuring consistency between strategic management plans and their impact on Council's ongoing financial sustainability.
- Reviewing Council's key financial policies and procedures.
- Reviewing procedures and policy methodologies regarding asset values and depreciation rates.

Internal Controls and Risk Management Systems

- Reviewing the risk profile of the City of Onkaparinga and monitoring risk exposures.
- Reviewing risk management processes and management information systems using best practice and industry models.
- Reviewing and recommending the approval of statements to be included in the annual report concerning internal audit and risk management.
- Reviewing the adequacy of systems of control in relation to conflicts of interest and related work standards and practices.

Whistle Blowing

- Reviewing Council's Whistleblower Protection policy, procedures and processes to ensure they are effective.
- Providing recommendations to Council regarding the Whistleblowers Protection policy and procedures, ensuring that:
 - options are available for its employees to raise concerns in confidence about possible wrongdoing in financial reporting and other matters
 - it allows independent investigation of such matters and appropriate follow up action.

Internal Audit

- Reviewing the provision of internal audit services, including the independence of the function from internal operations of the council, along with the adequacy of resource levels and the scope of its services and authority.
- Reviewing the adequacy and appropriateness of the internal audit charter and work plan and contribute directly to its development considering the following matters:
 - the organisation's risk profile
 - internal controls over significant risks, including non-financial management control systems
 - internal controls over revenue, expenditure, assets and liabilities
 - the efficiency, effectiveness and economy of significant Council programs and activities
 - compliance with regulations, policies, procedures, executive standards, instructions and contractual arrangements
 - Council's strategic management plans and the annual business plan.
- Reviewing internal audit reports and monitoring the implementation by management of recommendations made.
- Where appropriate and at least annually, meeting the internal auditor without management being present to discuss any issues arising from the internal audits carried out.

External Audit

- Liaising with Council's external auditor with respect to any audit qualifications, comments or recommendations made with respect to the annual audit process and assessing the appropriateness of council's response to those matters. Meeting formally, in camera, with the external auditor, at least annually.
- Reviewing external audit findings and monitoring the implementation by management of recommendations made.
- Overseeing council's relationship with the external auditor, including but not limited to:
 - reviewing and recommending for endorsement by Council the appointment, reappointment and removal of the external auditor ensuring that the arrangements comply with legislation
 - recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted
 - recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit
 - assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services
 - satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and Council (other than in the ordinary course of business)
 - monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners
 - assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process.

Value and Efficiency

- Reviewing assessments of council's services/programs/processes targeting the efficiency and effectiveness with which Council manages its resources to achieve its objectives and any subsequent re-engineering recommendations.
- Reviewing benchmarking of council's service delivery against other councils and other industries.
- Reviewing the appropriateness of identified corporate performance targets and measures to assist in the delivery of the objectives detailed in the Community Plan.

Miscellaneous

- Reviewing any internal or external audit report that raises significant issues on risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant to these terms of reference. Review management's response to, and actions taken as a result of issues raised.

- Addressing issues brought to the attention of the Committee, including responding to requests from Council and the Chief Executive Officer for advice that are within the parameters of these Terms of Reference.
- The Audit, Risk, Value and Efficiency Committee will prepare and keep under review an annual work plan and consider business as per the functions of the Committee.
- The Committee will review its performance against these Terms of Reference annually and the results of these reviews will be included in the Committee's Annual Report.
- The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.
- Matters related to the functions of the Committee may be referred to the Committee by Council.
- Providing feedback to Council on the effects of proposed legislative change affecting the Audit, Risk, Value and Efficiency Committee.

Other Local Government Act responsibilities

The Committee may propose investigations and reviews in accordance with section 130A 'Other Investigations' of the *Local Government Act 1999*.

2. Delegations

The Committee has delegated authority to:

- seek any information it requires from the Chief Executive Officer in order to perform its duties
- form sub-committees of the Committee, as it deems necessary
- determine if an item should be considered in confidence
- approve minutes as a true and accurate record of proceedings
- approve the work plan and annual report of the Committee
- provide advice to Council.

3. Establishment of the Committee

Pursuant to sections 126 and 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the Audit, Risk, Value and Efficiency Committee (referred to in these Terms of Reference as 'the Committee').

4. Membership

The *Local Government (Financial Management) Regulations 2011* requires that Council's Audit Committee must:

- have between 3 and 5 members (inclusive)
- include at least 1 person who is not a member of Council and who is determined by the Council to have financial experience relevant to the functions of an audit committee
- not include the Council's auditor as a member (section 128 of the *Local Government Act 1999*).

Membership of the Committee comprises three (3) elected members and two (2) independent representatives of which one is appointed by Council as the Chairperson. The independent members of the Committee will have, in the opinion of Council, relevant experience and knowledge.

The Committee will have a proxy member for the elected members. In the event that an elected member is unavailable, they may request the proxy member to attend a specific meeting on their behalf.

Members must notify the Chairperson or meeting secretary of non-attendance of a meeting.

The proxy member may attend meetings of the Committee but has no voting entitlement unless representing an absent elected member.

The Chairperson may approve participation by an independent member in a committee meeting via electronic means under extraordinary circumstance. A quorum must be present prior to approval.

All elected members may participate in occasional Committee meetings and workshops at the invitation of the Chairperson. Elected members who are not members of the Committee have no voting entitlements.

Elected members of the Audit, Risk, Value and Efficiency Committee will hold office for the period of 10 December 2014 2015 to 9-13 December 2015 2016

The Independent Members of the Committee will be appointed for a term of four years.

The Members of the Committee will be paid an allowance in the form of a sitting fee as set by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

Absence, without leave of the committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time

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Membership of Audit, Risk Value and Efficiency Committee

Elected Members	Independent Members
Mayor	Mr David Powell, <u>Chairperson</u> (appointed until 31 December 2016)
	Mr Peter Mendo (appointed until 31 December 2016)
(proxy)	

5. Chairperson

The Chairperson is appointed by Council, being:

Chairperson	Mr David Powell (appointed until 31 December 2016)
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The role of the Chairperson is to:

- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2000* and the Council 'Code of Practice - Proceedings of Meetings'.
- Ensure that the Guiding Principles at Regulation 5 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- Ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting, an interim Chairperson will be appointed from amongst the members present and will preside at that meeting.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

6. Meeting details

The Audit, Risk, Value and Efficiency Committee will meet every six weeks on a Monday at 10am in the principal office of Council. The venue, time and date may be altered at the discretion of the chairperson to suit a large public gallery, a specific issue or other extenuating circumstances.

7. Meeting Procedures

Meetings of the Audit, Risk, Value and Efficiency Committee will be held in accordance with:

1. *Local Government Act 1999*
2. *Local Government (Procedures at Meetings) Regulations 2013*
3. Council's Code of Practice: Proceedings of Meetings
4. Council's Code of Practice: Access to Meetings and Documents 2011

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

8. Access and Documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all members of the Audit, Risk, Value and Efficiency Committee.

Agendas and minutes will be made available, within the above timelines, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

9. Deputations

The Committee Chairperson may allow deputations to appear if they align with the business of the Committee or are referred by the Council.

A deputation must not exceed ten minutes except with the consent of the Committee.

10. Petitions

All petitions must be received by Council. However, Council may refer a matter arising from a petition to the Audit, Risk, Value and Efficiency Committee for consideration.

11. Conduct and Interests of Committee Members

All members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

12. Role of Administration

The Responsible Officer for the Audit, Risk, Value and Efficiency Committee will be the Director Finance and Commercial (with Director Corporate and City Services as proxy officer)

Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

The Committee shall establish and maintain a close working relationship with the Responsible Officer to ensure that management has implemented operational internal controls and risk management systems.

13. Liability and Insurance

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Committee members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

Personal Accident Insurance

Committee members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly connected with, or on behalf of the Committee.

Public Liability / Professional Indemnity

Public liability and professional indemnity insurance covers Committee members against negligence claims in relation to professional advice and service-providing individuals. Committee members are covered only in connection with their role as Committee members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

Personal Effects

Council provides coverage for damage to committee members personal effects whilst engaged in any activity directly or indirectly connected with, or on behalf of the Committee.

14. Terms of Reference approval

Responsible officers/departments:	Director Corporate and City Services Manager Risk and Compliance
Adopted by:	Council
Adoption date:	Endorsed by Council –
Next review:	By December 2015
Dates of previous reviews:	Endorsed by Council – 20 March 2012 Altered by Committee – 18 June 2012 Adopted by Council – 10 July 2012
ECM DSID:	2131177 – 20 March 2012 2380775 – 18 June 2012 2380766 – 10 July 2012 2398727 – 30 April 2013



Chief Executive Officer Performance Management Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

The Chief Executive Officer Performance Management Committee (in accordance with the Chief Executive Officer's contract of employment) aims to ensure a high standard of leadership is provided by the Council's Chief Executive Officer (CEO) by conducting effective performance management and recruitment processes and providing advice to Council on related matters.

Performance

- Appointing an independent advisor in agreement with the CEO to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment.
- Developing a Performance Plan with the CEO with Strategic Performance Objectives (or other key performance indicators or measures) for the following contractual (financial) year, which will be agreed between the CEO and the Committee.
- Reviewing the performance of the Chief Executive Officer.
- Developing a Learning and Development Plan to facilitate the CEO's continued professional growth and performance development.
- Utilising all reasonable endeavours to gather stakeholder feedback to inform the performance management process, including feedback from elected members.
- Reviewing the remuneration level of the Chief Executive Officer.
- Considering, investigating and making recommendations to Council on any matter arising from the review or as from time to time may be required in accordance with the Chief Executive Officer's employment contract.

- Receiving six monthly updates on the performance of the CEO against the strategic performance indicator (SPO).

Recruitment (in the event of a current or impending CEO vacancy)

- Identifying and recommending to Council a suitable candidate to act as an interim Chief Executive Officer until a permanent replacement is found to fill the position, pursuant to section 98(2) of the *Local Government Act 1999*.
- Engaging an appropriate consultancy to manage the recruitment process for the position of Chief Executive Officer in accordance with Council's Procurement Policy.
- Ensuring invitations for "applications by advertising in a newspaper circulating throughout the State" are issued in accordance with section 98 (3) of the *Local Government Act 1999*.
- The Committee (or a sub-committee) acting as the "selection panel to assess applications for the position of Chief Executive Officer (to recommend re-advertisement or other additional steps (if necessary), and to make recommendations to the Council on an appointment", regarding the position of CEO in accordance with section 98 (4) of the *Local Government Act 1999*.

The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.

Matters related to the functions of the Committee may be referred to the Committee by Council.

2. Delegations

The Committee has delegated authority to:

- Approve changes to the CEO's position description
- Approve the minimum annual increase in expense and allowance payments stipulated in the CEO's employment contract
- Determine and conduct CEO performance management, performance review and recruitment processes
- Engage (with the Chairperson being responsible for communicating any instructions/requests to the lawyers) Council's legal counsel to liaise and provide advice on matters pertaining to the CEO Performance Review and the duty to provide details to Council in the Committee's annual report at the end of each financial year advising of the costs incurred in the provision of this advice for the preceding financial year.
- Engage a suitable consultant to provide services to Council for the CEO Performance Review and /or CEO Recruitment and the duty to provide details to Council in the Committee's annual report at the end of each financial year advising of the costs incurred in the provision of this service for the preceding financial year.
- Seek any information it requires from the CEO in order to perform its duties.
- Form sub-committees of the Committee, as it deems necessary.
- Determine if an item should be considered in confidence.
- Approve minutes as a true and accurate record of proceedings.

- Approve the work plan and annual report of the Committee.
- Provide advice to the Council.

3. Establishment of the Committee

Pursuant to section 41 of the *Local Government Act 1999* the Council establishes a Committee to be known as the Chief Executive Officer Performance Management Committee (referred to in these Terms of Reference as "the Committee").

4. Membership

The membership of the Committee is comprised of a maximum of four (4) members; being the Mayor and three elected members.

Membership eligibility requires completion of a training course in CEO performance management.

All elected members may participate in occasional Committee meetings and workshops at the invitation of the Chairperson. Elected members who are not members of the Committee have no voting entitlements.

All members of the Chief Executive Officer Performance Management Committee will hold office from 10 December 2014 until the end of the Performance Review.

Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

Section 41 Committees are dissolved at the end of each council term.

Membership of Chief Executive Officer Performance Management Committee 10 December 2014 until the end of the Performance Review.

Mayor Rosenberg
Cr Schulze
Cr Greaves
Cr Kilby

5. Chairperson

The Chairperson and Deputy Chairperson are appointed by Council, being:

Chairperson	Mayor Rosenberg
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Deputy Chairperson	
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The role of the Chairperson is to:

- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and Council's 'Code of Practice - Proceedings of Meetings'.
- Ensure, in particular, that the Guiding Principles at Regulation 5 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- Ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting the Deputy Chairperson will preside at that meeting. If both the Chairperson and the Deputy Chairperson of the Committee are absent from a meeting of the Committee then the Mayor, will preside at the meeting until the Chairperson (or Deputy Chairperson, if relevant) is present.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

6. Meeting details

The Chief Executive Officer Performance Management Committee will meet no less than quarterly, at a time to be determined by the Committee, in a meeting area of the principal office of Council.

7. Meeting Procedures

Meetings of the Chief Executive Officer Performance Management Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents 2011.

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

8. Access and Documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all members of the Committee.

Agendas and minutes will be made available, within the above timelines, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

9. Deputations

The Committee Chairperson may allow deputations to appear if they align with the business of the Committee or are referred by the Council.

A deputation must not exceed ten minutes except with the consent of the Committee.

10. Petitions

All petitions must be received by Council. However, the Council may refer a matter arising from a petition to the Chief Executive Officer Performance Management Committee for consideration.

11. Conduct and Interests of Committee Members

All members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

12. Role of Administration

The Responsible Officer for the Chief Executive Officer Performance Management Committee will be the Director Corporate and City Services (with Manager Culture and People as proxy officer). Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

13. Liability and Insurance

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Elected members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

Personal Accident Insurance

Elected members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly or indirectly connected with, or on behalf of Council.

Public Liability / Professional Indemnity

Public liability and professional indemnity insurance covers elected members against negligence claims in relation to professional advice and service providing individuals. Elected members are covered only in connection with their role as elected members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

Personal Effects

Council provides coverage for damage to elected members personal effects whilst engaged in any activity directly connected with, or on behalf of Council.

14. Terms of Reference approval

Responsible officers/departments:	Director Corporate and City Services Manager Risk and Compliance
Adopted by:	Council
Adoption date:	Endorsed by Council
Next review:	By December 2015 2016
Dates of previous reviews:	Endorsed by Council – 30 April 2013. Altered by Committee - 11 April 2012. Approved by Council - 30 April 2012. Endorsed by Council – 9 December 2014.
ECM DSID:	2131178 – 20 March 2012 2381555 – 11 April 2012 2381557 – 30 April 2012 2398731 – 30 April 2013



Civic Awards Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

The Civic Awards Committee (the Committee) will consider applications and determine the recipients of City of Onkaparinga's Australia Day Awards and Community Civic Awards ~~for 2015~~.

- (a) In accordance with the guidelines provided by the National Australia Day Council and the City of Onkaparinga's Award policy.
- (b) The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.
- (c) Matters related to the functions of the Committee may be referred to the Committee by Council.

2. Delegations

The Committee has delegated authority to:

- determine the recipients of City of Onkaparinga's Australia Day Awards and Community Civic Awards ~~for 2015~~
- seek any information it requires from the CEO in order to perform its duties
- form sub-committees of the Committee, as it deems necessary
- determine if an item should be considered in confidence
- approve minutes as a true and accurate record of proceedings
- approve the work plan and annual report of the Committee
- provide advice to the Council.

3. Establishment of the Committee

Pursuant to Section 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the Civic Awards Committee (referred to in these Terms of Reference as 'the Committee').

4. Membership

The membership of the Civic Awards Committee will comprise of:

- the Mayor as Chairperson
- up to three elected members
- up to three community members.

All elected members may participate in occasional Committee meetings and workshops at the invitation of the Chairperson. Elected members who are not members of the Committee have no voting entitlements.

All members of the Committee will hold office for the period ~~10 December 2014 to 9 December 2015~~ 10 December 2015 to 13 December 2016.

Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

Section 41 Committees are dissolved at the end of each council term.

Membership of the Civic Awards Committee - for the period ~~10 December 2014 to 9 December 2015~~ 10 December 2015 to 13 December 2016.

Mayor Rosenberg		

5. Chairperson

The Chairperson and Deputy Chairperson are appointed by Council, those being:

Chairperson	Mayor Rosenberg
Deputy Chairperson	

The role of the Chairperson is to:

- oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and the Council 'Code of Practice - Proceedings of Meetings'.

- ensure, in particular, that the Guiding Principles at Regulation 5 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting the Deputy Chairperson will preside at that meeting. If both the Chairperson and the Deputy Chairperson of the Committee are absent from a meeting of the Committee then the Mayor, will preside at the meeting until the Chairperson (or Deputy Chairperson, if relevant) is present.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

6. Meeting details

The Civic Awards Committee will meet twice a year at a time negotiated with the Committee members, at the principal office of Council. Any additional meetings required will be at the discretion of the Committee.

7. Meeting procedures

Meetings of the Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents 2011.

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

8. Access and documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all members of the Committee.

Agendas and minutes will be made available, within the timelines above, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

9. Deputations

The Committee Chairperson may allow deputations to appear if it aligns with the business of the Committee or is referred by the Council.

A deputation must not exceed ten minutes except with the consent of the Committee.

10. Petitions

All petitions must be received by Council. However, the Council may refer a matter arising from a petition to the Committee for consideration.

11. Conduct and interests of Committee Members

All members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

12. Role of Administration

The Responsible Officer for the Civic Awards Committee will be the Director Corporate and City Services.

Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

13. Liability and Insurance

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Committee members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

Personal Accident Insurance

Committee members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly connected with, or on behalf of the Committee.

Public Liability / Professional Indemnity

Public liability and professional indemnity insurance covers Committee members against negligence claims in relation to professional advice and service providing individuals. Committee members are covered only in connection with their role as Committee members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

Personal Effects

Council provides coverage for damage to Committee members personal effects whilst engaged in any activity directly or indirectly connected with, or on behalf of the Committee.

Terms of Reference for the Civic Awards Committee
DSID

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14. Terms of Reference approval

Responsible officer(s)/department(s):	Director Corporate and City Services Manger Risk and Compliance
Adopted by:	Council
Adoption date:	Endorsed by Council
Next review:	By December 2015
Date of previous review:	<u>9 December 2015</u>
ECM DSID:	

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9.10 Code of practice - Access to meetings and documents 2015

This is a regular or standard report.

Manager: Karyn Ryan, Manager Risk and Compliance (Acting)

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments: 1. Draft Code of Practice – Access to meetings and documents 2015 (15 pages)

1. Purpose

This report presents a draft Code of Practice – access to meetings and documents (Code) for adoption by Council. A review of the Code is required within 12 months of a general election.

The current Code (Code of Practice - Access to meetings and documents 2011) was adopted by Council on 15 November 2011.

2. Recommendation

That the Code of Practice – access to meetings and documents 2015 be adopted as provided in attachment 1 to the agenda report.

3. Background

Section 92(2) of the *Local Government Act 1999* (the Act) requires all Councils to review the operation of its Code within 12 months after the conclusion of each periodic election. The election for the City of Onkaparinga concluded on 14 December 2014. Public consultation on this Code has also been undertaken.

4. Financial Implications

No financial implications.

6. Risk and Opportunity Management

Risk	
Identify	Mitigation
Not meeting legislative requirement to review within 12 months	This review by Council meets legislative requirements.
Not meeting legislative requirement to undertake public consultation	Public consultation undertaken from 28 September to 21 October 2015.

Opportunity	
Identify	Maximising the opportunity
Providing information on access to meetings and documents to the public	Publication of the Code on Council website clearly outlines for the public their access to meetings and documents.

7. Additional information

The draft Code was emailed to members on 28 September 2015. An article also appeared in Weekly News on 25 September 2015. No feedback suggesting any significant change was received.

Public consultation

As part of the review of the Code, and as required by Section 92(5) of the Act we undertook a public consultation process prior to presenting this draft Code for adoption by Council. The following consultation steps were undertaken:

- A notice was placed in Onkaparinga News in the Messenger 30 September 2015 edition, advising of the Code's review and inviting feedback from the community.
- A copy of the draft Code was emailed to local community forums and residents groups on 28 September 2015 inviting feedback.
- A copy of the draft Code was placed on the community engagement page on **council's** website from 25 September 2015 to 21 October 2015, inviting feedback from the community.
- Hard copies of the draft Code were placed in our Noarlunga, Aberfoyle Park, Woodcroft and Willunga offices from 28 September 2015 to 21 October 2015 inviting feedback.

The closing date for the public consultation feedback was 21 October 2015. No feedback was received.

Alterations to the Code of practice – access to meetings and documents

The following minor alterations have been made from the previously adopted document:

- 3.1.1 – Updated to show that ordinary meetings of Council are now held every three weeks on a Tuesday, commencing at 7pm.
- 3.1.1 – Section 41 Committees updated to show the current Council Committees as adopted on 10 December 2014.
- 3.3.6 – Amended to show that a review of confidential items will be conducted twice per year.
- Attachment 1 – Documents publicly available – Updated to align with council's Information Statement 2014-2015.



Code of Practice

Access to meetings and documents

2015

Code of practice – access to meetings and documents

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Code of practice – access to meetings and documents

Part 1 – Principle

1.1 Principle

The City of Onkaparinga (the Council) supports the principle that the procedures to be observed at a meeting of Council or a Council Committee should contribute to open, transparent and informed decision making and encourage appropriate community participation in the affairs of the Council.

However, the Council also recognises that on occasions it may be necessary in the broader community interest to restrict public access to discussion or documents.

