Contact for apologies: Sue Hammond
ph: 8384 0747
email: sue.hammond@onkaparinga.sa.gov.au
Contact number for meeting venue: 8384 0614

15 August 2019

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 20 August 2019** at **7pm** at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre for the purpose of considering the items included on the attached agenda.

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

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 20 August 2019

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 Kaurna, and the more recent contribution from people either born here or who have migrated here. As we meet together, we build on this heritage by respecting and listening to each other, thinking clearly, being receptive to new ideas, speaking honestly, and deciding wisely for the current and future well-being of those we serve.

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1. Opening of meeting

2. Confirmation of minutes

Recommendation

1. That the minutes of the proceedings of the Council meeting held on 16 July 2019 be received and confirmed as an accurate record of those proceedings.

2. That the minutes of the proceedings of the Special Council meeting held on 23 July 2019 be received and confirmed as an accurate record of those proceedings.

3. That the minutes of the proceedings of the Special Council meeting held on 6 August 2019 be received and confirmed as an accurate record of those proceedings.

3. Adjourned business

Nil.

4. Leave of absence

Nil.

5. Mayor's Communication

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5.1 Mayors Report

Citizenship

On 22 July 2019, we welcomed 170 new Australian citizens to our city from 39 different countries at a ceremony in the Hopgood Theatre, Noarlunga Centre.

Special guest speaker, Elijah Bravington, the City of Onkaparinga's Cultural Diversity Officer, welcomed our new citizens and we were all impressed by the incredible performance of Jayden Pillion, a local budding musician at just 14 years of age.

Special thanks to the Elected Members who assisted me in handing out gifts to our newest citizens, Councillors Eaton and O'Brien.

Council Memberships – Murray Darling Association and Regional Development Australia

After careful consideration, it was decided that we would not renew the membership to the Murray Darling Association. The Association has served the Murray Darling Basin well over several years, providing representation at state and federal level, advocating for the proper management of basin resources, and influencing government policy. However, with our increasing budgetary constraints and governance changes that will see the Murray Darling Basin NRM Board replaced by the Hills and Fleurieu Board (which will mean that Onkaparinga will no longer have land recognised within the basin), the membership is no longer considered a priority for funding.

Proper management of the Basin remains a critical issue for all South Australians, and I will write to the Association to thank them for their important work.

As part of Council's draft 2019/20 budget deliberations, the funding required to participate in the Adelaide Hills, Fleurieu and Kangaroo Island Regional Development Australia (RDA) was not recommended for allocation. The RDA was advised by letter dated 3 June 2019.

Local Government Reform

The Hon Stephan Knoll MP has recently released the Reforming Local Government in South Australia Discussion Paper, which is the next stage in the Marshall Government's review of local government legislation, Attachment 1. I look forward to seeing this progress and deliver positive changes for all councils and their communities.

125 years of Women's Suffrage Commemoration

On 6 August I was honoured to attend a State Dinner to commemorate 125 years of women's suffrage in South Australia. December 2019 marks the anniversary of landmark legislation that enabled women in South Australia – for the first time anywhere in Australia – to vote in general elections, and to stand as members of Parliament.

This incredible achievement was the end result of years of campaigning, letter writing, signature gathering and lobbying by men and women in the South Australian community that put their passion into action. Gaining the vote was a huge step towards gender equality in South Australia, and meant that women could participate in public life by having their say at general elections.

It was both a humbling and joyous occasion.

Local Government Professionals Awards

On behalf of the Elected Members, I would like to acknowledge and celebrate the tremendous achievements of our staff who recently won Local Government Professionals Awards.

Paul Wright, Team Leader Community Development has won the National Emerging Leader in Local Government Award. Paul has a strong background in youth services and helped our team make a huge impact through the nationally recognised "How to Adult" Program. Paul was also instrumental in implementing the new in-house management model for Council's youth services.

Swell6 – this team of state champions won the prestigious National Management Challenge, another huge win over 117 competing teams. This team had been developing their skills; expertise and team work over several months to represent South Australia and the City of Onkaparinga. Well done members of Swell6 – Jessie Hurrell, Jo Pratt, Kat McAteer, Priah Dean, Megan Chapman and Michael Lloyd Hughes.

On behalf of the Elected Members I congratulate all of the staff and wish you every success with furthering your leadership journey. We are very lucky to have you working at the City of Onkaparinga.

Correspondence received

The following correspondence is attached for your information.