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Code of practice – access to meetings and documents

Part 2 – Purpose

2.1 Purpose

This Code set outs the commitment of the Council to provide public access to Council and Council Committee meetings and documents. It also outlines the policies and procedures contained within the *Local Government Act 1999* (the Act) to restrict public access.

Under the Act, each council must prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of:

- public access to Council and Council Committee meetings
- the minutes of Council and Council Committee meetings and release of documents.

This Code addresses the requirements detailed at Section 92 of the *Local Government Act 1999*.

Part 3 – Access to meetings and documents

3.1 Public access to meetings

3.1.1 Ordinary meetings of Council and Council Committees

Council and Council Committee meetings are open to the public and attendance is encouraged. A calendar of Council and Council Committee meeting dates for the current year are displayed on Council's website www.onkaparingacity.com.

Ordinary meetings of Council are held in the Council Chamber, Civic Centre, Ramsay Place, Noarlunga Centre every three weeks on a Tuesday, commencing at 7pm.

At least three (3) 'clear days'¹ before an ordinary Council or Council Committee meeting the Chief Executive Officer (CEO) will give written notice of the meeting to all Council/Committee Members setting out the date, time and place of the meeting. The notice will be accompanied by the agenda for the meeting.

This notice of meeting will be placed on public display in the 'principal' Council office at Ramsay Place, Noarlunga Centre, and on Council's Website www.onkaparingacity.com.

Meetings will commence as soon after the time specified in the notice of meeting as a quorum is present.

Council's Code of practice titled 'Proceedings of meetings' complements this document and outlines the opportunities available for public participation where organisations or individuals can provide information to the Council on matters of interest. This document is available on www.onkaparingacity.com.

Council Committee meetings take place on a scheduled basis. Currently, Council's Section 41 Committees under the *Local Government Act 1999* are:

- Audit, Risk, Value and Efficiency Committee
- Strategic Directions Committee
- Community Relations Committee
- Chief Executive Officer Performance Management Committee

¹ 'clear days' means the time between the giving of the notice and the day of the meeting, but excluding both the day on which the notice was given and the day of the meeting, eg notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

Code of practice – access to meetings and documents

- Civic Awards Committee.

Please note that Council also operates two Committees under the Development Act 1993, the Development Assessment Panel and the Building Fire Safety Committee. The provisions outlined in this Code do not apply to those Committees; please refer to their terms of reference located on Council's website for reference to their meeting practices.

3.1.2 Special meetings of Council and Council Committees

Special Council or Council Committee meetings may be held at any time, however, at least four hours' notice is required for a Special meeting of Council or Council Committee.

The notice of the meeting and agenda will be available as soon as practicable after the time that notice of the meeting is given to the members of Council.

3.1.3 Informal gatherings or discussion

Council members and staff may participate in informal gatherings as long as those gatherings do not require a formal decision making process as is undertaken in a formal Council or Council Committee meeting.

The following are examples of informal gatherings or discussions that may be held:

- Planning sessions associated with the development of policies and strategies
- Briefing or training sessions
- Workshops and information sessions
- Social gatherings to encourage informal communication between elected members and staff.

Informal gatherings are not open to the public with the exception of workshops and information sessions at which the public are welcome observers.

3.2 Public access to documents

3.2.1 Public access to agendas of Council or Council Committee meetings

Copies of non confidential Council and Council Committee agendas are available to the public.

Hard copies of the agenda will be available to view three (3) 'clear days' before a meeting is scheduled in Council's Noarlunga, Aberfoyle Park, Willunga and Woodcroft offices. The agenda will also be available on Council's website.

Code of practice – access to meetings and documents

Members of the public may obtain a copy of the agenda for a fee to cover the costs of photocopying, in accordance with council's schedule of fees and charges.

One copy of the agenda documents to be considered at a Council or Council Committee meeting will be made available to members of the public at the meeting.

Items listed on the agenda will be described accurately and in reasonable detail.

3.2.2 Public access to minutes of Council or Council Committee meetings

Minutes are a formal record of resolutions made at the meeting and include each motion or amendment.

During Council and Council Committee meetings the minutes are displayed on an overhead screen to enhance community understanding of meeting processes and to confirm the decisions made.

The non confidential minutes of a meeting of Council or a Council Committee will be publicly available, including on Council's website within five (5) days after the meeting. Copies of the minutes will be displayed at the Council offices at Noarlunga, Aberfoyle Park, Woodcroft and Willunga.

3.2.3 Public access to other documents

Council makes various documents available for public inspection and purchase at its offices, as listed at [attachment 1](#). Council also makes many of these documents freely available on the Council's website.

The *Freedom of Information Act 1991* also makes provision for members of the public to access the documents of government. There are some exemptions under that Act and other pieces of legislation (eg. Copyright Act) where some documents may not be released.

3.3 Excluding public access to meetings or documents

3.3.1 Principles for the use of confidentiality provisions

The principle of open and accountable government is strongly supported.

The public will only be excluded when it is considered proper and necessary eg the need for confidentiality outweighs the principle of open decision making.

In all cases the objective is for information to be made publicly available at the earliest possible opportunity and that the community is informed of any Council order and the associated implications.

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Code of practice – access to meetings and documents

3.3.2 Powers to exclude the public from meetings

Section 90 of the *Local Government Act 1999* provides that a Council or Council Committee may order the public to be excluded from attendance at a meeting. The Act identifies that there are limited grounds upon which such an order may be made; which are listed below from Section 90(3) of the Act:

- a. *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
- b. *information the disclosure of which –*
 - i) *would 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. *information the disclosure of which would reveal a trade secret;*
- 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;*
- e. *matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person;*
- f. *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
- g. *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
- h. *legal advice;*
- i. *information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council;*

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Code of practice – access to meetings and documents

- j. *information the disclosure of which –*
- i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and*
 - ii) *would, on balance, be contrary to the public interest;*
- k. *tenders for the supply of goods, the provision of services or the carrying out of works;*
- m. *information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act;*
- n. *information relevant to the review of a determination of a Council under the Freedom of Information Act 1991.*

Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will identify one or more of the grounds listed in Section 90.

In considering making an order, under the Act, it is not relevant that any discussion in public may cause embarrassment or a loss of confidence in the Council, a Committee or an employee.

Once a Council or Council Committee has made an order to exclude the public, it is an offence for a member of the public who, knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the Police to use reasonable force to remove a member of the public from the room who fails to leave on request.

3.3.3 Powers to make orders of confidentiality over documents

The Act provides that the CEO may indicate on a notice of meeting or agenda document that a matter should be considered in confidence. The Council or Council Committee may then determine to consider the matter in confidence, provided that it specifies the basis on which the confidential order could be made.

Council or a Council Committee will only make an order that a document associated with a discussion from which the public are excluded will remain confidential if it is considered proper and necessary in the broader community interest.

When an order of confidentiality is made, a note will be made in the minutes of the making of the order, the grounds on which it was made, the duration of the order or the

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Code of practice – access to meetings and documents

circumstances in which the order will cease to apply and the period after which the order must be reviewed.

3.3.4 Prevention of orders of confidentiality over some information

Once a matter has been dealt with in confidence, Council or a Council Committee may order that a document relating to the matter considered in confidence is to be kept confidential. Council or a Council Committee must not make an order to prevent:

- the disclosure of the remuneration or conditions of service of an employee after they have been set or determined
- the disclosure of the identification of a successful tenderer or any reasons as to why that tenderer has been selected
- the disclosure of the amounts payable by the Council under a contract for supply of goods after the contract has been entered into by all parties
- the disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons as to why the acquisition or disposal has occurred.

3.3.5 Process to exclude the public and make an order of confidentiality

When the CEO believes that a matter should be considered in confidence, the nature of the matter and the reasons why it should be considered in confidence will be clearly noted on the agenda, which is made available to the public.

Before Council orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting will, in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter. If this occurs the public must immediately leave the meeting room and move to a location that the meeting cannot be viewed or overheard.

Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that a document associated with the agenda item remain confidential. In determining this, the meeting shall have regard to the provisions of Section 91 of the Act.

If the meeting determines that it is proper and necessary to keep a document confidential, then a resolution for an order to this effect will be carried by the meeting. The meeting will specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.

Code of practice – access to meetings and documents

Once discussion on the matter is concluded and the meeting has made an order to come out of confidence the public may return into the public gallery.

3.3.6 Releasing confidential documents to the public

A review of the reports or documents that are the subject of orders of confidentiality are conducted twice per year to ensure that items are released to the public in accordance with the resolutions of Council.

Released documents are available on Council's website at www.onkaparingacity.com.

3.3.7 Accountability and reporting to the community

Information on the use of the confidentiality provisions will be included in the Annual Report which will be available for inspection by the public at each of Council's offices. This report will include the:

- number of occasions that each of the provisions for excluding the public were utilised
- subject of the confidential item
- number of occasions that information originally declared confidential has subsequently been made publicly available.

Code of practice – access to meetings and documents

Part 4 – Governance

4.1 References

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Freedom of Information Act 1991

Development Act 1993

LGA Model code of practice for access to council and committee meetings and documents (updated March 2013)

4.2 Application and availability of this Code of Practice

This document applies to meetings and documents arising from meetings of Council and Council Section 41 Committees.

The public may inspect a copy of this Code, without charge, at the offices of Council during office hours. It is also be available on Council's website www.onkaparingacity.com.

This document is prepared for the purposes of Section 92 of the Local Government Act 1999 specifying the principles, policies, procedures and practices relating to Chapter 6, Parts 3 and 4.

4.3 Attachments

Attachment 1 – Documents publicly available.

4.4 Adoption and alteration of this code of practice

Before the Council adopts, alters or substitutes this Code of Practice it must:

- make copies of the proposed code available for inspection or purchase at the council's principal office
- follow the relevant steps set out in its public consultation policy.

Code of practice – access to meetings and documents

Responsible officer(s)/department(s):	Manager Risk and Compliance / Governance
Approving authority and date:	Approved by Council on xx
Next review:	<ul style="list-style-type: none"> This code must be reviewed within 12 months of a general election. Any legislative changes will be made automatically. Council will be informed of any automatic changes via Weekly News.
Date(s) of previous review(s):	Amendment date(s) 20 June 2006 19 June 2007 15 November 2011
ECM number:	

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Attachment 1

Code of practice – access to meetings and documents

Documents publicly available

- Annual Business Plan and Budget
- Annual Report (including Annual Financial Statements)
- Animal Management Plan
- Building application information
- Campaign Donation Returns under the *Local Government (Elections) Act 1999*
- Caretaker Policy
- Charter for subsidiaries established by the council or for which the council is a constituent council
- Climate Change Strategy
- Code of Conduct for elected members
- Code of Conduct for employees
- Code of Practice - Proceedings of Meetings
- Code of Practice - Access to meetings and documents
- Community Land Management Plan
- Community Plan (Strategic Plan)
- Contract and Tender Policies - see Procurement Policy
- Corporate Asset Management Plan
- Council and Council Committee Meeting Agenda and Minutes
- Council By-Laws
- Development Plan
- Development Plan Amendments
- Disability Access & Inclusion Management Plan
- Elected Member Allowance, Benefits and Support Policy
- Elected Member Training and Development Policy
- Energy Futures
- Extracts from council's Assessment Records book (written request required)
- Financial Planning (long term financial plan)
- Flying of flags under Council's Care and Control Procedure
- Foreshore Access Plan
- Fraud Prevention and Control Policy
- Information Statement under the Freedom of Information Act 1991
- Integrated Transport Strategy
- Internal Review of Council Decisions and Grievance Resolutions Procedure
- Native Vegetation Strategy

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Code of practice – access to meetings and documents

- Order Making Policies
- Place Naming Policy
- Positive Ageing Strategy
- Privacy Statement 2013
- Public Consultation Procedure (also refer Community Engagement framework)
- Purchase of 'at risk' heritage properties Procedure
- Rating Policy
- Rate Rebate Policy
- Recreation Open Space Network
- Recreation Trails Network Strategy
- Register of Community Land
- Register of Elected Member Allowances and Benefits
- Register of Fees and Charges
- Register of interests required under the *Local Government (Elections) Act 1999* (written request required)
- Register of Parking Control (written request required)
- Register of Salaries
- Road Network Plan
- Schedule of Delegations and sub Delegations under the *Local Government Act 1999*
- Sport and Active Recreation Management Plan 2014-19
- Sundry Debtors Policy
- Water Futures Strategy
- Whistleblower Procedure
- Any policy document of the council within the meaning of the *Freedom of Information Act 1991* (if not already referred to above)

9.11 Code of practice - proceedings of meetings 2015

This is a regular or standard report.

Manager: Karyn Ryan, Manager Risk and Compliance (Acting)
Report Author: Sue Hammond, Governance Officer
Contact Number: 8384 0747
Attachments: 1. Draft Code of practice – Proceedings of meetings 2015
(38 pages)

1. Purpose

This report presents a draft Code of practice – proceedings of meetings (Code) for adoption by Council. A review of the Code is required to be conducted during each Council term.

2. Recommendation

That Council:

- 1. Adopts the Code of practice – proceedings of meetings 2015 as provided at attachment 1 to the agenda report.**
- 2. Notes that the Code of practice – proceedings of meetings document will be updated:**
 - **with legislative changes as they occur**
 - **any changes to the decision making structure as resolved by Council.**

3. Background

Section 86(8) of the *Local Government Act 1999* (the Act) provides that the procedures at Council and Council Committee meetings will be prescribed by the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations).

Regulation 6 sets out that certain procedures of the Regulations are discretionary and a Council may, by a resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution (14 members), determine to adopt a code of practice that establishes its own procedures for the discretionary provisions. A Council may at any time alter, substitute or revoke a code of practice.

The Code may also include meeting procedures as determined by the Council that are not dealt with by the Act or Regulations.

The current Code (Code of practice – proceedings of meetings 2011) was adopted by Council on 15 November 2011, reviewed with no changes in April 2013, and updated after the *Local Government (Procedures at Meetings) Regulations 2013* came into operation on 1 January 2014. Legislative changes are made automatically with members informed via Weekly News.

4. Financial Implications

Adoption of this Code does not commit to any additional costs that are currently provided for in the annual budget.

6. Risk and Opportunity Management

Risk	
Identify	Mitigation
Not meeting legislative requirements to review	This review by Council meets the legislative requirements of the <i>Local Government Act 1999</i> and <i>Local Government (Meeting Procedures) Regulations 2013</i> .

Opportunity	
Identify	Maximising the opportunity
Community understanding	Clear identification of the procedures required by legislation versus those procedures that have been introduced at Council's discretion, will assist in community understanding of the procedures.

7. Additional information

The suggested changes to the Code of Practice - proceedings of meetings are noted in highlighted text in attachment 1 to this report.

Many of the amendments to the Code of Practice - proceedings of meetings are to formally document or refine existing practices and to increase ease of reference for elected members and the community.

The following is a list of notable changes to the current Code:

- **1.3.1 Ordinary meetings of Council** (page 2)
Reference to "Council in the Community" meetings removed.
- **1.3.3 Ordinary meetings of Council Committees** (page 3)
Section 41 committees updated to show the current Council committees as adopted on 10 December 2014.
Note that as per the recommendation changes to the structure will be automatically updated in line with any resolutions.
- **1.3.5 Elected member sessions** (page 4)
This section has been updated to include clearer guidelines for Elected member sessions.
- **1.4.2 Procedure for appointment of Deputy Mayor and Council Committee Chairpersons** (page 6)

A new section has been included addressing the process to be followed for electing a Deputy Mayor and Committee Chairpersons.

- **1.5.3 Attendance at Council Committee meetings via electronic means** (page 8)

A new section has been included addressing attendance at Council Committee meetings via electronic means.

- **2.5.1 Declaration of Interest** (page 12)

This section has been updated in accordance with new conflict of interest provisions and states that any disclosures made will be recorded in the minutes, including the details of whether the member remained in the meeting, and the manner in which all members voted.

- **3.2.1 Petitions** (page 14)

A provision for the requirements of receiving electronic online petitions has been added to this section.

- **4.2.1 Minutes** (page 20)

This section has been updated to show that the names of directors and staff presenting reports will be included in the minutes of Council and Council Committee meetings.

- **4.3.9 Closure of meetings** (page 23)

This section has been updated to show that Council and Council committee meetings will finish at the discretion of the Presiding Member and agreement of members present.

- **4.8.2 Questions on Notice and 4.9.1 Notice of Motion** (pages 25-26)

Information has been included in these sections advising the process for members to use when submitting a Question on Notice or Notice of Motion.

- **4.9.3 Formal motions** (page 27)

This section has been expanded to include more detailed explanations for each formal motion.

- **4.9.6 Speaking to motions** (page 29)

Information has been added to provide a distinction between a member asking a question for clarification and debate on a motion.

- **5.4 Adoption and alteration of this code** (page 33)

Updated to include Discretionary procedures section from Regulation 6(1) of the Regulations.

In the event that Council does not support the recommendation and chooses to more robustly workshop the contents of the Code of practice – proceedings of meetings 2015, the following is an alternative recommendation:

That the current Code of practice – proceedings of meetings 2011 remain in place until further consultation with elected members has been undertaken in a workshop to be held in early 2016 and a further report presented to Council.

Attachment 1



Code of Practice

Proceedings of meetings

2015

Code of practice - proceedings of meetings

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Code of practice - proceedings of meetings

Purpose

This Code of Practice is prepared and adopted in accordance with the *Local Government Act 1999*, and the *Local Government (Procedures at Meetings) Regulations 2013* and is to be observed by the elected members of the City of Onkaparinga.

In developing this Code of practice the 'Guiding Principles' (Regulation 4), as set out below, are to be applied and observed at all Council and Council Committee meetings. All meeting procedures should:

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

The agenda for all meetings will include a balanced content of reports, presentations and deputations. Elected members will undertake to be fully prepared and aware of the content of each meeting agenda.

This Code of practice should be read in conjunction with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and the Code of Conduct for Council Members and has been developed to guide members in determining an appropriate course of action and behaviour whilst at meetings.

Part 1 – Council and meeting structures

1.1 Composition

1.1.1 Composition of Council

The Council consists of the Principal Member (Mayor) and 20 councillors. Four councillors represent each of its five Wards: Knox Ward, Mid South Coast Ward, Pimpala Ward, Wine Coast Ward and Thalassa Ward.

1.1.2 Composition of Council Committees

Council appoints Committees under Section 41 of the *Local Government Act 1999*. Council Committees are appointed periodically and have their own Terms of Reference.

1.2 Decisions of Council

Council's decision making processes are controlled by the Local Government Act 1999 and the *Local Government (Procedures at Meetings) Regulations 2013*.

The Council or Council Committee cannot make decisions except by resolution. In the meeting a motion is moved, seconded and debated by the members present. Once debated, the Chair puts the motion to a vote and if carried by a majority of votes, it becomes a resolution of the meeting. Resolutions of the Council are implemented by the Chief Executive Officer (CEO).

1.3 Formal and informal meetings

1.3.1 Ordinary meetings of Council

Council meetings will normally be held in the Council Chamber, Civic Centre, Ramsay Place, Noarlunga Centre every three weeks on a Tuesday, commencing at 7pm.

Council may resolve to alter the timing of meetings held during December and January to accommodate the public holidays that take place over the Christmas and New Year period.

1.3.2 Special meetings of Council

Special meetings of Council may be held at any time. At least four hours' notice is required for a Special meeting of Council.

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A request for a Special meeting must be made to the CEO. The request may be made by:

- the Presiding Member of the Council, or
- at least three elected members of the Council, or
- a Council Committee at which three members of the Council vote in favour of making the request.

1.3.3 Ordinary meetings of Council Committees

Council currently convenes the following Committees:

Under Section 41 of the *Local Government Act 1999*:

- Audit, Risk, Value and Efficiency Committee
- Strategic Directions Committee (and Section 101A of the *Development Act 1993*)
- Community Relations Committee
- Chief Executive Officer Performance Management Committee
- Civic Awards Committee.

Under Section 56A of the *Development Act 1993*:

- Development Assessment Panel.

Under Section 71 of the *Development Act 1993*

- Building and Fire Safety Committee.

Council Committee meetings are normally held at the Noarlunga office, Ramsay Place, Noarlunga Centre.

The meetings are held in accordance with the meeting calendar on council's website.

1.3.4 Special meetings of Council Committees

Special meetings of Council Committees may be held at any time. At least four hours' notice is required for a Special meeting of a Council Committee.

A request for a Special meeting of a Council Committee must be made to the CEO. The request may be made by:

- the Presiding Member of the Council Committee, or
- at least two members of the Council Committee.

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1.3.5 Elected Member Sessions

Elected Member Sessions on a variety of topics relevant to the business of Council are arranged as necessary by the CEO.

The Elected Member Sessions will normally be held in the Civic Centre, Ramsay Place, Noarlunga Centre every third week on a Tuesday evening, commencing at 7pm. In addition, they may occasionally be scheduled following a Council meeting or Strategic Directions Committee meeting.

Elected Member Sessions are open to the public for observation, however there are times where they will be held exclusively for elected members where confidential information may be presented and/or discussed.

These 'informal gatherings' are not a decision making forum but rather an opportunity for members to obtain more detailed information than is possible in a formal meeting.

Members are provided with a notification within three days of the session which incorporates an outline of the matters for discussion.

On occasion the notification and accompanying documents may indicate to the elected members that information contained in the document is, or should be considered as, confidential.

A record of Elected Member Sessions conducted since the previous Ordinary meeting of Council will be included in the Mayor's report to Council.

Each Elected Member Session evening has a time allocation of three hours, commencing at 7pm and concluding at approximately 10pm, or prior. The agenda will consist of up to three Elected Member Sessions (of one hour's duration each) plus, where time permits, up to three 10 minute elected member discussion items and/or CEO, Directors Group discussion items.

Example of an Elected Member Session agenda

6-7pm	Light meal provided
7pm	Topic 1
8pm	Topic 2
9pm	Elected member discussion items / CEO, Directors Group department updates
Close	Supper

Facilitator

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The CEO or relevant Director will act as the facilitator at Elected Member Sessions.

In some instances and where appropriate the Deputy Mayor will facilitate the Elected Member Session. The agenda will indicate when the Deputy Mayor is assigned as the facilitator.

Elected member, CEO and Directors Group discussion items

Discussion items put forward by elected members, the CEO or Directors Group for the agendas must be submitted to noms@onkaparinga.sa.gov.au.

Upon receipt of a discussion item the following process will be followed:

- The discussion item will be considered by the Mayor and the Manager Governance in accordance with the provisions of Questions on Notice. (Items must not be vague, irrelevant, insulting or improper).
- The urgency and timing of a discussion item will be considered when including the item on agendas.
- A register of discussion items will be kept by the Governance Section and the items will be scheduled on the agenda in the sequence they are received; subject to an urgency about a particular matter.
- Each discussion item will be normally allocated 10 minutes, however the facilitator may use his/her discretion to vary this according to the level of discussion or interest.
- A maximum of three discussion items will be included on each agenda.
- The person nominating a topic for discussion will be advised via an email as to the date that the item has been scheduled to occur.

1.3.6 Refreshments for meetings

A light meal will be provided for elected members and staff attending Council meetings, Council Committee meetings and Elected Member Sessions.

1.4 The Chair of meetings

1.4.1 Appointment of the Chair (Presiding Member)

When the Mayor is present at an Ordinary Council meeting, the Mayor must chair the meeting. In the absence of the Mayor the Deputy Mayor will chair the meeting. If the Deputy Mayor is not available an elected member of the Council is chosen by resolution by those present.

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The Chair and Deputy Chair of Council Committees are appointed by Council on an annual basis unless otherwise stated in the Committee's terms of reference.

1.4.2 Procedure for appointment of Deputy Mayor and Council Committee Chairperson

The method of voting for election of the Deputy Mayor and Chairperson of each Council Committee will be by secret ballot of elected members.

The Mayor is to call for nominations to appoint members to Council Committees and/or Deputy Mayor. They do not have to be in writing nor do they have to be seconded.

If there are more nominations than positions a ballot will be conducted.

Those nominating for Deputy Mayor are afforded the opportunity to make a two minute presentation to the Chamber in support of their nomination.

- All elected members (including the Mayor) indicate which member(s) they wish to vote for on the ballot paper. It is not a conflict of interest to vote for yourself if you have been nominated.
- A senior officer collects the ballot papers and conducts the count.
- The Chief Executive Officer confirms the vote count and reports the numbers to the Mayor.
- In the event of two candidates being nominated for the position, the method of counting will be first past the post majority vote.
- In the case of a tied ballot, elected members are to cast a further vote for their preferred candidate from the candidates who are tied. In the event that a revote cannot determine a clear winner (there is a continuing tie), then lots must be drawn by the Chief Executive Officer to determine which candidate(s) will be excluded. The name of the candidate(s) withdrawn will be the one(s) excluded from the ballot.
- The Mayor will then announce the successful candidate.
- The meeting will then make the appointment by resolution.

1.4.3 The role of the Chair (Presiding Member)

The Presiding Member has a duty to be fair and impartial to all in a meeting, must maintain order and ensure that the processes of the meeting adhere to this Code, the

Code of practice - proceedings of meetings

Local Government Act 1999, Local Government (Procedures at Meetings) Regulations 2013 and Council's Elected member code of conduct.

For both motions and amendments the Presiding Member should note the mover, seconder and speakers in the debate.

It is Council practice to present motions without notice in writing to the Presiding Member with a duplicate for the Governance Officer. (A duplicate book is supplied to all members in the Council Chamber.)

The Presiding Member may refuse to accept a motion without notice if the subject matter should be dealt with by a notice of motion or is beyond the power of the Council or Council Committee.

The Chair of a Council Committee (Presiding Member) shall present recommendations requiring a decision of Council in the form resolved by the Council Committee for consideration of the Council. The Chair of a Council Committee (Presiding Member) may move the motion of the Council Committee.

1.4.4 Addressing the Chair (Presiding Member)

The following forms of address should be used:

Description	Council meeting	Council Committee meeting
Mayor	Mayor and surname eg 'Mayor Green'	first name
Deputy Mayor (as Presiding Member)	Deputy Mayor and surname eg 'Deputy Mayor White'	first name
Chair (Presiding Member)		first name
Elected member	Councillor and surname eg 'Councillor Black'	first name
Staff member	salutation and last name eg 'Mr Gold'	salutation and last name

At Council and Strategic Directions Committee meetings elected members will indicate their wish to speak by engaging the personal address system. The indicator light will provide the Presiding Member with the order of speaking. At all other Council Committee meetings, members will indicate their wish to speak by raising their hand.

All speakers must address the Presiding Member ('through the Chair').

1.5 Attendance at meetings, apologies and leave of absence

Member attendance at meetings is recorded formally in the minutes of each meeting and is reported to parliament annually through the annual report.

1.5.1 Notice of meeting

Members will be advised of meetings of Council and Council Committees (of which they are a member) by a Notice of Meeting, usually included with the agenda.

The Notice of Meeting is sent at least three clear days prior to the date of a Council or Council Committee meeting or, in the case of a special meeting, at least four hours' before the commencement of the meeting.

The Notice of Meeting advises the name, date, time, venue and contact details for apologies. It is signed by the CEO and also provides an acknowledgement that the meeting is being held on Kurna land.

1.5.2 Attendance at meetings

Members will be advised of meetings of Council and Council Committees (of which they are a member) by a notice of meeting.

All members will be invited to Elected Member Sessions via a notification.

Outlook appointments and SMS reminders will also be sent to members for Council meetings, Council Committee meetings and Elected Member Sessions.

Council periodically considers its decision making structure including the membership of Council Committees. Ex officio membership is also considered during this review.

Elected members who are not members of a particular Council Committee may attend as observers unless the committee passes a resolution allowing them to participate in discussion on a particular agenda item, taking into account that observing members have no voting entitlements.

1.5.3 Attendance at Council Committee meetings via electronic means

Upon agreement from the Presiding Member of a Council Committee approval may be granted for a Council Committee member to take part in the meeting and voting via telephone or other electronic means approved in accordance with the Council Committee's Terms of Reference determined by the Council or Council Committee for the purposes of section 89 of the *Local Government Act 1999*.

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1.5.4 Leave of absence

If an elected member intends being absent for more than three consecutive ordinary Council meetings in a three-month period, he/she should seek a 'leave of absence' from the meeting.

An elected member may seek permission of the Council for a 'leave of absence' during the agenda item 'leave of absence'. Notice of an intention to seek a 'leave of absence' can also be provided in advance to the Governance Section for inclusion in the Council agenda.

1.5.5 Apologies

Apologies for non-attendance at a Council or Council Committee meeting should be forwarded to the CEO (or the Governance Section contact provided on the Notice of Meeting) before the time of the meeting and will be recorded in the minutes.

1.5.6 Non-attendance at meetings

A member who does not attend a Council or Council Committee meeting, without the benefit of a formal leave of absence or an apology, will be recorded in the minutes as absent.

Part 2 – Appropriate meeting conduct

2.1 General conduct for persons at a meeting

During meetings, those present should:

- be respectful in their language and behaviour
- show respect to the meeting and other people present
- be appropriately attired
- switch off any mobile telephones, unless permission has been sought from the Presiding Member, eg for security or emergency requirements
- not consume food in the Council Chamber.

2.2 Elected member conduct Regulation 29

Elected members are required to abide by the Code of Conduct for Council Members.

Regulation 29 of the *Local Government (Procedures at Meetings) Regulations 2013* sets out that members must not during a meeting:

- behave in an improper or disorderly manner
- cause an interruption or interrupt another member who is speaking. (This does not apply to calling a point of order, drawing attention to want of a quorum or objecting to words used by the speaking member.)

If the Presiding Member considers that a member may have contravened this conduct requirement:

- the member must be allowed to make a personal explanation
- the member must then leave the meeting while the matter is considered by the meeting.

Upon consideration of the matter, the remaining members may resolve that a contravention of the required conduct has occurred. The members may resolve to:

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

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Refusal to leave the meeting or entering a meeting in contravention of a suspension is an offence which attracts a maximum penalty of \$1,250.

During meetings members should also:

- use the public address system during Council meetings and speak clearly for the benefit of the gallery
- limit the amount of distracting activities such as passing of notes, speaking to other elected members etc
- stand (unless not able to) to address the Presiding Member at a Council meeting (may remain seated at a Council Committee meeting).

2.3 Staff conduct

Staff are expected to abide by the principles of the City of Onkaparinga's Code of conduct for staff.

During meetings staff should also:

- respond to questions from the floor at the request of the Presiding Member
- acknowledge the Presiding Member before speaking.

2.4 Conduct for members of the public Regulation 30

As per Regulation 30 of the *Local Government (Procedures at Meetings) Regulations 2013* members of the public attending a meeting must not behave in a disorderly manner or cause an interruption. Contravention of Regulation 30 is an offence which attracts a maximum penalty of \$500.

Members of the public may display placards in a quiet and orderly manner during meetings. The Presiding Member may request the removal of members of the public who are behaving in a disorderly manner and disrupting the meeting (this may include the waving of placards).

Section 95 of the *Local Government Act 1999* states that a person who intentionally obstructs or hinders proceedings at a meeting is guilty of an offence.

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2.5 Declaration of Interest

2.5.1 Members

It is a member's responsibility to make sure they are aware of and understand the provisions of Sections 73, 74, 75 and 75A of the *Local Government Act 1999* in relation to a material, actual or perceived conflict of interest.

A member who has an interest in a matter before the Council must verbally disclose the interest to the appropriate meeting and on each occasion that the item is debated.

A conflict of interest form is included with each Council agenda for members' use. Members are requested to fill in the form prior to the meeting, including an explanation on how they intend to deal with the conflict. The form must be provided to the Governance Officer to allow for accurate recording of declarations. This practice will limit unnecessary delays during the meeting.

A disclosure made at a Council meeting will be recorded in the minutes, including the details of whether the member remained in the meeting, and the manner in which all members voted.

If a member wishes to seek advice about a possible conflict of interest before a meeting they should contact the CEO or the Manager Governance. If necessary, staff will refer the matter to the council's lawyers for advice.

2.5.2 Staff members

It is a staff member's responsibility to make sure they are aware of and understand the provisions of Section 120 of the *Local Government Act 1999* in relation to conflict of interest.

Consideration by the Council of a conflict of interest declared by the CEO must occur during a meeting open to the public.

A staff member (who has declared a conflict of interest to the CEO) who remains entitled to act in the matter, when providing advice or making recommendations to a meeting on the matter must also disclose the relevant interest to the meeting.

Part 3 – Our community accessing meetings

3.1 Public access

3.1.1 Access to meetings and documents

Council and Council Committee meetings are open to the public and attendance is encouraged. A calendar of meeting dates for the current year, agendas and minutes are displayed on Council's website at www.onkaparingacity.com.

3.1.2 Excluding public access to meetings and documents

The Council or a Council Committee may order that the public be excluded from attendance at a meeting or part of a meeting.

For further detail on the circumstances in which Council may prevent access to a meeting or documents please refer to Council's Code of practice – access to meetings and documents.

Confidential items are scheduled toward the end of the agenda to minimise disruption to the meeting and the public gallery.

When a resolution is passed to consider an item in confidence:

- members of the public gallery shall be asked to leave the meeting room and move to a location where the meeting cannot be overheard or viewed
- the doors of the meeting room are closed.

Once the item has been considered, the meeting is reopened and the public invited to return.

All confidential items are printed on gold paper and clearly identified as confidential. Members who wish to retain confidential papers for reference are required to keep them in a secure location. Confidential papers can alternatively be returned to the Governance Officer directly after the meeting or members can dispose of them in the confidential bins provided in the Council Chamber.

3.1.3 Recording devices or cameras at meetings

Any person wishing to use a recording device or camera (tape, video or photography) at a meeting of Council or a Council Committee must seek (in writing) permission from the CEO at least five clear days prior to the meeting. Members will be advised in advance

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when the CEO (in consultation with the Presiding Member) has granted permission for the recording of a meeting.

The Presiding Member may adjourn a meeting to stop unapproved recordings or photography of a meeting in circumstances where it is hindering or interfering with the proceedings of the meeting.

3.2 Providing opportunities for the public to engage with the Council in making decisions

Various opportunities are provided to allow members of the public to present their views to Council or Council Committees when they are considering items of interest to the community.

3.2.1 Petitions Regulation 10

A petition is a formal submission to the Council signed by residents. Typically, a petition draws the attention of Council to a particular matter or asks the Council to consider making a particular decision.

Petitions can be submitted in either hard copy or via an electronic online petition.

Hard copy petitions should:

- be addressed to the Council
- clearly state the request or submission of the petitioners
- be legibly written or printed
- be delivered to the Principal Office of the Council.

Electronic online petitions must meet the following requirements:

- the petition must include the name and address of the supporters of the petition
- the petition must clearly set out the request or submission for the petitioners
- the petition must be directed to Council either by mail, fax, attached as documents and emailed or link emailed to mail@onkaparinga.sa.gov.au

Petitions received in the correct form will be placed on the agenda for the next ordinary Council meeting in accordance with the *Local Government (Procedures at Meetings) Regulations 2013*. A summary of the first two pages only will be provided to Council as an attachment to an initial report which sets out the request or submission of the petitioners.

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Petitions received addressing development applications will be referred for the information of the Development Assessment Panel.

Requests for a petition to be withdrawn will be accepted from the Head Petitioner only.

A suggested format for petitions is available on council's website. When petitions are received that do not meet these requirements the Head Petitioner may be contacted by staff to clarify intent and to assist in processing.

The petition should include the name, address and normal signature of each person who has signed the petition. The petition will be reviewed by staff for errors, duplicate names and invalid entries.

3.2.2 Deputations Regulation 11

A deputation may be made by a person or group who wish to appear personally before a Council or Council Committee meeting in order to speak on a particular matter. Each deputation is allocated a 10 minute time limit in which to address the meeting. The Presiding Member will invite members to ask questions after the deputation.

A person wishing to appear as a deputation must deliver a written request to the Principal Office of the Council. A Request for Deputation form is available on council's website at www.onkaparingacity.com. The request must be received by 5pm on the day prior to the meeting at which the deputation wishes to appear. Any request for a deputation received after this time will be treated as a request to appear at the next meeting.

Upon receipt of a deputation request the following process will be followed:

- The CEO will advise the Presiding Member of the receipt of a deputation request.
- The Presiding Member will consider the request and advise the CEO of acceptance or refusal of the request.
- The CEO will advise the requestor in writing of the acceptance of their deputation request (including the details of the date, time, location of the meeting and the length of time allocated for the deputation). Or the CEO will advise the requestor in writing if their deputation request has been refused.

If refused, the Presiding Member must report the decision to the next meeting. The meeting may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.

Code of practice - proceedings of meetings

Where there are multiple requests for a deputation on the same issue, the Presiding Member or the CEO may initiate negotiations with the requesting parties to reduce the number of deputation requests. During this negotiation the number of requests 'for' and 'against' the issue may be considered.

The Presiding Member may refer the hearing of a deputation to the relevant Council Committee unless the person seeking the deputation has specifically requested to be heard at a Council meeting.

The request for a deputation may also be deferred to a relevant meeting of Council at which the matter is scheduled on the agenda.

Where possible, staff will notify members of late requests for deputations.

The name of the person(s) making the deputation and a description of the subject matter will be recorded in the minutes of the Council or Council Committee meeting but the details of the content of the deputation will not be included.

3.2.3 Statutory representations

Several pieces of legislation provide the opportunity for members of the public to make written and/or verbal representations to the Council, for example:

- Section 14 of the *Roads (Opening and Closing) Act 1991*.
- Section 12 of the *Local Government Act 1999* – Representation Review.

Each statutory representation is allocated a 10 minute time limit in which to address the meeting. Members will be invited to ask questions after the representation.

3.2.4 Presentations

Presentations provide an opportunity for council officers, community groups, organisations or members of the public to provide a meeting with information relevant to a matter currently under consideration.

Presentations are approved for inclusion in the agenda by the CEO. Late requests for presentations will be approved by the CEO in consultation with the Presiding Member.

The duration of the presentation is at the discretion of the Presiding Member. Members will be invited to ask questions after the presentation.

The number of presentations will generally be limited to one per meeting but is at the discretion of the Presiding Member.

Code of practice - proceedings of meetings

The CEO may direct presentations on complex issues be conducted at Elected Member Sessions or Special Council meetings.

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Part 4 – Meeting practices

4.1 Agenda

4.1.1 Order of business

All items on the agenda should be given equal consideration and importance to ensure informed decision making.

The Presiding Member may bring forward items for debate and resolution where for example:

- a large gallery is present for the item
- contractors or consultants are present to make presentations.

The Council or Council Committee may also, by resolution, amend the order of business as set out in the agenda.

The current order of business is:

1. Opening of meeting
2. Confirmation of minutes
3. Adjourned business
4. Leave of absence
5. Mayor's communication
6. Presentations
7. Deputations
8. Council committees
9. Reports of officers
10. Nominations to external bodies
11. Questions on notice
12. Motions on notice
13. Petitions
14. Urgent business
15. Confidential items
16. Closure

Code of practice - proceedings of meetings

4.1.2 Reports of officers

Each Council and Council Committee agenda includes an item for reports of officers. All reports include a recommendation(s), these recommendations are not a resolution, they have no status until moved and seconded by the meeting.

Members may reject the report recommendation altogether and move a new motion.

Authors of reports will ensure that:

- reports contain recommendations which are complete statements and which may form part or all of a resolution able to be adopted at the meeting
- recommendations are outcome orientated providing clear direction
- requirements such as signing and sealing of documents and the appropriate delegations and authorisation are clearly identified.

When a recommendation in a report refers to another document, where appropriate, the complete name of the document and hyperlink to the document will be included or the document or an extract will be attached to the report.

If a recommendation has several parts a member may request the Presiding Member to handle one or all parts as separate motions.

Where information is to be provided to Council, and a decision of Council is not required, the information can be provided to Council via Weekly News.

4.1.3 Urgent business

The use of 'urgent business' during a meeting is for the purpose of raising a matter of urgency that was not present at the time of the agenda preparation. The raising of new matters in urgent business is not encouraged due to the lack of public notification and transparency.

Members intending to raise items in urgent business should provide the information to the Presiding Member and the CEO prior to the meeting.

4.2 Record of Meetings

4.2.1 Minutes Regulation 8

Minutes are a formal record of decisions made at Council and Council Committee meetings. They are not a transcript of the meeting.

The minutes of a meeting should include:

Code of practice - proceedings of meetings

- the names of the members present at the meeting
- the names of directors present and any staff presenting reports present at the meeting
- the time of commencement of the meeting
- the names of apologies, leave of absence and absent members
- the time and the point in proceedings at which a member entered, left or re-entered the meeting
- each motion or amendment and the names of the mover and seconder
- any variation, alteration or withdrawal of a motion or amendment
- whether a motion or amendment is carried or lost
- any disclosure of interest made by an member
- an account of any personal explanation given by an member
- details of the making of any confidential order
- details of any adjournment of business
- a record of any request for documents to be tabled at the meeting
- a record of any documents tabled at the meeting
- description of any oral briefing given to the meeting on a matter of council business
- the time of closing of the meeting
- other matters may be recorded if requested by the meeting.

The minutes of Council and Council Committee meetings will not include voting patterns other than divisions.

Where resolutions include amendments to documents, they should, where possible, record the details of those amendments in the wording of the resolution.

Personal explanations by members require the leave of the meeting and are recorded in the minutes.

The minutes of Council Committee meetings are placed on the next available Council agenda in accordance with the Council Committee terms of reference. An accompanying report highlighting matters for Council to note and/or adopt is also included.

4.3 Meeting quorum, opening, interruptions, departure and closure

4.3.1 Quorum

The quorum for a meeting is ascertained by dividing the total number of members by 2, ignoring any fraction resulting from the division and adding 1.

The Presiding Member is included in the count at the time of the meeting.

If a quorum is not present 30 minutes after the meeting's notified commencement time the Presiding Member will adjourn the meeting to a specified day and time.

If the number of apologies received by the CEO before the meeting indicate that a quorum will not be present, the CEO may adjourn the meeting to a specified day and time.

If a quorum is lost because a member cannot participate in a particular matter pursuant to Section 74 of the *Local Government Act 1999* (disclosure of interest), the matter must be adjourned (so that the remainder of the meeting may proceed).

If a meeting is adjourned for want of a quorum, the CEO will record in the minutes the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.

4.3.2 Commencement

Meetings will commence as soon after the time specified in the notice of meeting as a quorum is present.

4.3.3 Pledge

Each Council meeting is opened by a 'pledge' which is delivered by a member of Council. The 'pledge' is to be reviewed and adopted by Council at least once in each term of Council.

4.3.4 Leaving a meeting

A member who leaves a meeting should indicate this to the Presiding Member by standing, facing the Presiding Member and making eye contact before leaving. This will also allow the Governance Officer to note the absence.

Code of practice - proceedings of meetings

4.3.5 Breaks

At the conclusion of each two hour period the Presiding Member may, with leave of the meeting, adjourn the meeting for a 10-15 minute break. Alternatively any member may move to adjourn the meeting at an appropriate time for a 10-15 minute break.

4.3.6 Short term suspension of proceedings Regulation 20

If the Presiding Member considers that a meeting would benefit from suspending its operation for a period of time in order to allow or facilitate informal discussions, the Presiding Member may suspend operation of the meeting, with the approval of at least two thirds of the members present.

The minutes must record the period of and reasons for any suspension.

A quorum must be maintained during the suspension.