Att 1	Hon Stephan Knoll MP	Reforming Local Government in South Australia
Att 2	Hon Vickie Chapman MP	Statutes Amendment (Decriminalisation of Sex Work) Bill 2018
Att 3	Mayor Robert Bria	Built heritage and the status of contributory items in the new Planning System
Att 4	Chief Executive, SA Tourism Commission	South Australian Visitor Economy Sector Plan 2030

Mayor's calendar

My activities between 13 July and 16 August 2019 are reflected in Attachment 5.

Thank you.



Erin Thompson
Mayor

Recommendation

That Council note the 20 August 2019 Mayor's report.

Attachment 1

19MLG0226

Government of South Australia

The Hon Stephan Knoll MP
Member for Schubert

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

Dear Mayor Thompson

On Monday 5 August I released the Reforming Local Government in South Australia Discussion Paper.

The release of this Discussion Paper is the next stage in the Marshall Government's review of local government legislation to ensure that all councils and council members are supported to act, make decisions and provide services in the way in which your communities expect.

As you will recall, earlier this year I invited all councils and the wider community to put forward ideas to better support and improve local government.

I am pleased to note that more than 80 submissions were made, which, along with a strong response to the wider discussion, generated dozens of ideas within the four reform areas that I had nominated; stronger council member capacity and better conduct; lower costs and enhanced financial accountability; efficient and transparent local government representation and simpler Regulation.

The ideas received have been carefully considered, and are the basis of the reforms proposed in the Discussion Paper. Some of the key proposed reforms include a new conduct management framework for council members; an expanded role for council audit committees to provide expert, independent advice to councils on a range of critical financial and governance matters; and improvements to regulation to reduce councils' costs.

Before beginning work to develop a Local Government Reform Amendment Bill, I am keen to hear feedback on the reforms proposed within the Discussion Paper. I am strongly of the view that reforms will be strengthened through open and thorough debate, and am therefore keen to hear feedback on the proposed reforms before beginning work to develop a Local Government Reform Amendment Bill.

The Office of Local Government (OLG) will be working closely with the Local Government Association (LGA) to ensure that all councils have an opportunity to discuss the proposed reforms and contribute their views. I understand that more details on an engagement program will be provided separately by the LGA.

Minister for Transport, Infrastructure and Local Government
Minister for Planning
Roma Mitchell House Adelaide SA 5000 I GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 I Email ministerknoll@sa.gov.au

SOUTH AUSTRALIA

Following the completion of this engagement, OLG will host a number of reform workshops in late October, to enable intensive discussion on key reforms. These are expected to focus on council member capacity and conduct, and lower costs and financial accountability. Further information on these workshops will be provided to your Council closer to the date.

While your Council's participation in this consultation will assist me to understand the views of the local government sector on the proposed reforms, you are also very welcome to make a submission directly to OLG website.

The Discussion Paper, and more information about the reform program is available from www.dpti.sa.gov.au/local_govt/local_government_reform.

Information on the reform proposals is also available at yourSAy.sa.gov.au to assist members of the public to contribute to the local government reform conversation. If your Council could assist in this by alerting community groups in your area of the release of the Discussion Paper, I would be most grateful.

I look forward to ongoing discussion with your Council and the local government sector more widely as we progress reforms that will make positive changes for all councils and their communities.

Yours sincerely

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

9 / 8 /2019



VICKIE CHAPMAN MP
MEMBER FOR BRAGG

Attachment 2

23 July 2019

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

Dear Mayor

Re the Statutes Amendment (Decriminalisation of Sex Work) Bill 2018

I write to you regarding the passage of the Statutes Amendment (Decriminalisation of Sex Work) Bill (the Bill) in the House of Assembly, and attach a copy for your consideration.

As you may be aware, the Bill was introduced into the Legislative Council by the Hon Tammy Franks MLC. On 20 June 2019, the Bill passed the Legislative Council with important amendments, of which I am supportive.

The amendments have the following effect:

- Include a commencement clause to ensure the Bill will not have an immediate effect once passed, but instead allow the Government adequate time to consider additional regulatory responses and develop policies and procedures in consultation with Councils like yourself;
- Creation of a new offence for the employment of a child for a purpose related to commercial sexual services;
- Insertion of a review clause before three years of the Act's operation by the Attorney-General;
- Requirement for the Minister to assist sex workers when leaving the industry through training and education, housing, legal advice and health services;
- Creation of an offence for advertising commercial sexual services in public places; and
- Allowing police to enter a premise should they have reasonable cause to suspect an offence is being or has been committed there, aligning to their general search warrant powers.