No motions may be moved, seconded, amended or voted on, other than a motion that the suspension should be brought to an end. The period of suspension comes to an end when the Presiding Member determines or at least two thirds of the members present resolve that the suspension be brought to an end.

Council and Council Committee meetings may be suspended for the operation of a 'Elected Member Session' relevant to the purpose and decision making processes of the meeting.

When known in advance, a notice of the suspension will be included in the meeting agenda.

4.3.7 Adjournment of meetings or items of business Regulation 19

Business may be adjourned by a formal motion. An adjournment may either be to a later hour of the same day, to another day, or to another place. A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

If a meeting is adjourned to another day, the CEO must:

- give notice of the adjourned meeting to each member setting out the date, time and place of the meeting
- give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

Code of practice - proceedings of meetings

Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting. On resumption of adjourned business, the debate will continue from the point at which it was adjourned.

A meeting may be adjourned because a quorum was not present or was lost during a meeting.

4.3.8 Deferring an item

Discretionary provision - Regulation 19

Where further information on an item is required to assist with the decision making process, rather than adjourning the item of business a resolution should be passed requesting that the item be deferred and a further report be presented with additional information. This would allow for the item to be considered with any new information in the additional report, rather than at the commencement of the next meeting.

4.3.9 Closure of meetings

Council and Council Committee meetings will finish at the discretion of the Presiding Member and agreement of members present.

4.5 Tabling of information Regulation 18

A member may require the CEO to table any documents of the Council relating to a motion that is before a meeting. The CEO must then table the documents within a reasonable time, or at a time determined by the Presiding Member after taking into account the wishes of the meeting.

If the member who has made the request is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote.

Requests for the tabling of information must be reasonable and:

- accurately specify the document(s) being sought to enable them to be identified and located
- establish the relevance of the document(s) to the motion that is before the meeting.

If a member is unable to satisfy these criteria, the Presiding Member will be acting within their power to refuse to accede to the request to defer the vote on the motion.

Code of practice - proceedings of meetings

4.6 Personal explanations by members

A personal explanation may be offered by a member with the leave of the meeting. Once given, the subject matter of a personal explanation may not be debated.

Personal explanations must be provided to the Presiding Member in writing prior to the meeting. A copy of the personal explanation will be recorded in the minutes.

Personal explanations should not be made in relation to personal grievances with other members, staff or members of the community. Council may choose to move into confidence by resolution when considering personal explanations.

4.7 Points of order Regulation 28

A point of order takes precedence over all other business of a meeting once called.

The Presiding Member may 'call to order' a member who is in breach of the *Local Government Act 1999* or the *Local Government (Procedures at Meetings) Regulations 2013*. Any member may call a 'point of order' to draw the Presiding Member's attention to an alleged breach and must briefly state the nature of the breach. The Presiding Member will rule on a point of order.

If elected members object to the ruling of the Presiding Member, a motion 'that the ruling not be agreed with' must be moved immediately. The Presiding Member is entitled to make a statement in support of the ruling before the motion is put to the vote. If the motion is carried, the ruling has no effect and the point of order is annulled.

4.8 Questions

4.8.1 Informal questions – pre-meeting process

Members are encouraged to contact staff report authors prior to meetings to clarify matters appearing on the agenda. The preferred method of contact is email. All emails should include a copy to the relevant manager and all members.

Requests for responses to informal questions must be received no later than 5pm on the day prior to the meeting and before 12 noon on the day of a meeting when the meeting is held after a public holiday.

A response to the query will be provided via email to all members. The relevant report author will update the meeting that informal questions have been received and provide a brief summary of the responses. Hard copies of the question and response will be provided for each member at the meeting.

Code of practice - proceedings of meetings

When staff consider that the number of informal questions has resulted in significant additional reading, notification will be sent to members' nominated mobile telephones via text message.

A copy of any informal questions and their response (non-confidential report items only) will be attached to the public agenda in the gallery.

4.8.2 Questions on notice

A question on notice:

- must be received by the CEO at least 5 clear days before the meeting
- is to be submitted to the CEO using the following email address:
noms@onkaparinga.sa.gov.au
- may be ruled by the Presiding Member that a question with or without notice not be answered if it is vague, irrelevant, insulting or improper
- will be placed on the agenda and, if time permits, an answer will be provided in the agenda by the relevant officer
- will be entered in the minutes with the reply.

Elected members intending to put forward a question on notice should consider the following prior to submitting:

- the question should generally relate to an operational, strategic or policy matter of the Council
- relevance to current agenda – is there a decision to be made on this agenda?
- extensive questions requiring research/resourcing to develop the response should be brought to the Chamber in the form of a notice of motion for a report, to ensure the whole of Council is in agreement to the resource request
- consideration should be given to previous information already supplied on the topic.

4.8.3 Questions without notice

Members may ask questions without notice at a meeting. Questions should be concise and not used as a means to extend debate.

Questions are to be directed to the Presiding Member who will determine how the question will be answered. The Presiding Member may rule that the reply be provided to the next meeting.

Code of practice - proceedings of meetings

If a staff member is unable to answer a question without notice, a response will subsequently be provided to all elected members via Weekly News and/or email.

A question without notice and the reply will not be entered in the minutes unless the members present at the meeting resolve that an entry should be made.

4.9 Motions Regulations 12, 13 & 14

A motion is a formal proposal and usually results in an action. They should be worded clearly and unambiguously.

A motion, once moved, lapses if it is not seconded at the appropriate time.

The Presiding Member may refuse to accept a motion if the subject matter is (in his/her opinion) beyond the powers of the Council or Council Committee.

4.9.1 Notice of Motion

Members may bring forward any business in the form of a written notice of motion.

A notice of motion requires written notice from the member to the CEO at least 5 clear days before the date of the meeting at which the motion is to be moved.

A notice of motion is to be submitted to the CEO using the following email address: noms@onkaparinga.sa.gov.au.

The distribution of any supporting material to the notice of motion is to be managed by the elected member who submitted the motion.

The CEO, where practicable, may provide information on the agenda regarding the notice of motion.

Notices of motion will be dealt with whether or not the member who submitted it is present at the meeting. The meeting may resolve to defer consideration of the notice of motion until the member is present.

4.9.2 Motions without notice

A motion without notice may be presented during the item 'urgent business' at a meeting, at the discretion of the Presiding Member.

It is Council practice to present motions without notice in writing to the Presiding Member with a duplicate for the Governance Officer. (A duplicate book is supplied to all members in the Council Chamber).

Code of practice - proceedings of meetings

The Presiding Member may refuse to accept a motion without notice if they consider that the motion should be dealt with as a written notice of motion or is beyond the power of the Council or Council Committee.

4.9.3 Formal motions

Formal motions are procedural and if carried either interrupt debate or adjourn the business. A formal motion can only be moved if there is a motion that has been moved and seconded. If moved and seconded, a formal motion takes precedence and must be put to the meeting without discussion (discussion is allowed for adjournment – only in relation to the details for resumption).

A 'formal motion' is a motion that:

- **the meeting proceed to the next item of business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses
- **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the Presiding Member without further debate
- **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate will, on resumption, continue from the point of interruption)

Items of business that are 'laid on the table' require a resolution of Council to be lifted from the table.

Any question lying on the table will lapse at the next general election. The CEO must report on each question that lapses to the Council at its first ordinary meeting after the general election.

- **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate will, on resumption, continue from the point at which it was adjourned

If a formal motion to adjourn is carried the debate will, on resumption, continue from the point at which it was adjourned.

Code of practice - proceedings of meetings

It is the responsibility of the Presiding Member to record who has spoken in debate.

Items of business that are adjourned must be recorded with a reason for the adjournment and a trigger of either a date or a set of circumstances for resumption. Staff will list the item on a council meeting agenda when the date or set of circumstances is reached.

- **the meeting be adjourned, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business**

A formal motion is not an amendment to a substantive motion.

When members contemplate moving a formal motion, it is Council practice to provide the current speaking member the opportunity to finish their address.

If a formal motion is lost, at least one member must make a contribution to the debate on the substantive motion before another formal motion can be moved.

Only members who have not already spoken in the debate on a question may move a formal motion. The motion may be seconded by any member (whether they have spoken or not).

4.9.4 Speaking to motions

The contribution of members must be relevant to the subject matter of the debate.

Discretionary provision - Regulation 12(9)

A member seconding a motion may speak to the motion at the time of seconding the motion or they may reserve their right to speak later in the debate by indicating this intention to the Presiding Member.

The mover of the motion must not commence their address until a seconder is identified.

A member may only speak once to a motion except:

- to provide an explanation, but not to introduce any new matter
- with leave of the meeting
- as the mover in reply ('closing debate').

Code of practice - proceedings of meetings

The member who moved the motion may 'close the debate' by replying to those who have spoken to the motion. The reply should not introduce new material to the debate. After that right is exercised, the debate is closed and the motion must be put.

Discretionary provision – Regulation 15(1)

A member must not speak longer than four (4) minutes at any one time without leave of the meeting.

When a member requests leave of the meeting for an extension to this time limit, the question is put to the meeting, if the majority vote in favour, leave is granted.

A member may ask a question prior to the moving of a motion or during debate on a motion (or an amendment) for clarification purposes only, without losing their right to speak to the motion (or an amendment).

4.9.5 Amendments to motions

An amendment to a motion is an alteration to the wording of a motion - it is not a motion in its own right. The amendment should neither substantially change the intent of the motion nor contradict it ('a direct negative'). An amendment which goes beyond this is not an amendment and must be rejected by the Presiding Member.

A member who has spoken to a motion may not during the debate move or second an amendment to the motion.

An amendment will lapse if it is not seconded at the appropriate time.

A member who moves or seconds an amendment will, in so doing, be taken to have spoken to the motion to which the amendment relates (whether or not they speak).

If an amendment is either lost or carried, only one further amendment may be moved to the original motion.

The mover of an amendment does not have the right of reply before the amendment is voted upon.

A division cannot be called on an amendment. A division can be called once the amendment becomes the motion.

4.9.6 Variations to amendments and motions

The mover of a motion or amendment, with leave of the seconder, may vary, alter or withdraw the amendment or motion (with the leave of the meeting).

Code of practice - proceedings of meetings

The Presiding Member must immediately put the question for leave to be granted and no debate will be allowed on that question.

4.9.7 Motion to revoke or amend a decision

A motion to revoke or amend a decision is a motion which, if carried, would revoke or amend a resolution passed since the last general election of the Council.

The motion must be brought forward by written notice of motion and will be treated in the same manner as any other notice of motion.

Prior to listing a motion to revoke or amend a decision on the agenda, the CEO will give consideration to whether or not the decision is capable of revocation. The Council may be stopped from revoking decisions that have already been officially communicated and acted upon.

If a motion to revoke or amend a decision is put to the meeting and lost, a notice to the same effect cannot be brought again for a 12 month period or until after the next general election, whichever is the sooner.

4.9.8 CEO recommendation to revoke or amend a decision Regulation 21

The CEO may submit a report recommending the revocation or amendment of any resolution passed since the last general election. The CEO must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.

4.10 Rules on voting Regulations 16 & 17

4.10.1 Voting

A question (motion, amendment, leave, etc) arising for a decision at a meeting is decided by a majority of votes cast by the members present at the meeting and entitled to a vote.

Any member may request that the CEO reads out the motion before a vote is taken.

The Presiding Member will ask for the votes of those members in favour of the question and then for votes of those members against the question and will then declare the outcome (carried, lost or tied).

A member who is not in his or her seat is not permitted to vote, unless participating in a Council Committee meeting via electronic means in line with the Terms of Reference for that Council Committee and with the Presiding Member's approval.

Code of practice - proceedings of meetings

When voting, members must raise their hand in an indicative manner. Each member of Council or Council Committees present at a meeting must vote. Members are not entitled to abstain from voting.

4.10.2 Presiding Member's voting entitlement

Presiding Member of a meeting	Casting vote ¹	Deliberative vote ²
Council meeting	✓	✗
Council Committee meeting	✗	✓

¹A casting vote is exercised by a Presiding Member if a vote is tied.

²A deliberative vote is the normal vote cast by all members in the meeting when a question is put.

4.10.3 Tied votes

Council meetings:

When a vote on a **motion** is tied at a Council meeting, the Presiding Member has the casting vote.

When a vote on an **amendment** is tied at a Council meeting, the amendment lapses (and that amendment (or the intent thereof) cannot be put again).

Council Committee meetings:

When a vote on a **motion** is tied at a Committee meeting, the Presiding Member will declare that the result of the vote was tied. The Presiding Member will then call for the matter to be voted upon again. If the vote is again tied, the Presiding Member will advise the meeting that as a result of the tied vote the matter will be referred to the Council for determination.

When a vote on an **amendment** is tied at a Committee meeting the Presiding Member will declare that the result of the vote was tied. The Presiding Member will then call for the amendment to be voted upon again. If the vote again is tied the Presiding Member will advise the meeting that as a result of the tied vote the **amendment** will lapse (in accordance with Council Policy).

4.10.4 Divisions

A division is a new vote on the question which requires that members voting in the affirmative stand in their places whilst those voting in the negative remain seated. The minutes will record the names of each member, the way in which they voted and the result of the vote.

Code of practice - proceedings of meetings

A division will be taken at the request of any member.

Where a division is called it is taken immediately and the previous decision is set aside.

There is no obligation upon a member to vote in a division in the same manner that he/she voted on the immediately preceding decision.

If the meeting has moved on to the next agenda item, a division cannot be called.

A division cannot be called on an amendment. A division can be called once the amendment becomes the motion.

Part 5 – Governance

5.1 Legislative framework

The provisions for the conduct of meetings of Council and Council Committees meetings are prescribed by Chapter 6 of the *Local Government Act 1999* (the Act) and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations).

Section 86(8) of the *Local Government Act 1999* provides that the procedures at a meeting of the Council will be prescribed by regulation. If a procedure is not prescribed by regulation, it becomes a policy of the Council and must be recorded in a 'Code of Practice'. This document is prepared for this purpose.

5.2 Application of this code of practice

Council has resolved that parts 1–4 of the Regulations apply to all Council and Council Committee Meetings. Therefore, meeting practices described in this policy apply to both Council and Council Committee meetings; unless a Council Committee's terms of reference specifically state otherwise.

5.3 Availability of Code

This Code is available on Council's website www.onkaparingacity.com or a copy can be viewed at our Noarlunga office upon request.

5.4 Adoption and alteration of this code of practice (Regulation 6)

Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the Council pursuant to this regulation, then a Council may, by a resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the Council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision.

This Code, and any subsequent resolution to vary the practices contained herein, must be adopted by at least two-thirds of the members of the Council entitled to vote on the resolution.

Code of practice - proceedings of meetings

Any legislative changes and changes made to the decision making structure of Council will be made automatically. Council will be informed of any automatic changes via Weekly News.

A review of this Code will be conducted during each Council term.

Responsible officer(s)/department(s):	Manager Governance
Approving authority and date:	Endorsed by Council on 15 November 2011
Next review:	<ul style="list-style-type: none"> Any legislative changes will be made automatically. Council will be informed of any automatic changes via Weekly News. A review will be conducted during each Council term.
Date(s) of previous review(s):	<p>Amendment date(s)</p> <p>November 2004 December 2007 June 2008 7 October 2008 20 January 2009 17 November 2009 16 February 2010 7 December 2010 15 November 2011 30 April 2013</p> <p><i>Local Government (Procedures at Meetings) Regulations 2013</i> came into operation 1 January 2014. Code of Practice updated.</p> <p>December 2015</p>
ECM DSID:	<p>All adopted procedures must be registered in ECM</p> <p>894372 1137678 1435511 1711208 1971884 2581810</p>

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9.12 Council appointed elected member liaison to Sauerbier House Reference Group

This is a regular or standard report.

Manager:	Karyn Ryan, Manager Risk and Compliance (Acting)
Report Author:	Karen Ferry, Governance Officer
Contact Number:	8301 7228
Attachments:	1. Sauerbier House Reference Group Terms of Reference (1 page) 2. Sauerbier House Brief (1 page) 3. Sauerbier House Reference Group members (2 pages)

1. Purpose

The purpose of this report is to acknowledge receipt of a request from the Sauerbier House Reference Group (SHRG) seeking Council approval to appoint Cr Robyn Holtham as an elected member liaison.

2. Recommendation

That Council approve the appointment of Cr Robyn Holtham to act as a Council liaison to the Sauerbier House Reference Group until 30 March 2017.

3. Background

At the Council meeting of 3 March 2015, elected members were appointed to act as **liaisons to various organisation's boards, a committee or a group.**

On 2 September 2015 an email was received on behalf of the SHRG requesting Council approve and appoint Cr Robyn Holtham as their Council liaison.

The liaison role is structured such that elected members assist communication and **exchange of information between the Council and the organisation's board**, a committee or a group. The elected member is not appointed as a member of the **organisation's board**, a committee or a group, and as such does not have any voting rights when matters are brought before it for decision.

4. Financial Implications

Council's allowance, benefits and support procedure 2014 allows for travel expenses under Section 77(1)(b) of the *Local Government Act 1999*, to be reimbursed to elected members who are a Council appointed liaison.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Conflict of Interest	By nominating elected members in liaison roles rather than making formal appointments to the various external organisation's board, committee or groups , indemnify and conflict of interest risks for individual elected members are mitigated.

Opportunity	
Identify	Maximising the opportunity
Misconception of Council support to the external organisation	The intent and objectives of the role of a Council appointed liaison member is clearly defined in Council policy

6. Additional information

Sauerbier House in Port Noarlunga is a community facility offering an expanded arts programme in Port Noarlunga and the City of Onkaparinga. The house operates as a contemporary art centre, including artist-in-residence studios, gallery spaces, arts office and event facilities, whilst maintaining its heritage appeal.

The SHRG acts in an advisory capacity to aid council staff to create and sustain the **Sauerbier House's contemporary arts program**. The reference group also forms part of a selection panel, in conjunction with Arts Team members, to assist in the selecting of residential and exhibiting artists at Sauerbier House. The Terms of Reference for the SHRG can be found at attachment 1 to this agenda report.

SHRG have provided a 'Brief 2015-16' that can be viewed at attachment 2 to this agenda report, **that sets out the group's proposed program and use of the facility**. Information on the SHRG's members can be found at attachment 3 to this agenda report.



Sauerbier House
2015/16

Terms of reference

1. Role

The Sauerbier House Reference Group will act in an advisory capacity to aid council staff to create and sustain the House's contemporary arts program. The reference group will also form part of a selection panel, in conjunction with Arts Team members to assist in the selecting of residential and exhibiting artists at Sauerbier Art House.

2. Purpose of the group

The Reference Group will:

- identify key issues relating to the program and its cultural and artistic contribution to the City of Onkaparinga
- review the program annually to inform the future planning
- assess and advise on programing proposals (as appropriate and/or as required - currently twice yearly EOI assessment for 6 monthly programming)
- provide advice on artistic and cultural value of program elements, when required
- provide advice on proposals from external groups or individuals, when required.

3. Reference Group conduct

- The Reference Group will operate according to principles of mutual respect and confidentiality.

4. Reference Group role

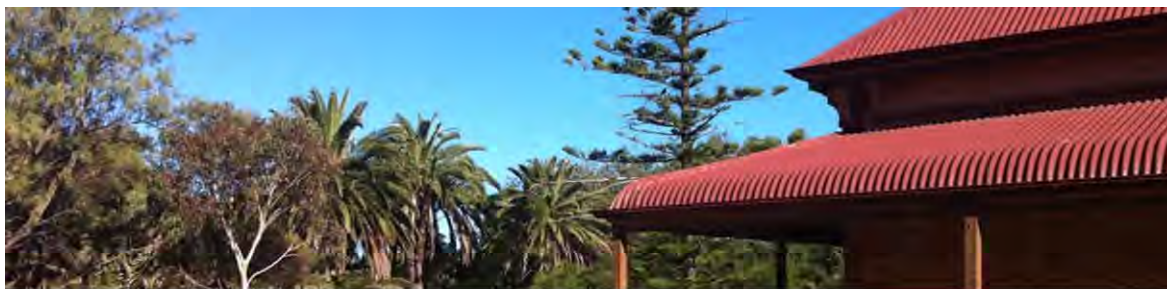
The role of the individual member is to:

- understand the strategic implications and outcomes of initiatives being pursued through project outputs
- appreciate the significance of the project for some or all major stakeholders and perhaps represent their interests
- be genuinely interested in the initiative and the outcomes being pursued in the project
- be an advocate for the project's outcomes
- have a broad understanding of programing issues and the approaches being adopted
- be committed to, and actively involved in, pursuing program outcomes

5. Membership

- the Elected Member will be appointed by Council as the Council liaison
- will be for 24m with the option to renew for a further 24m
- is at the discretion of the Team Leader; Arts and Inclusion

Attachment 2



SAUERBIER HOUSE

August 2015 – June 2016

BACKGROUND

Sauerbier House is a valuable community space currently being renewed in order to deliver an expanded Arts programme in Port Noarlunga and the City of Onkaparinga. Sauerbier House will operate as a contemporary art centre, whilst still maintaining its heritage appeal, and include artist-in-residence studios, gallery spaces, an arts office, and event facilities.

Visual arts activities at Sauerbier House will reflect current art practices, presenting a rolling program of local and non-local residency and exhibition opportunities. Artist talks and/or workshops will coincide with these opportunities. It is envisaged that writing (as an arts practice) will be an included offering.

Most importantly, the focus of Sauerbier House will be on the interactions between artists accessing the art centre and the environments and local cultural contexts surrounding the Sauerbier House. It will allow creative exchanges to take place between local and non-local artists, as well as with the communities of Port Noarlunga, City of Onkaparinga, and the Arts community, in addition to other visitors passing or entering the House.