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These amendments add to the protections of not only sex workers, but also our community. The amendments align with the desire of many in our Parliament to see a full decriminalisation of this industry, whilst ensuring advertising protections and enabling police to enter premises where suspected crimes are being committed.

I will be introducing this Bill into the House of Assembly on 31 July 2019 for second reading, with debate expected in early September. In the meantime, I seek your consideration of the Bill as it currently stands, in light of the changes made by the Legislative Council and considering other factors pertinent to Councils like street soliciting and planning.

I thank you for your time in considering this important Bill. Please do not hesitate to contact my office should you require any further information on this legislation.

Yours sincerely,

Vickie Chapman MP
DEPUTY PREMIER
ATTORNEY-GENERAL

House of Assembly—No 91
As received from the Legislative Council and read a first time, 2 July 2019

South Australia

Statutes Amendment (Decriminalisation of Sex Work) Bill 2018

A BILL FOR

An Act to amend the *Criminal Law Consolidation Act 1935*, the *Equal Opportunity Act 1984*, the *Spent Convictions Act 2009*, the *Summary Offences Act 1953* and the *Return to Work Act 2014*.

LC GP 152-D: the Hon Tammy Franks MLC 1

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29 Amendment of section 4—Interpretation
30 Insertion of section 6A
6A Additional provisions in respect of sex work

Schedule 1—Transitional provision

1 Application of section 128(1) of *Return to Work Act 2014* to certain employers

The Parliament of South Australia enacts as follows:

Part 1—Preliminary

1—Short title

This Act may be cited as the *Statutes Amendment (Decriminalisation of Sex Work) Act 2018*.

2—Commencement

This Act will come into operation on a day to be fixed by proclamation.

3—Amendment provisions

In this Act, a provision under a heading referring to the amendment of a specified Act amends the Act so specified.

Part 2—Amendment of *Criminal Law Consolidation Act 1935*

4—Amendment of section 5—Interpretation

Section 5(1), definition of ***common prostitute***—delete the definition

5—Insertion of section 68AA

After section 68 insert:

68AA—Provision of commercial sexual services to children

(1) A person must not provide commercial sexual services to a child.

Maximum penalty: Imprisonment for 10 years.

(2) However, it is a defence to a charge of an offence against this section if it is proved that the defendant believed on reasonable grounds that the person to whom they provided commercial sexual services had attained 18 years of age.

6—Insertion of section 68AB

After section 68 insert:

68AB—Offence to employ child for a purpose related to provision of commercial sexual services

(1) A person who employs a child for a purpose related to the provision of commercial sexual services is guilty of an offence.

Maximum penalty: Imprisonment for 5 years.

(2) For the purposes of subsection (1), but without limiting the generality of that subsection, a person who performs any of the following services and functions will be taken to be doing so for a purpose related to the provision of commercial sexual services:

(a) acting as a receptionist, or otherwise making or receiving telephone calls or other communications, related to the provision of commercial sexual services;

(b) driving a sex worker to a place for the purpose of providing commercial sexual services (whether at that place or elsewhere);

(c) providing cleaning services at premises at which commercial sexual services are provided;

(d) purchasing goods (however described) intended to be used in the provision of commercial sexual services.

(3) It is a defence to a charge of an offence against subsection (1) for the defendant to prove that—

(a) the defendant required the child to produce evidence of their age; and

(b) the child made a false statement, or produced false evidence, in response to that requirement; and

(c) in consequence, the defendant reasonably believed that child was 18 years of age or older.

(4) In this section—

employs a child includes—

(a) enters into a contract for services with a child; and

(b) allows a child to undertake work as a volunteer;

premises includes a part of a premises;

sex worker means a person who provides commercial sexual services.

7—Amendment of section 270—Punishment for certain offences

Section 270(1)(b)—delete paragraph (b)

8—Variation of Schedule 11—Abolition of certain offences

Schedule 11, clause 1—after paragraph (29) insert:

and

(30) offences relating to prostitution.

Part 3—Amendment of *Equal Opportunity Act 1984*

9—Amendment of section 5—Interpretation

Section 5(1)—after the definition of ***sexuality*** insert:

sex worker means a person who provides sexual services on a commercial basis;

10—Amendment of section 85T—Criteria for establishing discrimination on other grounds

(1) Section 85T(1), definition of ***discriminate***—after paragraph (f) insert:

or

(g) discriminate on the ground of being, or having been, a sex worker,

(2) Section 85T—after subsection (7) insert:

(8) For the purposes of this Act, a person discriminates on the ground of being, or having been, a sex worker—

(a) if the person treats another unfavourably because the other is, or has in the past been, a sex worker; or

(b) if the person treats another unfavourably on the basis of a characteristic that appertains generally to persons who are, or who have in the past been, sex workers, or on the basis of a presumed characteristic that is generally imputed to persons who are, or who have in the past been, sex workers; or

(c) if the person treats another unfavourably because of an attribute of or a circumstance affecting a relative or associate of the other, being an attribute or circumstance described in the preceding paragraphs.

11—Amendment of section 85U—Application of Division

Section 85U—delete "or religious appearance or dress" and substitute:

, religious appearance or dress or being, or having been, a sex worker

12—Amendment of section 85ZA—Application of Division

Section 85ZA—delete "or caring responsibilities" and substitute:

, caring responsibilities or being, or having been, a sex worker

13—Amendment of section 85ZB—Discrimination by associations

Section 85ZB(2)—after paragraph (c) insert:

or

(d) for persons who are, or who have in the past been, sex workers,

14—Amendment of section 85ZD—Application of Division

Section 85ZD—delete "or religious appearance or dress" and substitute:

, religious appearance or dress or being, or having been, a sex worker

15—Amendment of section 85ZF—Discrimination by person disposing of interest in land

Section 85ZF(1)—delete "or caring responsibilities" and substitute:

, caring responsibilities or being, or having been, a sex worker

16—Amendment of section 85ZG—Discrimination in provision of goods and services

Section 85ZG(1)—delete "or caring responsibilities" and substitute:

, caring responsibilities or being, or having been, a sex worker

17—Amendment of section 85ZH—Discrimination in relation to accommodation

(1) Section 85ZH(1)—delete "or caring responsibilities" and substitute:

, caring responsibilities or being, or having been, a sex worker

(2) Section 85ZH—after subsection (5) insert:

(6) This section does not apply to discrimination on the ground of being, or having been, a sex worker in relation to the provision of accommodation by an organisation that does not seek to secure a pecuniary profit for its members, if that accommodation is provided only for persons who are, or who have in the past been, sex workers.

18—Amendment of section 85ZI—Charities

Section 85ZI(a)—after subparagraph (iv) insert:

(v) persons who are, or who have in the past been, sex workers; or

19—Amendment of section 85ZK—Measures intended to achieve equality

(1) Section 85ZK—delete "or persons with caring responsibilities" and substitute:

persons with caring responsibilities, or persons who are, or who have in the past been, sex workers

(2) Section 85ZK—delete "or persons without caring responsibilities" and substitute:

persons without caring responsibilities, or persons who are not, or who have never been, sex workers

Part 4—Amendment of *Spent Convictions Act 2009*

20—Insertion of section 16A

After section 16 insert:

16A—Certain convictions in relation to sex work taken to be spent

(1) Despite any other provision of this Act, a conviction of a person for a prescribed sex work offence will be taken to be spent on the commencement of this section (including, to avoid doubt, a conviction occurring after the commencement of this section).

(2) In this section—

prescribed sex work offence means—

(a) an offence against section 270(1)(b) of the *Criminal Law Consolidation Act 1935*; or

(b) an offence against section 21 of the *Summary Offences Act 1953* involving premises frequented by prostitutes; or

(c) an offence against section 25, 25A or 26 or Part 6 of the *Summary Offences Act 1953*; or

(d) a common law offence relating to prostitution,

(in each case, as in force before the commencement of this section).

Part 5—Amendment of *Summary Offences Act 1953*

21—Amendment of section 4—Interpretation

Section 4(1), definition of ***prostitute***—delete the definition

22—Amendment of section 21—Permitting premises to be frequented by thieves etc

Section 21—delete ", prostitutes" wherever occurring

23—Insertion of section 24A

After section 24 insert:

24A—Power of police to enter premises used for commercial sexual services

(1) A police officer may, at any time of the day or night, exercise all or any of the following powers in respect of premises at which commercial sexual services are provided:

(a) the officer may enter into, break open and search the premises if the officer has reasonable cause to suspect that—

(i) an offence has been recently committed, or is about to be committed; or

(ii) there is anything that may afford evidence as to the commission of an offence; or

(iii) there is anything that may be intended to be used for the purpose of committing an offence;

(b) the officer may break open and search any cupboards, drawers, chests, trunks, boxes, packages or other things, whether fixtures or not, in which the officer has reasonable cause to suspect that—

(i) there is anything that may afford evidence as to the commission of an offence; or

(ii) there is anything that may be intended to be used for the purpose of committing an offence;

(c) the officer may seize any such things to be dealt with according to law.