Sauerbier House will be a centre for promoting and developing current visual arts practices, towards increasing and strengthening the creative cultural exchange in our City. Stewardship of Sauerbier House will occur via a reference group, with artist selection facilitated through an Expression of Interest process.

ARTIST IN RESIDENCE STUDIOS

Studio artists are here to work in residence with the local environment, cultures & communities, for 3 month periods. One studio will house a local artist; the second will house a non-local artist, possibly from interstate or overseas, with local accommodation to be provided for them.

Studio artists will be required to do at least 1 talk/workshop/community collaboration across their three month residency. Studio artists will have access to the Gallery space for one month of their residency (or may choose to share the space for two months collectively).

SAUERBIER HOUSE GALLERY

An additional artist/exhibition will be programmed for the Gallery for one month, four times a year, to coincide with the beginning of each residency period (as studio artists will not yet have made any work). Studio artists have access to the Gallery for exhibition use, for the remaining two months of each residency period.

TEMPORARY OUTDOOR ART GALLERY

The grounds around Sauerbier House will be activated by a monthly programme of temporary artworks, with a preference for site-specific/site-responsive works.

Future

As grounds are developed further, there will be increased potential for the running of arts and cultural events from the site. The small building alongside the villa will be used as a small meeting room, or for gallery storage. The stables are earmarked for artist workshop space (to be accessed by studio artists or booked by local artists) and the Lean-to building off stables seen as potential artist's storage space for materials.

Attachment 3

Sauerbier House Reference Group Members

Anton Hart

A professional artist and lecturer at Uni SA based in Adelaide who has an interest across experimental, cross-disciplinary and collaborative practices. This includes a wide spectrum of endeavours that explore extensive gallery exhibitions, public art commissions, curatorial projects and landscape/architectural collaborative design projects. Hart's work is found in major national public collections including the Art Gallery of South Australia, Artbank in Sydney, and the Royal Melbourne Institute of Technology. His work was included in the Art Gallery of South Australia survey exhibition, *Chemistry – Art in South Australia 1990 – 2000* and he in *Love Letter to China: Drawings by 35 Australian Artists* that toured China during 2003-4. Hart's work is currently included in a traveling survey exhibition of new Australian abstract painting entitled *Direction Now*.

Dr Paula Furby

Paula has broad experience in the visual arts and has worked as government advisor in the arts. She has a Ph.D in Australian Art History, has taught art history and theory at the University of Adelaide and Adelaide Central School of Art, curated exhibitions and served on the Works of Art Committee of the University of Adelaide. She is currently a member of the Carclew Youth Arts Board.

Dr Jared Thomas

Jared has worked in arts and education roles with organisations such as the Adelaide Fringe Festival, Tandanya National Aboriginal Cultural Institute, Arts SA, the Australia Council for the Arts, the University of Adelaide and the University of South Australia. He is an award winning writer of theatre and fiction.

Greg Mackie

Greg Mackie is a former indie bookseller and local government tragic who founded the Adelaide Festival of Ideas. With a lot of arts board experience under his belt in the 1990's, he went on to head up Arts SA from 2004-08. He was awarded a Medal for the Order of Australia for his contribution to the arts in 2002 and received the Dame Elizabeth Murdoch Cultural Leadership Award in 2007. Now a full-time consultant, Greg remains an active arts contributor, currently serving on the boards of Soundstream New Music Collective and the Ngeringa Arts Advisory Board. He chairs the board of Festival Fleurieu and inaugurated the Fleurieu Four Seasons Prize for Landscape Photography. In 2014 was appointed to the Major Performing Arts Panel of the Australia Council.

Elizabeth (Libby) Raupach OAM

Elizabeth organises art events at Coriole Winery including the annual Coriole Music Festival.

Elizabeth has served on a number of arts and education boards, including Windmill (Deputy Chair), Council for Humanities, Arts and Social Sciences (CHASS), Restless Dance Company (Chair), State Theatre of SA (Chair) and State Opera of SA (Chair).

Currently she is Deputy Chair of the Jam Factory and is Chair of the Fleurieu Art Foundation after chairing the 2011 Fleurieu Art Prize. She also chairs the Community Advisory Group of the Mount Lofty Ranges World Heritage Bid

She worked for ten years as a wardrobe supervisor and designer of costumes for many South Australian performing arts companies, including Australian Dance Theatre (ADT), Troupe Theatre and the Adelaide Festival Centre Trust. She also ran a business that designed and made clothing for people with disabilities and special needs.

From 1987 Elizabeth joined the Centre for the Performing Arts (CPA) as Head of Technical Production and in 1992 she became Head of School. From 2000 – 2008 Elizabeth was the Executive Director of the Helpmann Academy, an organisation that supports emerging artists and coordinates the activities of the tertiary visual and performing arts schools of SA.

In 2008 she received an Australia Day Award for service to the visual and performing arts, particularly in the areas of education, administration and training.

9.13 Elected member attendance at interstate conference

This is a regular or standard report.

Manager: Karyn Ryan, Manager Governance (Acting)

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments:

1. Elected member application form (1 page)
2. Conference program (10 pages)
3. Elected member conference attendance record (4 pages)

1. Purpose

Council is required to approve the attendance of elected members wishing to attend a conference interstate and/or where the total cost is over \$1,000. Cr Jamieson has indicated he wishes to attend the 2016 Australian Coastal Councils Conference at the Gary Holland Community Centre in Rockingham, WA on 4-6 May 2016.

2. Recommendation

That Council approve the attendance and associated costs as detailed in this report as per the Elected member allowance, benefits and support procedure 2014 for Cr Jamieson to attend the 2016 Australian Coastal Councils Conference at the Gary Holland Community Centre in Rockingham, WA on 4-6 May 2016.

3. Background

The Elected member allowance, benefits and support procedure 2014 adopted by Council on 9 December 2014 provides the opportunity for elected members to attend training courses and conferences as per section 2.4.2 and 2.4.3 of the procedure (available at www.onkaparingacity.com).

4. Financial Implications

Funds are available to meet the costs of the conference in the elected member training and development budget line.

Please note that the annual budget for 2015-16 is \$20,000 for courses and conferences, and \$30,000 for elected member group training.

To date the available balance of the budget for courses and conferences is \$9,902. Should Council approve this request, the available balance for 2015-16 would be \$7,676.

5. Risk and Opportunity Management

Opportunity	
Identify	Mitigation
The conference provides opportunity to further develop understanding of current coastal research needs and activities.	In line with section 2.4.10 of the Elected member allowance, benefits and support procedure 2014 elected members attending training courses or conferences shall provide an assessment of the course to Council via Weekly News within two months of attendance.
Elected member development	Attendance at conferences provide opportunities for elected members to undertake learning and development in line with Council's Elected member induction training and development policy.

7. Additional information

An application form has been received from Cr Jamieson (attachment 1) to attend the 2016 Australian Coastal Councils Conference at the Gary Holland Community Centre in Rockingham WA on 4-6 May 2016. Details of the conference are provided at attachment 2.

The approximate cost of attendance at this conference is as follows:

Conference registration fee, welcome reception and gala dinner	\$1,177
Accommodation (3 nights)	627
Flights and bus transfer	<u>423</u>
Total	\$2,227

At the Council meeting of 10 November 2015 it was resolved as follows:

That all future Council reports regarding elected member attendances at conferences include a five year attendance record of all members.

As such, a record of members' attendances at conferences is shown at attachment 3.



Elected Member application to attend a training course or conference

Name: William Jamieson Date of course/conference: 4/6, 11 May 2016

Name of course/conference: 2016 Australian Coastal Councils

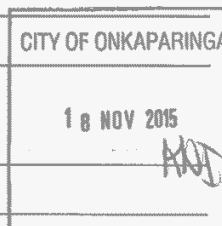
Name course/conference provider: Aust. Coastal ^{Conference} Councils Association

Venue of course/conference: Rockingham

Cost of course/conference: \$1990

Briefly explain program/content or attach program:

Program attached



Advise your particular interest in attending:

I am deputy chair of the Metropolitan Seaside Councils

Provide proposed benefits of attending for Council and the individual and the relevance to local government:

The coast of Australia is under a variety of risks. Attending this conference will allow me to

work with other Coastal Councils

Advise any expenses not already identified in the course/conference program:

Ad. Flight and accom.

Please return completed form to Karen Ingram, Governance Officer email:
karing@onkaparinga.sa.gov.au

Approval required by the Manager Risk and Compliance if the total cost is under \$1000

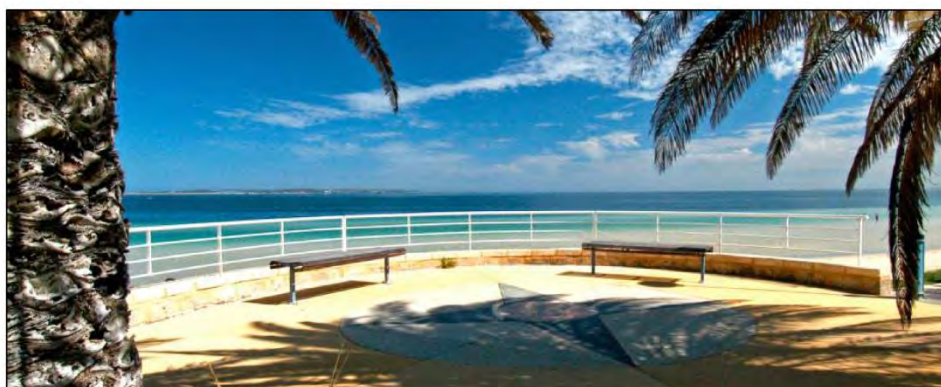
Signature: _____ Date: _____

Approval required by Council if the total cost is over \$1000 and/or interstate. Optional comments from CEO for inclusion in report to Council

(please attach additional information if required)

APK 18/11/15 KNI

Attachment 2



**2016 AUSTRALIAN
COASTAL COUNCILS
CONFERENCE**

Gary Holland Community Centre,
Rockingham, WA
Wednesday 4 to Friday 6 May

Host Council



The Australian Coastal Councils Association Inc. would like to acknowledge the interest and support of the City of Rockingham for the 2016 Australian Coastal Councils Conference.



Changes to the Program

This program will be subject to ongoing change.

Revisions to the conference program will be made regularly and these will be available on the Association website: <http://www.coastalcouncils.org.au>

To receive updates to the program please add your name to our distribution list by emailing info@coastalcouncils.org.au

Invitation



On behalf of both the Australian Coastal Councils Association and the City of Rockingham I have great pleasure in inviting you to attend the 2016 Australian Coastal Councils Conference to be held in Rockingham from Wednesday 4 to Friday 6 May 2016.

The annual Australian Coastal Councils Conference is a highlight of the year for representatives of Australia's coastal councils, policy makers, researchers and others with a stake in the future of the Australian coast and its communities.

The 2016 conference will focus on some of the most critical issues facing coastal planners and managers.

The conference program will as always provide an opportunity for coastal councils, researchers and practitioners to share knowledge about current coastal research needs and activities.

The 2016 Conference is going to be the best one to date. I really encourage you to join us and look forward to welcoming you in Rockingham in May 2016.

A handwritten signature in black ink, appearing to read 'by Sammels'.

Barry Sammels

Chair, Australian Coastal Councils Association and Mayor, City of Rockingham

PROGRAM

WEDNESDAY 4 MAY 2016 CONFERENCE DAY ONE

- | | |
|-------|--|
| 08:00 | Registration opens. Tea and coffee available. |
| 09:00 | WELCOME and INTRODUCTION TO THE REGION – Mayor Barry Sammels , Chair, Australian Coastal Councils Association and Mayor of the City of Rockingham (WA) |
| 09:10 | CURRENT COASTAL ISSUES AND CHALLENGES
A national perspective highlighting practical examples of how to address common coastal issues. |
| 10:30 | <i>Morning tea</i> |
| 11:00 | KEYNOTE ADDRESS AND DISCUSSION: COASTAL POPULATIONS – THE NEW AUSTRALIAN POPULATION SURVEY
Introduction to a new survey by the Australian Bureau of Statistics that will provide ongoing and dynamic information on Australia's regional populations which will be used to supplement national Census data. |
| 11:40 | COASTAL RESEARCH FORUM AND DISCUSSION:
Presentations and panel discussion on current Australian coastal research projects |
| 12:30 | <i>Lunch</i> |
| 13:30 | CONCURRENT SESSIONS/FIELD TOUR A |
| 15:00 | <i>Afternoon tea</i> |
| 15:30 | CONCURRENT SESSIONS/FIELD TOUR B |
| 17:00 | CONFERENCE DAY ONE CONCLUDES |
| 19:00 | WELCOME RECEPTION

Dress: Smart casual |

THURSDAY 5 MAY 2016 - CONFERENCE DAY TWO

- 08:00 Registration opens. Tea and coffee available.
- 09:00 SESSION AND DISCUSSION: STRATEGIES TO MINIMISE SHARK ATTACKS
Current strategies, research findings and emerging technologies
- 10:00 SESSION AND DISCUSSION: INTRODUCING A CLIMATE RISK MANAGEMENT TOOL FOR
COASTAL AUSTRALIA
Presenter - Dr **David Rissik**, Deputy Director, National Climate Change Adaptation Research
Facility.
- 10:30 *Morning tea*
- 11:00 SESSION AND DISCUSSION: ECONOMIC DEVELOPMENT STRATEGIES IN COASTAL REGIONS
Case studies from Australia's coastal communities
- 11:30 COASTAL RESEARCH FORUM AND DISCUSSION:
Presentations and panel discussion on the latest Australian coastal research projects
- 12:30 *Lunch*
- 13:00 CONCURRENT SESSIONS
FIELD TOUR C
- 15:00 *Afternoon tea*
- 15:30 CONCURRENT SESSIONS
FIELD TOUR D
- 17:00 CONFERENCE DAY TWO CONCLUDES
- 19.00 GALA CONFERENCE DINNER including the presentation of the 2016 AUSTRALIAN COASTAL
AWARDS

FRIDAY 6 MAY 2016 - CONFERENCE DAY THREE

08:00	Registration opens. Tea and coffee available.
09:00	KEYNOTE ADDRESS AND DISCUSSION: COASTAL AUSTRALIA - A FEDERAL GOVERNMENT VIEWPOINT Keynote address and discussion with The Hon Greg Hunt MP (invited), Minister for the Environment
9:30	COASTAL ISSUES AND CHALLENGES A national perspective highlighting practical examples of how to address common coastal issues.
10:30	<i>Morning tea</i>
11:00	SESSION AND DISCUSSION: 2016 CAMPAIGN FOR THE COAST Presentation and panel discussion on priority issues to be addressed in the coastal policy agenda for the 2016 Federal election.
12:00	FINAL SESSION AND 2016 CONFERENCE COMMUNIQUÉ Facilitated discussion to consider adoption of the 2016 Conference Communiqué
12:30	<i>Lunch</i>
13:30	CONFERENCE CONCLUDES

NOTE: A bus will depart to transfer delegates and guests to Perth Airport at the conclusion of the conference.

Buses will also collect delegates and guests from Perth Airport on Tuesday 3 May at 18:00 for transfers to their accommodation in Rockingham.

These services must be booked and paid for in advance.

The cost for a one-way transfer between Perth Airport and Rockingham is \$55.00 (including GST) per person.

Key Dates

Call for papers for presentations at concurrent sessions opens – details available on Association website www.coastalcouncils.org.au	Friday 30 October 2015
Call for nominations for the Australian Coastal Awards opens – details available on the Association website www.coastalcouncils.org.au	Friday 13 November 2015
Payment for Super Early Bird discounted registration fees for delegates closes	Monday 21 December 2015
Payment for Early Bird discounted registration fees for delegates closes	Monday 29 February 2016
Abstract submission closes for concurrent session presentations	Friday 4 March 2016
Notification of acceptance of papers for concurrent sessions	Friday 11 March 2016
Closing date for nominations for the Australian Coastal Awards	Friday 18 March 2016
Closing date for cancellation of registrations	Wednesday 6 April 2016
Notification of finalists for the Australian Coastal Awards	Friday 8 April 2016
Payment of discounted registration fees for concurrent session presenters closes	Friday 15 April 2016
Conference commences	Wednesday 4 May 2016

For more information contact Susan Faulkner by email: info@coastalcouncils.org.au or call her on 0418 254 132 with any queries about the conference.

Accommodation

The Rockingham Visitors Centre can assist with accommodation options for delegates attending the conference as well as activities for partners and extended stay advice. The Centre's operating hours are 9:00am to 5:00pm Monday to Friday and 9:00am to 4:00pm on Saturdays, Sundays and public holidays. It is located inside the Gary Holland Community Centre.

Contact details for the Rockingham Visitors Centre are:

Telephone: 08 9592 3464

Email: enquiry.rtw@westnet.com.au

Website: www.rockinghamvisitorcentre.com.au



The closest accommodation is the newly opened Quest Rockingham, which is located 50m from the conference venue.

A block booking is being held for conference delegates.

To book accommodation at the Quest Rockingham, contact Susan Faulkner for online log in details by email to: info@coastalcouncils.org.au.

The Quest Rockingham has both Studio Rooms and One Bedroom Apartments available for conference delegates.

NOTE:

Book early - as accommodation at the Quest Rockingham near the conference venue is limited. The block booking for the conference will be released in late January.



Accommodation for delegates is also available at a number of nearby places – contact the Rockingham Visitors Centre (details above) for a range of options on offer.

Registration information

Complete the Registration Form for each delegate on the following page. Scan and email the completed Registration Form for each delegate to: info@coastalcouncils.org.au.

Please advise if you require a Tax Invoice to be issued and/or a Purchase Order to be included. This will include a Credit Card Authorisation Form for payment of total registration fees. Contact Susan Faulkner by email to info@coastalcouncils.org.au or by phone 0418 254 132.

On receipt of payment a Tax Receipt will be issued and sent by email. Confirmation of Registration details will be emailed to delegates and cc'd to any nominated contact person within three weeks of receipt of payment.

Cancellations and Substitutions

Cancellations must be made by email to the Secretariat's email address: info@coastalcouncils.org.au and must be received by COB on Wednesday 6 April 2016 to be eligible to receive a refund of registration fees as well as social function charges however there will be a \$330 administration charge for cancellation.

Substitute delegates will be accepted without charge at all times but must be notified by email to info@coastalcouncils.org.au by 6:00pm on Monday 2 May 2016.

Community, Group and Student Registrations

For any queries or details of the special registration category offered to full time students or to group registrations contact Susan Faulkner on 0418 254 132 or email info@coastalcouncils.org.au.

Payment Methods – EFT, CHEQUE OR CREDIT CARD

EFT:

Account name:	Australian Coastal Councils Association Inc.
Bank:	Commonwealth Neutral Bay
BSB:	062 210
Account number:	10288318
Reference:	Insert Delegate's first and family names e.g. Tony James
Remittance advice to:	info@coastalcouncils.org.au

CHEQUE:

Payable to:	Australian Coastal Councils Association Inc.
Post to:	Australian Coastal Councils Association Inc. Secretariat PO Box 550, Williamstown, VIC 3016

CREDIT CARD:

Contact Susan Faulkner on 0418 254 132 for a Tax Invoice that includes credit card payment details or request one from her by emailing: info@coastalcouncils.org.au. A credit card processing fee of 1.7% applies.