(2) In this section—

commercial sexual services means an act engaged in for payment involving physical contact (including indirect contact by means of an inanimate object) between 2 or more persons that is intended to provide sexual gratification for 1 or more of those persons, but does not include an act of a class excluded by regulation from the ambit of this definition.

24—Repeal of sections 25, 25A and 26

Sections 25, 25A and 26—delete the sections

25—Insertion of section 26AA

After section 26 insert:

26AA—Review of decriminalisation of sex work etc

(1) The Attorney-General must cause a review to be undertaken of the operation of—

(a) this Act, to the extent that it was amended by the *Statutes Amendment (Decriminalisation of Sex Work) Act 2019*; and

(b) a provision of any other Act that was amended or inserted by the *Statutes Amendment (Decriminalisation of Sex Work) Act 2019*.

(2) The review and the report must be completed before the third anniversary of the commencement of this section.

(3) The Attorney-General must cause a copy of the report submitted under subsection (1) to be laid before both Houses of Parliament within 6 sitting days after receiving the report.

26—Insertion of section 26AB

After section 26 insert:

26AB—Minister to arrange assistance for persons leaving sex work

(1) A person who is engaged in sex work and who wishes to leave sex work may apply (without charge) to the Minister for assistance under this section to do so.

(2) An application under this section must be made in a manner and form determined by the Minister.

(3) On receipt of an application under this section, the Minister must cause such assistance as the Minister thinks appropriate to be offered to the applicant for the purposes of making their transition from sex work as easy as is reasonably practicable.

(4) Without limiting the kinds of assistance that may be offered to an applicant, such assistance may include 1 or more of the following:

(a) the provision of information about Government and other resources and services available to the applicant;

(b) the provision of education and training services;

(c) assistance in finding accommodation;

(d) assistance in finding employment;

(e) assistance in accessing legal advice and health services;

(f) counseling and support services.

(5) If an applicant accepts an offer of assistance, the Minister must take reasonable steps to provide such assistance, or cause such assistance to be provided, to the applicant.

(6) However, an offer of assistance under this section does not create legally enforceable rights or entitlements.

(7) In this section—

Minister means—

(a) if the regulations prescribe a Minister for the purposes of this definition—that Minister; or

(b) if the regulations do not prescribe a Minister for the purposes of this definition—the Attorney-General.

27—Insertion of section 26AC

After section 26 insert:

26AC—Prohibition on advertising commercial sexual services

(1) A person must not advertise the provision of commercial sexual services.

Maximum penalty: $2 500.

(2) An owner or occupier of premises must not cause or permit a person to advertise, at or on the premises, the provision of commercial sexual services.

Maximum penalty: $2 500.

(3) Subsections (1) and (2) do not apply to an advertisement or other action of a kind prescribed by the regulations.

(4) For the purposes of this section, a person ***advertises the provision of commercial sexual services*** if the person—

(a) places or displays a sign in, or that is visible from, a public place that promotes the provision of commercial sexual services; or

(b) distributes to the public any unsolicited leaflet, handbill or other document, that promotes the provision of commercial sexual services.

(5) In this section—

commercial sexual service means an act engaged in for payment involving physical contact (including indirect contact by means of an inanimate object) between 2 or more persons that is intended to provide sexual gratification for 1 or more of those persons, but does not include an act of a class excluded by regulation from the ambit of this definition;

payment includes any form of consideration;

sign includes a painted or printed sign, lettering, image, signboard or visual display screen.

28—Repeal of Part 6

Part 6—delete the Part

Part 6—Amendment of *Return to Work Act 2014*

29—Amendment of section 4—Interpretation

Section 4(1), definition of ***employer***, (a)—after "subsection (7)" insert:

or section 6A

30—Insertion of section 6A

After section 6 insert:

6A—Additional provisions in respect of sex work

The following provisions apply in respect of the provision of sexual services on a commercial basis (not being the provision of a service that is prohibited under a law of the State):

(a) for the purposes of paragraph (b) of the definition of ***contract of service*** in section 4, the provision of such a service will be taken to be work of a prescribed class if—

(i) the work is performed by 1 person to the contract, arrangement or understanding (the ***worker***) in the course of or for the purposes of a business carried on by another person to the contract, arrangement or understanding (the ***employer***); and

(ii) the work is performed personally by the worker (whether or not the worker supplies any equipment); and

(iii) the worker does not employ any other person to carry out any part of the work;

(b) a reference to an employer in this Act does not include a reference to—

(i) a person to whom such services are personally provided; or

(ii) a person of a class prescribed by the regulations for the purposes of this paragraph;

(c) in determining an application under section 175, the Corporation must not refuse to extend the protection of this Act to a self-employed person merely because the person is or has been engaged in the provision of commercial sexual services (other than where the provision of the services is prohibited under a law of the State);

(d) the regulations may exempt a specified class of persons or bodies from a specified provision of this Act.