TAX INVOICE AND CONFERENCE REGISTRATION FORM

Australian Coastal Councils Association Inc

Email: info@coastalcouncils.org.au
Tel 03 9399 8558 or 0418 254 132 Mail PO Box 550 Williamstown VIC 3016
ABN 75 137 814 307

2016 AUSTRALIAN COASTAL COUNCILS CONFERENCE DELEGATE REGISTRATION FORM

(NOTE: *compulsory fields)

Title* First name* Family name*
Position* Organisation*
Address Town State P/C
Delegate's email* CC email (if required)
Tel* Mob*

☐

Tick the box if you DO NOT want your details be included in the list of delegates

REGISTRATION FEES (incl. GST)

Delegates from ACCA Member LGAs

Others

Super Early Bird (MUST BE PAID BY Monday 21 December)	\$ 990	\$ 1,155
Early Bird (MUST BE PAID BY Monday 29 February)	\$ 1,155	\$ 1,320
Standard	\$ 1,386	\$ 1,661
One Day WEDNESDAY OR THURSDAY (please circle)	\$ 770	\$ 880
One Day FRIDAY	\$ 495	\$ 660

REGISTRATION TOTAL

SOCIAL PROGRAM

Welcome Reception (Wednesday 4 May) – Delegate/Guest	\$ 55 pp	<input style="width: 80px; height: 20px;" type="text"/>
Gala Conference Dinner (Thursday 5 May) – Delegate/Guest Includes transfers to and from most accommodation	\$ 132 pp	<input style="width: 80px; height: 20px;" type="text"/>

GUEST NAME _____

SPECIAL REQUIREMENTS _____

SOCIAL PROGRAM TOTAL

BUS TRANSFERS - \$55 per person one way

☐

PERTH AIRPORT – Accommodation – Tuesday 3 May Time TBA

☐

ROCKINGHAM – PERTH AIRPORT - Friday 6 May Time TBA

NOTE: Additional transfers to Perth Airport may be scheduled for Saturday 7 May depending on demand – please check

AMOUNT PAYABLE – TOTAL

(including GST)

25 October 2015

9

Member	Course	Financial year
Mayor Rosenberg		
	National General Assembly	10/11
	LGA training - Mayor/chairperson residential	11/12
	Norman Waterhouse Annual Local Government Conference	11/12
	LGA training - Council and committee meeting procedures and chairing skills	11/12
	LGA training - Council and committee meeting procedures and chairing skills	11/12
	LGA seminar - LGA general meeting and showcase	11/12
	LGA training - Treasury management course	11/12
	LGA training - Strategic issues residential seminar	11/12
	NGA seminar - National General Assembly (NGA)	11/12
	Climate change action seminar	11/12
	Women in Leadership	11/12
	LGA training: LGA Canberra delegation conference	12/13
	Norman Waterhouse Lawyers	12/13
	LGA training: LGA AGM and conference	12/13
	LGA: Study tour of New Zealand	12/13
	LGA training: LGA showcase - resilient communities and general meeting	12/13
	LGA: Meeting at Tariara Council	12/13
	LGA Researchers Forum	12/13
	National General Assembly (NGA) Seminar	12/13
	Urban Development Institute of Australia inner metro growth development seminar	12/13
	Mainstreet SA conference	12/13
	Property Council event at Adelaide Convention Centre	12/13
	LGA China forum	13/14
	LGA federal election forum	13/14
	LGA president's forum with John Rau MP	13/14
	Council Solutions local government China business training workshop	13/14
	LGA Annual General Meeting	13/14
	Australia China Business Council report launch: benefits to Australian households of trade with China	13/14
	Urban Development Institute forum	13/14
	Urban Development Institute forum	13/14
	International Women's Day forum	13/14
	China trade forum with Dr Sexton	13/14
	Velo-city Global	13/14
	Urban Development Institute forum	13/14
	Committee for Economic Development of Australia	14/15
	Confucius Institute at the University of Adelaide	14/15
	National General Assembly of Local Government in Canberra	13/14
	Metropolitan Mayors luncheon	14/15
	LGA networking dinner and AGM	14/15
	LGA president's luncheon with Martin Hamilton-Smith MP	14/15
	Australian Local Government Women's Association national conference	14/15
	LGA Showcase	14/15
	National General Assembly of Local Government in Canberra	14/15
	American Chamber of Commerce - Free Trade Agreements - SA A Big Winner	14/15
	Mainstreet SA conference	14/15
	Urban Development Institute of Australia - Major luncheon	14/15
	LGA: Mayor and Chairpersons seminar	15/16
	2015 Economic Development Awards for Excellence	15/16

Member	Course	Financial year
Cr Bray		
	Nil	
Cr Brown		
	Lifestyle review workshop	10/11
	National Mainstreet Conference	10/11
	Wallmans Lawyers Webinar briefing: Understanding the Independent Commission Against Corruption	12/13
	Mainstreet SA conference	12/13
	South Australian Tourism Industry Council Conference	12/13
	LGA China forum	13/14
	Australian Local Government Women's Association legal briefing and network	13/14
	Norman Waterhouse Lawyers local government conference: My council rules	13/14
	South Australia's expert panel on planning reform	13/14
	Local Government Council Solutions seminar on liquor and gaming licensing	13/14
	Australia China Business Council report launch: benefits to Australian households of trade with China	13/14
	Council Solutions local government China business training workshop	13/14
	Tourism Australia briefing	13/14
	Australian Local Government Women's Association forum	13/14
	Mainstreet SA conference	13/14
	Committee for Economic Development of Australia - Shaping the future of SA	14/15
	Department of Environment, Water and Natural Resources - Nature based tourism workshop	15/16
Cr Chapman		
	National Mainstreet Conference	10/11
	LGA training: Council and committee meeting procedures and chairing skills	12/13
	Norman Waterhouse Lawyers	12/13
	Place immersion: experience urban design and placemaking	13/14
	Office for the Southern Suburbs briefing	13/14
Cr Deakin		
	Mainstreet SA conference	14/15
	LGA Showcase	14/15
	Mainstreet SA Bus Tour	15/16
Cr Greaves		
	National General Assembly (NGA) Seminar	12/13
	International Women's Day forum	13/14
	Committee for Economic Development of Australia	14/15
	University of Adelaide - Business in China series	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	Australian Local Government Women's Association national conference	14/15
Cr Gunn		
	Norman Waterhouse Lawyers	12/13

Member	Course	Financial year
Cr Hennessy		
	Independent Commissioner Against Corruption	14/15
	University of Adelaide - Business in China series	14/15
	Mainstreet SA conference	14/15
Cr Holtham		
	Independent Commissioner Against Corruption	14/15
	University of Adelaide - Business in China series	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	International Women's Day luncheon	14/15
	Australian Local Government Women's Association national conference	14/15
	LGA Meet the experts	14/15
	LGA Showcase	14/15
	Municipal Association of Victoria - The Future of Local Government National Summit	14/15
	Urban Development Institute of Australia - Planning Reform Bill Seminar	15/16
	MLGG Economic Development Forum	15/16
	Liquid Learning: Women in Leadership SA Summit 2015	15/16
Cr Jamieson		
	2013 National Sea Change Taskforce Inc. conference	12/13
	Mainstreet SA conference	12/13
	Council Solutions local government China business training workshop	13/14
	Splash Adelaide masterclass	13/14
	2014 Australian Coastal Councils conference	13/14
	Committee for Economic Development of Australia - Aligning Corporate Philanthropy	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	Australian Coastal Councils conference	14/15
	Mainstreet SA conference	14/15
	Mainstreet SA Bus Tour	15/16
	Australian Coastal Society - 2015 South Australian Coastal Conference	15/16
Cr Kilby		
	LGA training - Dynamic presentation skills	11/12
	LGA training - Council & committee meeting procedures and chairing skills	11/12
	LGA training - CEO performance management	11/12
	NGA seminar - National General Assembly (NGA)	11/12
	LGA training: LGA community engagement and handling conflict situations for Council members	12/13
	Urban Development Institute of Australia course	13/14
	LGA Directions and Guidelines from the Independent Commissioner Against Corruption (ICAC)	13/14
	LGA Code of Conduct training for elected members	13/14
	Australian Local Government Women's Association forum	13/14
	International Women's Day forum	13/14
	LGA Ordinary General Meeting	13/14
	Local Government Managers Australia	13/14
	Confucius Institute at the University of Adelaide	14/15
	University of Adelaide - Business in China series	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	Australian Local Government Women's Association national conference	14/15
	LGA Showcase	14/15
	National General Assembly of Local Government in Canberra	14/15
	2015 LGA Conference and AGM	15/16

Member	Course	Financial year
Cr Merritt		
	LGA Council & Committee meeting procedures and chairing skills	10/11
	LGA Integrity Principles, Systems and Operations for local government	10/11
	LGA training - Recycle right training tour	11/12
	LGA training - Climate change future for Local Government	11/12
	LGA training - Strategic planning	11/12
	LGA training - Managing conflict	11/12
	NGA seminar - National General Assembly (NGA)	11/12
	LGA training: Youth participation	12/13
	Norman Waterhouse Lawyers	12/13
	LGA training: Council and committee meeting procedures and chairing skills	12/13
	LGA training: Public speaking skills for Council members	12/13
	Mainstreet SA conference	12/13
	Bank of I.D.E.A.S and Municipal Assoc. of Victoria: The Future of Communities	12/13
	LGA seminar - Dynamic presentation skills	13/14
	Urban Development Institute of Australia course	13/14
	LGA Directions and Guidelines from the Independent Commissioner Against Corruption (ICAC)	13/14
	LGA Code of Conduct training for elected members	13/14
	LGA Ordinary General Meeting	13/14
	National General Assembly of Local Government in Canberra	13/14
	International Women's Day forum	13/14
	Mainstreet SA conference	13/14
	LGA youth development in local government conference	14/15
	Kelley Jones Lawyers - Local Government elections	14/15
	Committee for Economic Development of Australia	14/15
	Committee for Economic Development of Australia - Aligning Corporate Philanthropy	14/15
	University of Adelaide - Business in China series	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	Australian Local Government Women's Association national conference	14/15
	LGA Meet the experts	14/15
	LGA Showcase	14/15
	National General Assembly of Local Government in Canberra	14/15
	International Women's Day luncheon	14/15
	Mainstreet SA conference	14/15
	National Reconciliation Week launch	14/15
	Mainstreet SA Bus Tour	15/16
	2015 LGA Conference and AGM	15/16
	Liquid Learning: Women in Leadership SA Summit 2015	15/16
Cr Nankivell		
	Municipal Association of Victoria - Governance as leadership in local government	15/16
Cr Nicholls		
	Nil	
Cr Olbrich		
	Nil	
Cr Olsen		
	LGA training - Children's participation in democratic decision-making and planning	11/12
	LGA federal election forum	13/14
	Australia China Business Council report launch: benefits to Australian households of trade with China	13/14
	Committee for Economic Development of Australia - Economic and political overview	14/15

Member	Course	Financial year
Cr Parslow		
	LGA training - Council & committee meeting procedures and chairing skills	11/12
	Norman Waterhouse Lawyers	12/13
	LGA training: LGA showcase - resilient communities and general meeting	12/13
	National General Assembly (NGA) Seminar	12/13
	LGA Ordinary General Meeting	13/14
	National General Assembly of Local Government in Canberra	13/14
	Committee for Economic Development of Australia - Aligning Corporate Philanthropy	14/15
	LGA Showcase	14/15
	Urban Development Institute of Australia - Major luncheon	14/15
	National General Assembly of Local Government in Canberra	14/15
	National General Assembly of Local Government in Canberra	15/16
	2015 LGA Conference and AGM	15/16
Cr Schulze		
	LGA - Audit Committee seminar	10/11
	Velo-city Global	13/14
Cr Swann		
	Norman Waterhouse Lawyers	12/13
	Committee for Economic Development of Australia	14/15
Cr Themeliotis		
	Nil	
Cr Wainwright		
	University of Adelaide - Business in China series	14/15
	Australian Local Government Women's Association national conference	14/15
	National apology breakfast	14/15
	Committee for Economic Development of Australia - Economic and political overview	14/15
	International risk management	14/15
	Municipal Association of Victoria - The Future of Local Government National Summit	14/15
	Mainstreet SA Bus Tour	15/16
	LGA: Council and Committee meeting procedures and chairing skills	15/16
	Urban Development Institute of Australia - Planning Reform Bill Seminar	15/16
	Liquid Learning: Women in Leadership SA Summit 2015	15/16

10. Nominations to external bodies

Nil.

11. Questions on notice

11.1 Questions on notice re budget process - Cr Nankivell

1. Process:

The draft process again appears to place priority on setting a rate increase (November) well in advance of consideration of Operating Budget parameters (March). **Is it possible to introduce greater congruence between these 2 issues by bringing forward the Operating Budget by Service elements to say January?** This could assist the rate increase being driven by budget needs, as opposed to framing a budget around a pre-determined rate increase.

2. Formula:

Assuming the formula for rate increase calculations remains as for recent years, some details on the 3 key ingredients of that formula would be appreciated as we launch into considerations:

- a. Inflation – could you please provide a table for the past 3 years (beginning 2012/13) showing the rate of inflation used for rate increase modelling versus the actual CPI for each of those years as per RBA reports?
- b. MPF – could you please advise the total cumulative percentage of rates that has applied to the MPF, and also how much that equates to in dollar terms, over the past 3 years? As the cumulative impact of the levy has continued to grow, could you also please advise (as at the end of each of those years) the actual level of debt, the total interest paid for each year, and a brief summary of the major allocated spending of MPF funds over those years (other than interest on debt)?
- c. Significant Impacts – could you please advise the percentage of levy that has been built into annual rate increases for the past 3 years for Significant Impacts, and how much that equates to in dollar terms? Could you also please advise the items that were deemed to be Significant Impacts in each of those years, and how much money was allocated to each of those items?

The responses to these questions will be emailed to elected members, a hard copy made available to all elected members at the meeting and will be included in the minutes of the meeting.

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11.2 Questions on notice re EPA investigation - Cr Bray

I had a telephone call from Maslin Beach resident Mr John Houlahan with a number of questions about remedial work to the recent work done at Frank Hilton Reserve, and about the EPA enquiry into Sellicks.

I asked him to submit his questions to me in writing, and said that I would put them in as Questions on Notice if I agreed with the content as being reasonable, agreed that they would contribute to furthering understanding of the issues in question, and that I personally would like answers to the issues raised.

I am satisfied with the questions received, and trust that early submission of same will enable answers on the next meeting agenda.

As I am submitting these questions, any queries should be directed to me, not to Mr Houlahan.

1. Recent media articles have claimed the City of Onkaparinga is being investigated by the Environment Protection Authority (EPA).
2. Has Council administration been advised by the EPA of the investigation?
3. If so when was the advice received?
4. What was the nature of the advice, particularly with regard to the reasons, extent, purpose and anticipated length of time of the investigation?
5. Are their terms of reference/s for the investigation and if there are what are they?
6. What is the next step if the investigation makes adverse findings against Council?
7. What are the potential outcomes (including costs) for Council at the end of this process?
8. What, if any, steps have been taken by administration in response to the advice from the EPA?
9. What costs have been incurred to date as a result of this investigation?
10. When can the elected membership expect to be briefed on this matter?

The responses to these questions will be emailed to elected members, a hard copy made available to all elected members at the meeting and will be included in the minutes of the meeting.

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11.3 Questions on notice re Frank Hilton Reserve - Cr Bray

Background

I had a telephone call from Maslin Beach resident Mr John Houlahan with a number of questions about remedial work to the recent work done at Frank Hilton Reserve, and about the EPA enquiry into Sellicks.

I asked him to submit his questions to me in writing, and said that I would put them in as Questions on Notice if I agreed with the content as being reasonable, agreed that they would contribute to furthering understanding of the issues in question, and that I personally would like answers to the issues raised.

I am satisfied with the questions received, and trust that early submission of same will enable answers on the next meeting agenda.

As I am submitting these questions, any queries should be directed to me, not to Mr Houlahan.

Following the recent completion of capping of the landfill project at Frank Hilton Reserve, there have been reports that the stormwater drainage outflow at the seaward end has failed at least twice.

Observations by members of the Maslin community have seen a collapse of surrounding earthworks leading to an undermining of the outlet and further damage to the surrounding area.

It appears Council's initial attempts to rectify the situation were not successful and Council subsequently employed private contractors in an attempt to rectify the situation.

Despite the requirement that stormwater drainage channel design address the need to cope with a 100 year flood, it appears that the completed project could not cope with 6 months of relatively low rainfall and minor flows.

Can Council please provide answers to the following:

1. An explanation for the failure of the stormwater outlet?
2. **The total cost of Council's direct attempt to rectify the problem?**
3. The total cost of employing contractors to rectify the problem?
4. All other associated costs including materials, plant hire, redesign and any other costs incurred not included in the response to questions 2 and 3.
5. What steps is Council taking to prevent a similar occurrence in the future?

The responses to these questions will be emailed to elected members, a hard copy made available to all elected members at the meeting and will be included in the minutes of the meeting.

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12. Motions

12.1 Notice of Motion re Barbary Way/Raleigh Lane Reserve Seaford Rise - Cr Deakin

Background

On 20 October Council's Manager of Assets provided the following information.

The irrigation system on the reserve between Barbary Way and Raleigh Lane, Seaford Rise originally serviced an area of approximately 1800 metres and was turned off in 2003 in response to water restrictions being imposed. As presented to Elected Members at the Open Space – Irrigation Workshop of 11 August 2015, this reserve is one of a number across the council area where irrigation systems have remained turned off as part of a process to manage the pressures of rising water costs. Decisions on which reserve spaces are irrigated are based on their proximity to playgrounds. With no playground on this reserve the irrigation system has remained off. Parts of the irrigated spaces referred to above have since been mulched to assist with management of the site. A central area of approximately 700 square metres remains, being the subject of this question on notice (see below map which also shows the nearest irrigated spaces).

To recommission the watering system, including any necessary repairs, the cost is estimated at **\$1,000. Reinstating the grass using 'roll out' turf would cost a further \$8,400.** Seeding the area would be considerably cheaper, costing \$2,000 (includes de-compaction and aerating, topdressing soil, seeding, fertilising and initial watering establishment). With dry weather forecast as we lead in to summer, establishment of the turf using the seeding option will be more difficult. Ongoing costs to water and maintain the 700 square metre area is approximately \$1,400 per annum, this includes water consumption, grass cutting and irrigation system maintenance.

In isolation re-establishing and maintaining turf on the Barbary Way / Raleigh Lane reserve does not represent a significant financial pressure but it would represent a variation to our existing practices. If we applied the same consideration to similar reserves across the council area, where irrigation has been turned off, the financial pressure would be significant, acknowledging maintenance and water cost at \$20,000 per hectare plus turf re-establishment and irrigation system reinstatement costs, which will vary from site to site. Over the last 12 months we have received customer requests for irrigation systems (full or part) to be turned back on for 10 spaces on reserves across the council area. In addition we have received a request for irrigation to be added to one reserve where non existed previously. The combined total area associated with these reserves is approximately 3 hectares. The operational cost to irrigate and maintain 3 hectares of turf is \$60,000 p.a. The cost to turf these spaces, based on the rates used for the Barbary Way / Raleigh Lane reserve, equates to \$360,000 to supply and establish roll out turf and \$85,000 to establish turf using seeding.

There would be additional one off expenses to provide / restore irrigation systems. Costs would range from \$1,000 per space to recommission an existing system which is in good condition and up to \$150,000 per hectare to build a complete new system (if one is not already in place or an existing system needs to be fully replaced). Understanding these costs for the 11 reserves would require further investigation.

Extending the provision of irrigated turf to reserves beyond the current criteria is a service level discussion to be considered through the preparation of the Open Space Strategic Management Plan, due for completion in June 2016.

MOTION

That when seasonally practical and after assessing possible drought scenarios, Council re-establish by seed then maintain the approximately 700sqm of dusty/muddy open space on the Barbary Way / Raleigh Lane Reserve, Seaford Rise.

Pursuant to section 83(4)(a) of the *Local Government Act 1999* the Manager Assets has provided the following response on this Notice of Motion regarding the Barbary Way/Raleigh Lane Reserve at Seaford Rise. The response clarifies the process being undertaken to prepare the Open Space Strategic Management Plan.

We are currently working through a process to prepare the Open Space Strategic Management Plan. Part of the process includes consideration of irrigation service levels and management practices for our parks and reserves. The process will consider service levels which will inform how we treat each park and reserve based on a hierarchy and reserve activity type. The process to develop a future service level for irrigation will consider the network wide resourcing and funding implications (capital and operational) of the desired service level.

As noted in the 20 October 2015 Council meeting Question on Notice response, providing irrigated turf to the reserve located on the corner of Barbary Way and Raleigh Lane Seaford Rise would represent a variation to existing practices.

We would therefore propose that a decision to partly re-establish turf on the Barbary Way/ Raleigh Lane Reserve in Seaford Rise be deferred until Council has considered the Open Space Strategic management Plan and the appropriate service level.

12.2 Notice of Motion re Moana Sands Statement of Intent - Cr Chapman

RE: Council decision 7.2 Moana Sands Statement of Intent for Consultation, Strategic Directions meeting 21 July 2015

Purpose

This Notice of Motion (NOM) has come about as a direct result of a Draft Submission written by Mr Alex McLeod, Chair of the Friends of Moana Conservation Park, and a presentation he gave to The Friends of Willunga Basin meeting 11 November 2015. That meeting sanctioned this NOM course of action.

The purpose of this NOM is as follows:

- To provide Council with factual information about the Aboriginal Heritage and Culture of Moana Sands (**Tarni Worro**) that wasn't explained or provided and was misleading in the reports that were approved by Council on 21 July 2015 and the 27 May 2014.
- To correct the notion that Kurna Aboriginal Heritage and Culture in relation to Moana Sands is so sensitive it has to be treated as confidential.
- To provide information that attests to the fact that ten years ago the Council, community and State Government and others were engaged in other options for the future of this land including MOSS and acquisition of the whole of the ADC land (lot 350) for a Conservation Park, and that these options were never included in the reports put to Council in May 2014 and July 2015.
- To demonstrate that ADC have withheld widely held knowledge that there is a registered Aboriginal site on their land
- To prove that Council has perhaps inadvertently breached its own Externally Funded DPA Procedure at 5.1 *B Strategic Alignment*, *C Wider Community Interest* and *D Policy Conflict*

It is hoped that in the light of the Council having now been better informed of the facts and issues as a result of this NOM that they might agree to call a halt to any public consultation until administration and ADC complete a more thorough investigation of all possible options related to Moana Sands land owned by ADC. Once fully informed Council might require amendment to the draft Moana Sands Statement of Intent or they might review their decision in the light of these facts and further administrative investigations.

Background

The need to undertake the DPA has only ever offered Council one course of action in its decision making – **to approve Adelaide Development Company's (ADC) request "to commence an externally funded Development Plan Amendment (DPA) with all investigations, legal costs and staff project management associated with the DPA to be fully funded by the Adelaide Development Company."**

But, the Friends of Moana Sands Conservation Park, Friends of Willunga Basin and Ngankiburka Mekauwe, Georgina Williams of the Williams Family clan, are directly opposed to this course of action and maintain that the Council has either been misinformed, forgotten, lost or deliberately chosen to ignore the history of negotiations and other options for this Conservation Park and the ADC.