Schedule 1—Transitional provision

1—Application of section 128(1) of *Return to Work Act 2014* to certain employers

(1) This clause applies to an employer of a person who provides sexual services on a commercial basis.

(2) An obligation under section 128(1) of the *Return to Work Act 2014* will be taken not to apply to an employer to whom this clause applies during the prescribed period.

Note—

That subsection provides that an employer must not employ a worker in employment to which that Act applies unless the employer is registered by the Return to Work Corporation of South Australia.

(3) Nothing in this clause—

(a) limits the operation of section 128(3) of the *Return to Work Act 2014*; or

(b) prevents—

(i) an employer to whom this clause applies from applying for registration by the Return to Work Corporation of South Australia during the prescribed period; or

(ii) such an application being processed by the Return to Work Corporation of South Australia during the prescribed period.

(4) In this clause—

employer has the same meaning as in the *Return to Work Act 2014*;

prescribed period means the period commencing on the day on which this clause comes into operation and ending 6 months after that day.

Attachment 3

File Number: S.04363
Enquiries To: Mario Barone
Direct Telephone: (08) 8366 4539

2 August 2019

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

Dear Mayor Thompson

I refer to the various ongoing discussions regarding built heritage and the status of Contributory Items in the new Planning System.

To this end, please find enclosed a copy of my letter to the Minister for Planning regarding Heritage and Contributory Items, as part of the new Planning System for South Australia.

A copy of my letter to the Minister, has also been forwarded to all State Member of Parliament together with a cover letter, which I have also enclosed for your information.

As there are a number of Councils which have Contributory Items designated in Development Plans, the issue of built heritage and in particular, the status and transitioning of Contributory Items into the new Planning & Design Code will have significant impacts on how Contributory Items are dealt with in the new Planning System.

Please do not hesitate to contact me on 0431 754 077 if you require any further information or wish to discuss this issue.

Yours sincerely

Robert Bria
MAYOR

City of
Norwood
Payneham
& St Peters

OFFICE OF THE MAYOR

175 The Parade
Norwood SA 5067

PO Box 204
Kent Town SA 5071

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8366 4555

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Environmental Sustainability

http://onenpsp/sites/teams/ceo/executive/Shared Documents/Mayor/Correspondence/2019/Letter to Councils with CIs - Built Heritage and Contributory Items - 30 July 2019.docx

File Number: S/04363
Enquiries To: Emily Crook
Direct Telephone: 8366 4561

COPY

24 July 2019

The Hon Andrew McLachlan CSC MLC
andrew.mclachlan@parliament.sa.gov.au

Dear Mr McLachlan Andrew

HERITAGE IN THE NEW PLANNING SYSTEM

As you would be aware, State and Local Government are currently in the process of transitioning to a new planning system. As part of the planning reform program, the Minister for Planning has recently invited councils to undertake a Heritage Development Plan Amendment (DPA) to elevate eligible Contributory Items to Local Heritage Place status, in light of the State Government's (and the State Planning Commission's) position that Contributory Items should not be transferred straight into the new system.

The City of Norwood Payneham & St Peters has carefully considered the invitation and notwithstanding the Council's strong support for the protection of built heritage, has determined to not undertake the preparation of a Heritage DPA, for a range of reasons, as outlined in the attached letter to the Minister. The Council has also resolved to share its position with you to ensure that all Members of State Parliament are aware of the current position which is being faced by Local Government and the community and the challenges posed by the decision which has been taken in respect to Contributory Items.

This issue is an important one for South Australia and it is important that we get it right. Whilst the Commission and the Department of Planning Transport & Infrastructure continue to state that there will be no impact on Contributory Items as result of the changes, it is clear that Local Government and the community do not share this view. Any objective test which is applied to the new policies, will conclude that Contributory Items will be placed at risk under the new policies which are being pursued by the Commission. The Council and Local Government generally, believe that a solution which does not put Contributory Items at risk is possible, however this can only be achieved through discussions based upon the facts concerning how Contributory Items were first introduced and their importance in the make-up of suburbs and in the State's planning system.

To this end, any assistance which you can provide to resolve this issue will be greatly appreciated.

If you wish to discuss this issue or require any further information, please do not hesitate to contact me on 8366 4544.

Yours sincerely

Robert Bria
MAYOR

Enc: Letter to Minister Knoll regarding Heritage DPA

\\svrfs\users\jspooner\Desktop\Letter to Members of State Parliament - Planning & Design Code - 24 July 2019.docx

City of
Norwood
Payneham
& St Peters

**OFFICE OF
THE MAYOR**

175 The Parade
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Social Equity
Cultural Vitality
Economic Prosperity
Environmental
Sustainability

File Number: S/04363
Enquiries To: Emily Crook
Direct Telephone: 8366 4561

COPY

15 July 2019

City of
Norwood
Payneham
& St Peters

OFFICE OF
THE MAYOR

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Website
www.npsp.sa.gov.au

The Hon. Stephan Knoll MP
Minister for Planning
GPO Box 1533
ADELAIDE SA 5001

Dear Minister Stephan

PLANNING AND DESIGN CODE – TRANSITION OF HISTORIC CONSERVATION ZONES AND CONTRIBUTORY ITEMS

Thank you for your letter dated 2 May 2019, regarding the implementation of heritage and character provisions in the Planning and Design Code and for the invitation to commence preparation of a Heritage Development Plan Amendment (DPA), to elevate eligible Contributory Items to Local Heritage Place status.

In response to your invitation, I can advise that at its meeting held on 1 July 2019, the Council considered the invitation to undertake the preparation of a Heritage DPA and the State Planning Commission's recently released policy position papers on character and heritage and unanimously resolved the following:

1. *That the Council notes the State Planning Commission's policy position on heritage and character in the new planning system and notes that staff will continue to advocate for strong heritage policies in the new planning system.*

2. *That the Council declines the Minister for Planning's invitation to prepare a heritage Development Plan Amendment (DPA) for the reasons set out in this report and that the Premier of South Australia, the Minister for Planning, all Members of State Parliament and State Planning Commission, be advised of the Council's position on this matter, in particular its concern regarding the proposed down-grading of protection of Contributory Items which comprise the fabric of our Historic Conservation Zones, including:*
   (a) the proposal not to list Contributory Items in the Heritage Overlay in the Planning and Design Code, contrary to the recommendation of the Parliamentary Environment Resources and Development Committee 2019 report on heritage;
   (b) the foreshadowed omission of the test of structural soundness as a criteria against which an application to demolish a Contributory Item is to be assessed;
   (c) the foreshadowed test for an application to demolish a Contributory Item of how well the building's theme is represented; and
   (d) the foreshadowed test for an application to demolish a Contributory Item solely on the basis of a suitable replacement building.

The Council's reasons for declining the invitation to prepare a Heritage DPA are set out below.

South Australia's heritage framework has seen minimal change for many years and as a result, this has created significant uncertainty and in many cases, a stalemate in implementing the protection of heritage buildings across South Australia. The City of Norwood Payneham & St Peters has been advocating for clarity on heritage issues within the planning system for many years.

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Economic Prosperity
Environmental
Sustainability

In 2005-2006, the Council prepared two comprehensive Heritage DPAs, which identified 1257 Contributory Items that were subsequently listed and recognised in the Council's Development Plan. At the conclusion of the Heritage DPA process, I wrote to the then Minister for Urban Development and Planning, expressing concerns with the lack of legislative criteria for Contributory Items and calling for a review of the broader heritage policy framework in South Australia. No changes or reviews were undertaken by the State Government at the time, however I understand that no new Contributory Items have been incorporated into Council Development Plans since 2012.

Despite various opportunities for the State Planning Agency to review, consult and implement changes to the State's heritage framework since 2001, it is disappointing that the Commission's position on heritage and character was announced at this late stage of the planning reform process without adequate prior consultation and without evidence to support its claims. The Commission's subsequent advice to the release of its position on heritage and character, that it was interested in receiving submissions, was at best a tokenistic exercise and after thought and merely sought to minimise criticism of its decision in light of public backlash against its contempt for releasing its position on heritage and character, in the absence of robust community input and more importantly, justification of its decision.

Throughout the planning reform process, Local Government has repeatedly requested DPTI to provide sufficient notice of any substantial resources which would be required from Local Government to transition to the new planning system, to allow for the required budget allocations to be made. The unexpected invitation to undertake the preparation of a Heritage DPA, has placed several Councils in a very difficult position, particularly after Councils have released their 2019-2020 draft budgets for consultation and before the details of the relevant draft *Planning and Design Code* have been made available.