The following is a summary of their concerns and issues that were never brought to the Council's attention in the Reports to Council of May 2014 or July 2015:

- **CULTURAL SIGNIFICANCE OF MOANA SANDS INCLUDING ADC LAND**

The archaeological significance of Moana Sands is well studied with its artefact history carbon dated to 6000 to 10,000 years. None of the reports to Council have raised the significance of Moana Sands to the Tjirbruke story or its connection to Ochre Point nearby. Corey Turner, Aboriginal cultural planner and Kurna man, made this point in his letter of 2003, *"They (the Aboriginal Community) also noted that the land adjacent to the Moana Sands Reserve, the private land, should be purchased ... Due to an enormous amount of Aboriginal heritage issues on this private property."* He goes on to suggest a Development would be foolish, and the Development value would be diminished by restrictions. This raises issues to do with why the Council has no record of the advice of a former officer and suggests that Council has not diligently sourced its own records when applying its Externally Funded DPA Procedure. The importance of Moana Sands to Ochre Point and the larger Dreaming Story is ignored. **See Appendix 1a and Appendix 1b**

- **ADC LAND CONTAINS A REGISTERED ABORIGINAL SITE AND MUCH MORE**

The draft Statement of Intent Rationale - p.40 paragraph 3 says "Whilst the registered Aboriginal sites in the vicinity are located outside of the subject site ..." **This is untrue and contradictory to previous statements**, surveys and studies identifying that an Aboriginal Heritage registered site extends into ADC land. H.Johnston, archaeologist for the Aboriginal Heritage Branch, 1991 (quoted by Minister Mayes in his Report to Cabinet) said - stone artifacts and cultural material still occurring in PT. Section 350(ADC land), constituting an Aboriginal site and amended the Camp No.3 boundaries to include the entire Pt. Section 350(ADC land); and Nosnevets and Partners, heritage consultant to Noarlunga Council, 1998, recommended conservation of the entire area. (This is the report that Corey Turner is referring to in Appendix 1) This information is readily available from The Friends of Moana Conservation Park, but apparently the Council no longer has any record. Furthermore, the Honourable Terry Roberts, Minister for Aboriginal Affairs and Reconciliation, wrote to Mayor Ray Gilbert, Onkaparinga Council, on 28 August 2004, acknowledging the archaeological significance and that a registered site extended into Lot 350, owned by the ADC. The letter is not marked confidential. There is no mention of this correspondence in the Council reports. **ADC can't not know that their land contains a registered Aboriginal site. The Council should know but their records are not up-to-date. ACHM and representatives of KNCHA are aware of the registered site yet that important factual information has been withheld from the Council. So again the tests for an Externally Funded DPA Procedure at 5.1 B Strategic Alignment ,C Wider Community Interest and D Policy Conflict have been compromised because of insufficient information and the Council's decision ought to be reviewed. See appendix 2**

- **THE DRAFT STATEMENT OF INTENT IS INSUFFICIENT AND MISLEADING**

The Council's report and draft SOI of previous archaeological evidence is insufficient and misleading. Factual information is easily available on the internet of a thesis study *"Reading between the dunes", 1997*. Author S.Gregory cites *"Tindale's (1926) native grave was located in an area approximately 100 yards (80m) south of Pedler Creek and a quarter of a mile (400m) inland from the coast. The location corresponds with TD Campbell's*

sketch map from the early 1920's which shows an area of scattered human skeletal material already weathered out of the dunes (cited in Johnston, 1991 fig. 2)".

By rough geometry on an aerial photo, this places the burial practically on the eastern boundary. From the same thesis, Gregory (p.118) regarding Area D to the east of the central dune and encompassing Pt. Sect. 350(ADC land), reports that *"Area D has suffered serious site disturbance, particularly through the recent activities of motorcyclists and heavy pedestrian traffic. There are in situ hearths present in the area albeit on a much lesser scale than the main camping area near Pedler Creek. Shell and crab claw remains are to be found in discrete scatters around exposures of the red/brown dunes. The museum collection gathered by Tindale also contains food debris from terrestrial and aquatic sources. This collection is supplemented by samples of red ochre and several pieces of resin from the grass tree to yucca. Activities carried out in Area D may have included the hafting of quartz flakes to wooden spear shafts for hunting fishing and fighting implements as documented by Meyer (1846 : 7)"A scraper from this area may indicate skin processing and production of cloaks. - "Area D shows little evidence of initial flaking episodes, a finding which is consistent with its distance inland from the cobble source (Area B). It is likely that Area D was an import area used for the later stages of tool production. This proposition is supported by the artefacts sampled from this area which include exotic raw material types and grass tree (Xanthorrhoea sp) resin. The presence of resin with the presence of small quartz flakes recoded in the area (which are similar to those used for hafting to spear shafts as barbs) (McCarthy, 1976; Horton, 1994:448), indicates that hafting technology was used in the later stages of food production. Barbed spears such as "Winda" and "Kaya" are thought to be men's implements exclusively (Education Dept. S.A.1989: 112) and the production of these type of spears in Area D may indicate specific men's activities.*

- Area D contains limited evidence of hearths and middens, which suggests that a degree of residential activity occurred in the area. Due to site disturbance, the extent of camping activities in Area D remains unknown. Although the magnitude of site utilisation cannot be determined, radiocarbon dating of hearth charcoal indicates occupation at 3600BP (Campbell,1988)". None of this information is confidential, and is readily available on the internet. The information gives a breathtaking insight into the enormous scale of Kurna activity on ADC land over the past six thousand years and longer. What is further disturbing is that Associate Professor Neale Draper of Flinders University, who is director of ACHM and conducted the heritage survey of May 2015 that informed the draft SOI and Council report, was S. Gregory's thesis supervisor.

- "Tindale created Areas A, B, C and D in order to map the full extent of Aboriginal heritage materials on the site. It is clear that it is the whole of the site that was and still is of enormous Kurna heritage significance. Area D was thought by Tindale to be fringe camps, possibly used during ceremonial gatherings at the site" (Abstract iii - iv) See thesis at:
https://ehlt.flinders.edu.au/archaeology/departments/publications/PDF%20Theses/05.05.09/GregoryS_Thesis1997.pdf

See Tindale's map Attachment 3

- **ACHM AND KNCHA REPRESENTATIVES HAVE WITHHELD IMPORTANT INFORMATION ABOUT ADC LAND FROM THE COUNCIL**

The Aboriginal Heritage Survey undertaken by Australian Cultural Heritage Management (ACHM) in association with Kurna Nation Cultural Heritage Association (KNCHA) in May 2015, recommending that a cultural heritage assessment plan be undertaken, has failed to inform the Council of the full Aboriginal heritage and cultural significance of Moana Sands and the ADC land (Lot 350), p.4 of the Statement of Intent. Subsequent Questions on Notice asked by myself on 13 October 2015 Strategic Directions Agenda about the Aboriginal Cultural Heritage and significance of this site has not been answered and the reason given was that it would breach confidentiality. Given the breadth of primary and secondary documentation of surveys, a thesis, and advice, available through Friends of Moana Conservation Park and on-line, this is clearly not the case.

- **MOANA SANDS IS A SITE OF GREAT ABORIGINAL CULTURAL SIGNIFICANCE ON ADC LAND AND THE CONSERVATION PARK SIDE**

Moana is indisputably one of SA's most important evidential sites of Aboriginal habitation, activity and cultural meaning. W. Howchin, 1893; Mountford and Stapleton 1939; N.B.Tindale 1926, 1940-71, 1982; V. & H. Tolcher 1975; V.Campbell 1979, 1980, Sep & Oct 1981; H.Johnston, 1991; Nosnevents and Partners, 1998; all conducted either archaeological digs or surveys at Moana and Pedlar's Creek. All this evidence is available on the internet or the public and university libraries and none of it is confidential. **See Appendix 4 for a matrix of documentation minus all the supporting documentation. Full documentation of matrix available on request.**

- **HAVE THE KAURNA REPRESENTATIVES WHO PARTICIPATED IN THE HERITAGE SURVEY WITH ACHM ACTED WITH AUTHORITY?**

Ngankiburka Mekauwe, Georgina Williams, of the Williams Family clan, and an ex-chair of KNCHA, maintains that the representatives who worked on the heritage survey done by ACHM in May this year, have not consulted with their committee or their community about the heritage survey they participated in, or the impending SOI or DPA at Moana Sands Conservation Park. Given the information p.32 and then 41 of 21 July 2015 Council report that KNCHA "has no objection to rezoning of the land for residential use provided that they are consulted and involved in establishing a Moana cultural heritage management plan and future development planning and implementation of the land" in spite of their knowledge of its Kurna Aboriginal heritage and cultural significance, she says is yet another instance of Aboriginal people and heritage consultants being complicit in the destruction of their culture so that there will be nothing left to pass on to future generations. She stressed on Wednesday 11 November 2015 at the FOWB meeting that the land should be purchased for conservation. Further she maintained that the Council should have exercised due diligence and be able to produce minutes of meetings of KNCHA and evidence of consultation authorising and documenting the statements attributed to KNCHA in the 21 July 2015 report. No such evidence was provided in the July 21 2015 report.

- **MOANA SANDS IS AN OPEN CLASSROOM AND LIVING MUSEUM**

That Moana Sands Conservation Park is an 'open classroom' and 'living museum' for visiting schoolchildren and young Aboriginal people. Ngankiburka Mekauwe and other Kurna people have conducted outdoor classes in the Park

on many occasions. The Park on both sides is littered with artefacts in the Conservation Park and Pt Section 350(ADC land) if you know what you're looking for. There was no mention of this function of the Park in the reports to Council and further evidence that Council has not applied the DPA procedure or informed Council.

- **PEDLER CREEK ONCE WAS TO BE ZONED METROPOLITAN OPEN SPACE**

On 31 July 2004 the Honourable Trish White, Minister for Urban Development and Planning wrote to Mayor Gilbert and advised that "Zoning of the entire length of Pedlar Creek (and not just this section) as MOSS is highly desirable.I encourage Council to consider initiating a PAR to zone the whole length of Pedlar Creek environs under a MOSS zone." In the City of Onkaparinga's letter to Friends of Moana Conservation Park 23 May 2005, the CEO wrote "The Minister for Urban Development and Planning approved Council's Statement of Intent for the Environment PAR in February 2005" that included "investigating the creation of a MOSS zone along Pedlar Creek using the Environment Plan Amendment Report." It appears from the maps attached that none of the assurances of the CEO to Friends of Moana Sands Conservation Park regarding MOSS zoning for Pedlar Creek were carried out nor the Minister's encouragements followed through. There may be good reasons for this but the archives of the City of Onkaparinga have not offered an answer at the writing of this NOM and hence the need for a halt to the SOI process and further research.

See Appendix 5a and 5b

CONCLUSION

Council needs to make the best possible, fully informed decisions at all times. A document as important as a draft SOI to define the scope of a DPA to change the zoning of a piece of land that will have permanent and irreversible impact on the **Aboriginal cultural heritage significance of that land can't be made lightly, with speed or in the light of insufficient or misleading information.** In summary what has been missing from Council's deliberations has been the history of this project and the fact that there have been other options discussed and consulted with the community in the past and ignored or forgotten by Council in their reports. They include:

- the whole of Pedlar Creek being zoned MOSS
- the whole of the Conservation Park being preserved as a living museum and open classroom

I haven't gone into the environmental deficiencies of the SOI and will leave that to Friends of Moana Conservation Park, who know the land better than anyone. Given we have a senior Kurna Elder, Friends of Moana Sands and Friends of Willunga Basin already submitting that the draft SOI for consultation is seriously compromised, we need to heed their call and make our own call to our administration for a stay in proceedings in order to avoid a possible public backlash, until we receive a full and frank investigation and report.

MOTION

1. **That the Council puts an immediate hold on its decision to consult about the Moana Sands Statement of Intent.**
 2. **That it conducts an immediate investigation of its records and the communities' resource material, in particular the Friends of Moana Sands Conservation Park, ADC and the Aboriginal Heritage Branch, Department of Environment, Water and Natural Resources (DEWNR) and DPTI, including archival material, to enable full discovery of the Aboriginal significance of the ADC land, and documentation of the history and possible scope of other options for the Moana Sands Conservation Park, including the ADC land.**
 3. **That a report of its investigations come back to Council by January 2016 that enables the Council to either continue with the SOI consultation, to amend it or even rescind it.**
-

Pursuant to section 83(4)(a) of the *Local Government Act 1999* the Manager Projects and Development Policy has provided the following response on this Notice of Motion regarding the Moana Sands Development Plan Amendment (DPA). The response seeks to clarify the process of a DPA and its ability to support sound decision-making, considering the various issues and opportunities presented by the potential rezoning of the Adelaide Development Company (ADC) owned site.

- The Council has provided support for the process to undertake an Externally Funded Development Plan Amendment (DPA) to enable consideration of alternative zoning for the subject site, which is currently zoned 'Deferred Urban'.
- The existing Deferred Urban Zone status earmarks the subject site for future urban expansion subject to the 'satisfactory resolution of buffer requirements, inundation issues and management of Aboriginal heritage' in accordance with the Desired Character Statement of the Deferred Urban Zone.
- Council's support for the process of the Externally Funded DPA was provided on the basis that the request fulfilled the requirements of our Externally Funded DPA Procedure, specifically Clause 5.1(a) as the DPA forms part of the endorsed Council DPA work program. This is reflected in the Strategic Directions Report 2013-18 (endorsed by Council [13 August 2013](#)) and corresponding Land Use Strategy 2014-10 (noted by the SDC [28 April 2015](#)).
- The DPA process is a statutory mechanism that enables Council or the Minister for Planning to investigate the issues and opportunities relevant to the rezoning of a site, including matters of environmental and cultural significance.
- The first step in the DPA process is consideration of a Statement of Intent (SOI) which is an agreement between the Council and the Minister on the scope of DPA investigations.
- Further Council has endorsed non-statutory consultation on the draft SOI for Moana Sands, which provides an opportunity to test the relevance of our highlighted issues and nominated investigations with relevant interest groups.

- The matters as raised in this NoM and any further submissions provided as part of the SOI consultation will be considered as part of a further report to Council and decision on the SOI.
- Parallel to the above process we are currently discussing with ADC the final **terms of a legal agreement in accordance with Council's Externally Funded DPA** Procedure. The purpose of the legal agreement is to support probity and clarify funding obligations and the agreement would be activated to support the next stage of the process if the Minister approves the SOI.
- We are also working with the Department of Environment, Water and Natural Resources (DEWNR), ADC and Kaurua Nation Cultural Heritage Association to determine the best mechanism(s) to appropriately recognise and manage the cultural heritage and environmental values of the Conservation Park and surrounds, including the components of a Cultural Heritage Management Plan (or similar) that are required to progress the DPA (as distinct from matters outside the realm of the DPA process that might be dealt with through separate subsequent processes). The SOI consultation will not commence until this is resolved.
- **The DPA statutory process provides a number of 'decision-points' for the** relevant authority to be satisfied with the outcomes of the process and that all relevant matters are addressed before proceeding.
- **These 'decision-points' include Council's endorsement** of the:
 - o Statement of Intent (SOI) for lodgement with the Minister for Planning to reach agreement on the scope of the DPA
 - o draft DPA for public consultation
 - o final DPA for submitting to the Minister for Planning for approval and consolidation into the Development Plan.
- On this basis, we note the robust nature of the DPA process to facilitate the consideration of relevant matters as raised in the SOI.
- We also note that consulting on the draft SOI provides an opportunity for early feedback (such as this) to help shape the scope of the DPA and its supporting **investigations. This is the benefit of Council's non-statutory** commitment to the SOI consultation process, particularly as it relates to a site with such a long and complex history.
- On this basis, we see limited benefit in deferring consultation and note that the matters raised through the NoM can be investigated and reported back as part of the consultation summary for the draft SOI, along with any others raised through these early stages.
- With respect to the comments made regarding the location of the registered site within the ADC land:
 - o The statement in the draft SOI regarding the location of a registered Aboriginal site reflects the formal location of the per its geospatial reference point, as recorded in the Register of Aboriginal Sites and Objects part of the Central Archive (managed by Department for State Development – Aboriginal Affairs and Reconciliation), rather than its full **'site boundaries'**. **This statement will be amended prior** to consultation on the SOI to acknowledge that the site boundary of this registered site intersects the boundary of the ADC site.

- o The DPA will need to consider the significance of this registered Aboriginal site and the full interface between the Conservation Park and subject land, and determine the appropriate design response.
- Further, we note that Pedler Creek is already designated as part of the Metropolitan Open Space Network (MOSS), as is the Moana Sands Conservation Park, and any rezoning will need to ensure that these areas are retained for open space.
- Lastly, a copy of the previous Questions on Notice and responses related to the Moana Sands DPA can be accessed via this link ([13 October 2015](#)).

Attachment 1a

Richard Peat - Re: Corey

From: Corey Turner
To: Peat, Richard
Date: 23/07/03 10:23 AM
Subject: Re: Corey
CC: Rutschaek, Rebecca; Tulloch, Paul

Richard,
I have sent this on to Rebecca Radschack, to answer the first two question in your email.

The last time I was aware the land was owned by Adelaide Development Company, and there was a development Application 15-20 yrs ago. My understanding to this event was that the land was highly significance to the Aboriginal Community and I am sure that between this issue and the pressure from the "Friend of Moana Sands" (a Landcare Group) the developer saw it as being to hard an issues to address at the time.

In recent terms we had some consultants conduct a study of the Aboriginal Heritage Site, Ochre Cove, a men's initiation site about 1km from Moana Sand, along the coast. The consultant engaged the Aboriginal community seeking to determine the significance of the site and her surroundings. From this study they made it clear the importance of that Moana site has to the community and its connection to the Ochre Cove site. They also noted that the land adjacent to the Moana Sand Reserve, the private land should be purchase by either ILC (Indigenous Land Corporation) or the council and converted back to Reserve or MOSS land. Due to a enormous amount of Aboriginal Heritage issue on this private property I feel the developer would be very silly to even want to develop the land or in short the land cost to the developer would low as they would be limited to what they could even do on the land.

These connections and recommendations went further to suggest that the land reserve should continue up and long the pedlers creek as a Aboriginal Cultural link and to also provide a corridor for wildlife and the rehabilitation of the native vegetation. This issue was consistant with the Aboriginal Heritage Report completed for the Seaford Rise Golf Course.

I have a copy of the Ochre Cove report here. The report is mark confidential and contains important men's cultural matters, although I would be happy to supply a copy of the recommendations from the report if you wish.

I would also be happy to discuss council's longer term aim for the ochre cove site and associated sites like moana.

Please, I hope this has cleared up any questions, although I do wish to know why you have asked these question, as there is a need to clean up the area there and to formalise some of these out standing issues.

thanks Corey

Corey Turner
Strategic Planner Aboriginal Heritage
Strategic Planning
Ph 8384 0735
Fax 8384 0713
cortur@onkaparinga.sa.gov.au

file:///C:/WINDOWS/TEMP/GWJ00006:HPM

24/07/03

Appendix 1 b

Extract from Nosnevets Report p.20

5. PROVISION OF ENVIRONMENTAL PROTECTION

- Stabilizing and preservation of the present dunes from forces of degradation.
- provide native plantings that will ensure the continuation of indigenous species in the area.
- providing a habitat in which a proliferation of bird species and the smaller reptiles will be possible.
- the fencing of the entire reserve will ensure protection of the dune system from indiscriminate vehicular and pedestrian use. However, the area will remain available for public enjoyment.
- the public will be concentrated in the central area of the reserve, where mining has removed most of the dunes

This means:

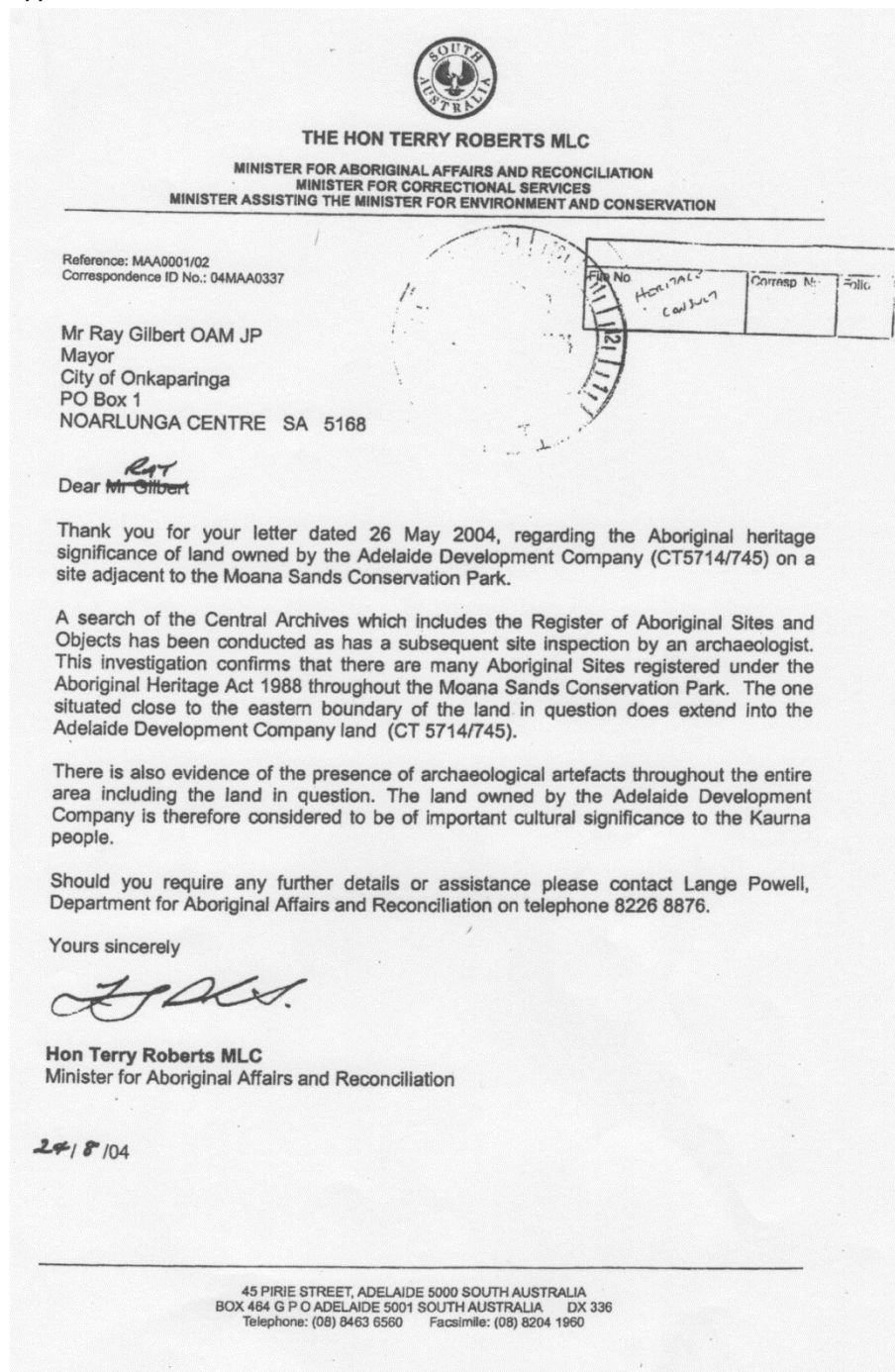
- The terrain is generally flat and open, with dunes to the east and west forming a backdrop to the display area. Construction and maintenance of walkways is facilitated by this measure
- The public will be encouraged to keep off the sensitive dune areas, although being able to enjoy them visually.

6. AIMS OF THE PROJECT

- The project aims to create an archaeological reserve at Moana, a museum without walls. A walking trail will lead past actual sites (adequately protected), if they still exist, or past documentary displays where they do not. The two types of display will document almost every aspect of Aboriginal life in a coastal environment.
- It is imperative that steps are taken to purchase the remainder of Section 350, Hundred of Willunga to ensure urban development ceases to encroach on the park.
- Indigenous people should be consulted and encouraged to participate in the running of the park.
- Dune plantings of native species will stabilize the natural environment.

20

Appendix 2



Attachment 3

12

Until recently, stone artefacts were classified according to typological rather than technological theory. This is demonstrated in the allocation of areas of the Moana sandhills by typological measures (Tindale, 1940-1971; 1982: 95). Tindale thought that he could discern type differences in the stone tool assemblages from four areas of the sandhills, A, B, C, and D (Map 3). Each of these areas are discussed in detail in Chapter Five.



Map 3: Moana sandhills areas A, B, C, and D (from Tindale, 1982).

Appendix 4 – A matrix of documentation available on-line, from Friends of Moana Sands Conservation Park and Flinders University Libraries.


Date	Location	Source	Findings
1893, 1926, 1939	Moana	References to earlier archaeological survey work in Anthropological Society of SA, Vol 18 #7 Sep 1980 by Valerie M.Campbell "Excavation of a Small Hearth Site at Moana Beach" for Dept of Environment See Attachment 4 of full document	- Campbell quotes from W. Howchin addressing the Australian Society for the Advancement of Science in Adelaide : "Pedler's Creek has the greatest development of sand dunes at its outlet that occur within Gulf St Vincent. They have a frontage to the sea of about a mile in length, and on the southern side of the creek they are a travelling mass of up to 80' in height. The gradual encroachment of these wind-blown sands, has driven the outlet of the stream in a northerly direction. On the southern side a considerable area has been based by the wind giving evidence of the former presence of the aborigines in numerous hearths, chipping stones, and broken shells of <i>Turbo</i> , <i>Fasciolaria</i> and other molluscs, the remains of their feasts." - quotes Tindale;s description of a burial on the banks of Pedler's Creek - refers to Mountford and Stapleton describing the discovery of hearths at Pedler's Creek
1924	Moana	Campbell, T.D., D.D.Sc,"An Account of a Hitherto Unrecorded Type of Aboriginal Stone Object" <i>Transactions of the Royal Society of South Australia</i> , vol. 48, pp 74-78 Attachment 5 of full document	Garden rakes carefully used to find stone implements suspended in the drifting sands. No indication of where on Moana Sands it was found.
December 1956	Moana	Tindale, N.B., 1982, with Harold M. Burrows and John Greenway of Uni of Colorado See Attachment 1 of full document	Discovery of unifacial spear blades; a man's workshop for <i>pirri</i> points; side-pebble chopping tool(specimen a48749 SA Museum
November 1960	Moana	Tindale, N.B., 1982. Anthropological Society of SA See Attachment 1 of full document	Early finds indicated that Moana had been used in Microlith times and that pebble choppers worked on the end and characteristic of the latest days were found on the surface
1975	Moana	Tolcher V. and Tolcher H., SA Museum "An Archaeological Assessment of Moana Sands Dunes". Ref: Anthropological Society of SA, Vol 18 #7	Resulted in government plans to buy the site.

May 1980	Moana	Valerie M.Campbell Anthropological Society of SA, Vol 18 #7 Sep 1980: Valerie Campbell, "Excavation of a Small Hearth Site at Moana Beach" for Dept of Environment See Attachment 4 of full document	
September 1981	Moana	Anthropological Society of SA, Vol 21 #8: Valerie Campbell, "Moana Revisited" Printed October 1983 See Attachment 2 of full document	- Another carbon dating for charcoal collected in Easter 1981 – confirming dating of hearths around 3000 bp - Microliths, flakes, small trimmed claws,
October 1981		Anthropological Society of SA, Vol 19 #8: Valerie Campbell, "Archaeology of the Southern Adelaide Region Part 2 Sites and Sequences" See Attachment 3 of full document	- "Artifacts embedded in orange dune sands were possibly of a similar antiquity, as radiocarbon dates for hearth material excavated from adjacent white dunes indicate that these were occupied over 6,000 years ago" - p.8 Discovered two clusterings of hearth stones that lead to discovery of 12 hearths in total. Carbon dating indicated over 6000 years
1982 the date of publication	Moana –	Extracts from: Tindale, N.B. (1982) A South Australian looks at some beginnings of archaeological research in South Australia. <i>Aboriginal History</i> 6(2):92-110 http://press.anu.edu.au/titles/aboriginal-history-journal/ See Attachment 1 of full document	Discovery of stone-walled fishtrap of large quartzite pebbles; former fires; food shells; stone implements(irregular flakes, stone axeheads; waste pieces of transported stone; charred bones of small animals; evidence of some shallow burials - 4 main areas of evident campsite; burial site found 100 yards south of Pedlar Creek and quarter of a mile inland
1991	Moana	H.Johnston, consulting archaeologist, Aboriginal Heritage Branch (Minister Mayes Report to Cabinet See Submission to Onkaparinga Council regarding Statement of Intent for DPA at Moana 1 Sep 2015, Alex McLeod,	- stone artifacts and cultural material still occurring in PT. Section 350, constituting an Aboriginal site and amended the Camp No.3 boundaries to include the entire Pt. Section 350

		Friends of Moana Sands Conservation Park, PO Box 106 Seaford SA 5169	
Jan 1993	Moana	Hon Kim Mayes report to Cabinet, Moana Sands Archaeological Site" See Friends of Moana Sands Conservation Park submission	
1995	Ochre Point	Ochre Point Management Plan, 1995 (Hassell Group and Moana Landcare and Kurna heritage Group)	While it makes little reference to Moana Sands, it adds weight to the Kurna Culture significance of the region (ironic after they built houses all over the recognised campsites). Kurna advisors seem to have been Georgina Williams and Clifford Edwards.
1997	Moana	<i>"Reading between the dunes"</i> Stewart Gregory (thesis) 1997 https://ehlt.flinders.edu.au/archaeology/department/publications/PDF%20Theses/05.05.09/GregoryS_Thesis1997.pdf	- cites; "Tindale's (1926) native grave - By rough geometry on an aerial photo, this places the burial practically on the eastern boundary. - "Tindale's Areas A and D are thought to be fringe camps, possibly used during ceremonial gatherings at the site" (Abstract iii - iv) - From the same thesis, Gregory (p.118) regarding Area D to the east of the central dune and encompassing Pt. Sect. 350, reports that - "Area D (<i>Xanthorrhoea</i> sp) (Campbell,1988)".
1998	Moana	Nosnevevts and Partners, Heritage Consultants, Flinders University for Noarlunga Council, "Management Plan for Archaeological Reserve" See Friends of Moana Sands Conservation Park submission	- Recommends conservation of the entire area
23 July 2003	Moana	Corey Turner, Strategic Planner Aboriginal Heritage, Onkaparinga Council, Kurna man to Cr Richard Peat See Friends of Moana Sands Conservation Park submission	- (Moana) "highly significant to the Aboriginal Community" - recent study found connection between Moana Sands and Ochre Cove site - ADC land should be purchased due to the enormous amount of Aboriginal Heritage issues on this property - refers to Aboriginal Heritage Report completed for the Seaford Rise Golf Course proposal and cites it as making this recommendation
24 August 2004	Moana	The Hon Terry Roberts, Minister for Aboriginal Affairs and Reconciliation to Mayor Ray Gilbert, City of Onkaparinga	- "A search of the Central Archives which includes the Register of Aboriginal Sites and Objects has been conducted as has a subsequent site inspection by an archaeologist. This investigation confirms that there are many Aboriginal Sites registered under the Aboriginal

		See Friends of Moana Sands Conservation Park submission	<p>Heritage Act 1988 throughout the Moana Sands Conservation Park. The one situated close to the eastern boundary of the land in question does extend into the Adelaide Development Company land (CT5714/745.”</p> <p>“There is also evidence of the presence of archaeological artefacts throughout the entire area including the land in question. The land owned by the Adelaide Development Company is therefore considered to be of important cultural significance to the Kurna people.”</p>
2011	Moana	<p>Journal of the Anthropological Society of SA, Special Edition, Vol 34, 2011 "Issues in South Australian Aboriginal Archaeology"</p> <p>Source http://www.anthropologysocietysa.com/home/wp-content/uploads/2013/02/Walshe-Paper-2011.pdf</p>	<p>p.11 "Valerie Campbell, a key Member of ASSA and post graduate candidate, in the 1980s focused on mid Fleurieu coastal midden sites, excavating at Moana and nearby dunes. Tindale had collected extensively at Moana from 1930 but Campbell undertook the first controlled excavations (Campbell 1980). Campbell excavated 12 hearth sites at Moana which yielded a significant amount of stone tools, faunal material (including dingo remains) and placed coastal occupation from approximately 6,340 years ago to contact (Campbell 1979, 1980, 1981a, 1981b). Moana has some of the last remaining dune systems along the Fleurieu coast and the excavation assemblages investigated by Campbell provide a significant resource for future analysis. Her work is best summarised in Ross(1984)"</p>

Attachment 5a



**City of
Onkaparinga**

Your Ref:
Our Ref: 472826

23 May 2005

Alex McLeod
Friends of Moana Sands Conservation Park
65 Third Ave
MOANA SA 5169

Dear Mr McLeod

Moana Sands Adelaide Development Company land request for update

Thank you for your request for an update on the status of land owned by the Adelaide Development Company adjoining the Moana Sands Conservation Park (hereafter referred to as "the land"). The following information has been received from the relevant Ministers:

- the Minister for Aboriginal Affairs and Reconciliation has advised that the land is considered to be of important cultural significance to the Kaurna people (copy attached);
- the Minister for Environment and Conservation has advised that the land is considered to have low biodiversity value (copy attached); and
- the Minister for Urban Development and Planning has advised that there are no current or immediate proposals to change the zoning of the land, that there are no regional requirements to secure the whole of the land as open space, and that Planning SA encourages Council to undertake a Plan Amendment Report (PAR) to create a Metropolitan Open Space System (MOSS) zone along the entire length of Pedler Creek (copy attached).

With regard to Planning SA's suggested creation of a MOSS zone along Pedler Creek, please be advised that the City of Onkaparinga will be investigating this issue during preparation of the *Environment Plan Amendment Report*. Plan Amendment Reports (PARs) are the process for making changes to the Onkaparinga (City) Development Plan. The Development Plan controls where and how development occurs in the City of Onkaparinga.

The Minister for Urban Development and Planning approved Council's Statement of Intent for the Environment PAR in February 2005 (the Statement of Intent outlines the scope of the proposed plan amendment report and is the first step of the PAR process). Detailed investigations are expected to commence during the second half of the 2005 calendar year.

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Willunga office
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Willunga
Fax (08) 8556 2641

In response to your query regarding the draft Kaurna Reconciliation Agreement, the agreement does not provide a direct mechanism for securing the cultural heritage values of the land. However, the agreement does propose a process for identifying and recording significant Kaurna Cultural Heritage sites across the City of Onkaparinga (and other Council areas). The outcomes of this process may influence potential uses of the Adelaide Development Company land in the longer term.

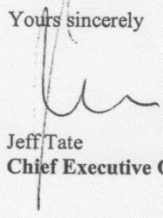
As previously advised, the land would need to be rezoned from Urban to Residential before any development could occur. It is a legislative requirement under the *Development Act* (1993) that all environmental and cultural heritage issues are investigated and adequately addressed during that process. Neither the City of Onkaparinga nor Planning SA has any current or immediate intentions to rezone the land from Urban to Residential.

In conclusion, although no State Government agency has expressed an intention to purchase the Adelaide Development Company land, the City of Onkaparinga will continue to pursue the long term protection of the environmental and cultural values of the land by:

- investigating the creation of a MOSS zone along Pedler Creek using the *Environment Plan Amendment Report* (including public consultation as a part of that process); and
- working with the Kaurna Heritage Board in accordance with the draft *Tappa Iri Reconciliation Agreement* to identify and protect Kaurna Cultural Heritage sites in addition to those currently registered under the *Aboriginal Heritage Act* (1998).

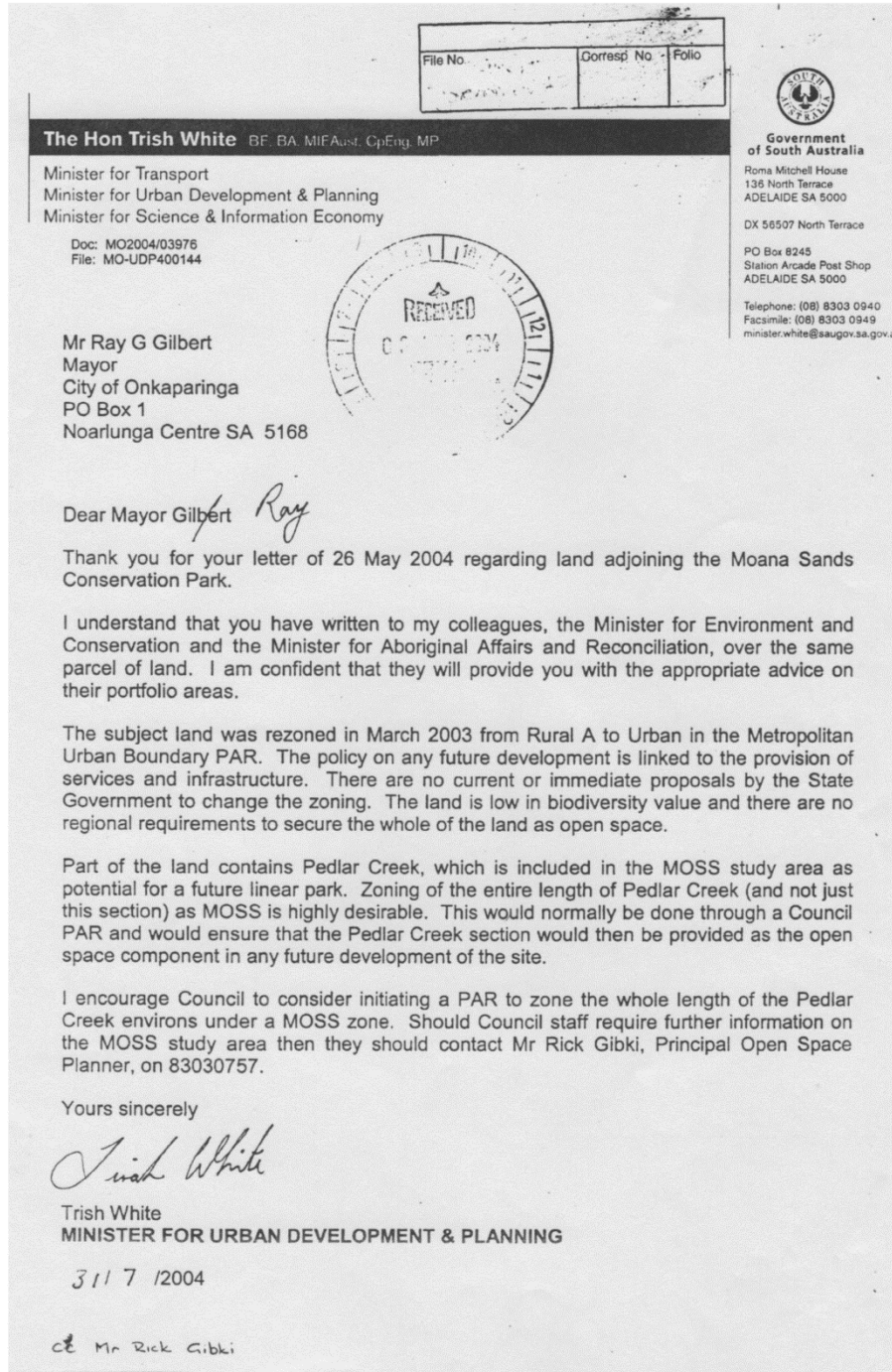
Please contact James Guy, Project Leader, on 8384 0157 if you require any further information.

Yours sincerely



Jeff Tate
Chief Executive Officer

Attachment 5b



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12.3 Notice of Motion re Code of Conduct - Behavioural Code - Cr Jamieson

Under Behavioural Code

"A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process of handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the local Government Governance Panel a regional Governance Panel or an independent investigator.

A complaint may be considered within this process to be trivial, vexatious or frivolous and accordingly not investigated

I learnt that Governance is reviewing sections of the Code of Conduct following a meeting between four Councillors the Director of Governance and the CEO. Having that information the focus of this NOM has changed to facilitate EM involvement in the review from start to finish and raise issues that should be included in the discussion that will need to be held at a workshop.

Issues raised by Councillor Chapman that need to be considered in the Review are;

- Confidentiality

Investigations under the Code of Conduct are conducted in a "cone of confidentiality" where the person charged cannot get answers or seek support from friends or colleagues in personally damaging circumstances.

Another issue is that if a breach under the Code of Conduct has found to be false then it remains confidential. What this means is the person investigated does not have the capacity to redress the record.

There are other examples of how confidentiality effects those charged of a breach and their ability to get answers.

A transparent open system that has checks and balances that apply to both parties will always lead to an accepted result.

A system that is hidden, in confidentially conditions, always leads to suspicion and suspected abuse of the system and loss of trust.

I believe the City of Onkaparinga has always pursued transparent open practises and that is the expectation of our community. Why change now!

- Costs for code of Conduct costs.

Financial costs of any charges should be included in a report following a Code of Conduct investigation

Council needs to know not only that an investigation has been conducted in an appropriate fashion but as part of that final report how much it cost

- Independent legal advice

Independent Legal advice should be made available to advise a person charged of a breach. I am not suggesting that a lawyer would appear at an investigation interview but be able to advice the person accused of a breach of their rights. The confidentiality conditions that exist now isolate the person accused of a breach from all information sources.

- Vexatious frivolous and trivial

Considered by Mayor in consultation with the CEO

Investigated up front both parties interviewed and decision made before investigation proceeds (see Appendix 2, City of Onkaparinga's procedure for investigating Complaints, page 11)

Whether the complaint is vexatious, frivolous or trivial should be decided immediately not at the last interview in a 3 month process

- Compulsory conference between the parties using a mediator as first step

Following the decision to continue on with the complaint a compulsory conference must be held as a first step. The meeting will include the two parties involved in the alleged breach with a mediator/conciliator.

If the person who initiated the complaint fails to attend the compulsory conference the charge should be dropped.

- Only first party complaints about breaches of the Code of Conduct should be considered

Everyone will have a different view of a situation that may occur between two people. One of the two could have a view that the behaviour was acceptable or trivial and would not raise a complaint. Another person outside the incident may find the incident objectionable and under the present code raise a complaint.

That person who raises the complaint could have an issue with one of the party and then we have a vexatious complaint!

- Complaints

A complaint should not be based on a person's perception but on an actual facts

Complaints should be clearly defined in the Code of Conduct documentation and if it is required guidance notes should be included in the documentation. For example where on the continuum of defining robust debate do you sit!

- Natural Justice (Page 16)

The Council member subject to a complaint has the right to be informed of the full allegations made against them

The Council member subject to a complaint must be given a reasonable opportunity to respond to the allegations

The person submitting a complaint under the Code of Conduct should lodge the complaint in the form of a Statutory Declaration.

Similarly any witnesses interviewed should have their statements recorded.

Statutory Declarations and transcripts of witness interviews should be supplied to the person subjected to the complaint.

- Timelines

Investigations should be conducted in a timely fashion. Complaints included under the Behavioural Code fall under Councils bailiwick and I think a 3 month timeline to complete an investigate is unacceptable under any circumstance.

To enable a full understanding of the issues I request that the motion and the information preceding the motion be included in the minutes.

MOTION

That the following items be included as part of the Code of Conduct Review (Behavioural Code).

The Review should be conducted as a discussion between elected members at a workshop

- **Confidentiality**
- **Records of Code of Conduct costs**
- **Independent Legal Advice**
- **Vexatious, frivolous and trivial**
- **Compulsory conference between the parties using the mediator as a first step**
- **Only first party complaints about breaches of the Code of Conduct should be considered**
- **Complaints**
- **Natural Justice**

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13. Petitions

Nil.

14. Urgent business

15. Confidential items

Confidential Clause

If Council so determines item 15.1 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on grounds contained in the Recommendations below.

A handwritten signature in black ink, appearing to read 'Mark Dowd', with a stylized flourish at the end.

Mark Dowd
Chief Executive Officer

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15.1 Notice of Motion re Code of Conduct - Cr Jamieson

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 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 matter 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.
4. That the matter of Notice of Motion re Code of Conduct having been considered by the Council in confidence under sections 90(2) and 90(3)(a) 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 Notice of Motion re Code of Conduct and the minutes and the report of the Council relating to discussion of the subject matter be kept confidential as determined at the meeting.
5. 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.
6. 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.

16. Closure

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Declarations of Interest

Council Meeting Date:		Councillor:
Item No. (e.g. 3.1)	Declaration of Interest (where a member has an interest that does not lead to a conflict)	Declaration of Conflict of Interest (where a member has an interest that leads to a conflict)