It is anticipated that a heritage DPA of the scope required for this Council, would take more than a year to complete and approximately $200,000 to undertake a comprehensive review of the Council's 1475 Contributory Items. To commence such a process with less time or resource allocation would likely result in a significantly compromised outcome – something which the Council is not prepared to do given the importance of this issue.

Heritage DPAs require extensive community consultation to ensure all affected property owners are appropriately informed and have the opportunity to be involved. Due to condensed timeframes foreshadowed for both the preparation of a Heritage DPA and the on-going implementation of the planning reforms program more generally, it is likely that consultation for a Heritage DPA will occur concurrently or closely timed with State led consultation on the transition to the *Planning and Design Code*. Consultation for a Heritage DPA is likely to generate a significant response from the community and could easily distract from other aspects of the planning reform program. As such, it would not be in the community's best interests to have the consultation of one process compromising the other.

The need to undertake a Heritage DPA is driven by the Commission's determination that Contributory Items will not be carried over into the new system, on the basis that they are not identified in legislation and according to *Practitioner Overview of Heritage & Character in the New Planning System,* have not *"been through a rigorous assessment".* Although legislative criteria do not exist, Contributory Items have been included in Development Plans through a legislated DPA/PAR process, in line with State Government endorsed guidelines set out in Planning SA's 2001 *Planning Bulletin - Heritage*, in some cases the State Government's *South Australian Planning Policy Library* and in all cases, with Ministerial approval. The significance of this fact cannot be simply swept away in any objective discussion of this issue.

Many councils, including the City of Norwood Payneham & St Peters, went above and beyond legislative consultation and review requirements in the preparation of Heritage DPAs since 2001. The blanket statement in the Commission's Papers that Contributory Items have not gone through a rigorous assessment is unfounded and misleading at best and fails to acknowledge the extensive time, money and resources invested by the many Councils which followed State Government endorses guidelines and processes.

It is also considered unreasonable to remove Contributory Items from the new planning system prior to the State Government responding to the ERDC recommendations on heritage reforms, particularly Recommendation 3 which recommends an audit of Contributory Items (an impossible task if Contributory Items are already deleted in the *Planning and Design Code*).

Given the extensive resources that many councils have invested in preparing Heritage DPAs since the early 2000s and given that the Local Heritage Place criteria for built heritage have not changed since the *Development Act 1993* was introduced, it would be reasonable to expect and assume that for most Local Government Areas, Contributory Items have already been identified through previous heritage surveys as not meeting the threshold for Local Heritage Place listing. If such buildings met the criteria for listing as Local Heritage Places, they would have already been listed. As such, it is non-sequitur that Councils should expect a different result by commissioning further costly heritage surveys, given that the listing criteria for Local Heritage Places remains the same.

Another reported motivation for removing Contributory Items in the new planning system, is a lack of consistency across Local Government both in terms of the quality and thoroughness of Contributory Item lists, as well as the policy framework in which they are assessed. These differences are acknowledged, but it seems illogical to resolve this problem by removing Contributory Items entirely, rather than consulting on and establishing consistent criteria and a policy framework which represents best practice across Local Government. In short, the Commission's approach is unnecessary, will erode current levels of heritage protection and cause greater confusion and community angst. I note that a number of Councils have expressed similar views to DPTI and the Commission, yet the response to date has been to continue on the current trajectory based upon mantra.

As you are aware, the draft *Planning and Design Code* policies for the Local Heritage Area Overlay are yet to be released, however the Commission's papers indicate the criteria for demolition approval will include consideration of the following:

- heritage values of the existing building and contribution to the heritage values of the area;
- proposed replacement dwelling;
- contextual analysis outcomes; and
- how well the theme is represented.

The Council is very concerned about the proposed demolition tests and how they might be applied. The first criteria would unlikely be required in most heritage areas, if comprehensive surveys and lists of Contributory Items were allowed to be retained. One of the key objectives of the new planning system is to provide greater upfront certainty to all involved in the development assessment process. It is curious then, that the Commission's position involves the dismissal of upfront, comprehensive professional heritage surveys implemented through Ministerial endorsed consultative DPA processes, in favour of an ad-hoc assessment of the heritage contribution of a building by planning officers following the lodgement of a Development Application for demolition of a building. The foreshadowed approach will inevitably lead to an inconsistent approach across Local Government and create uncertainty for Applicants and the development sector. The very process which the Commission says it is seeking to avoid.

If the new policy framework requires only one of the above criteria to be met, this could result in the demolition of a Contributory Item solely on the basis that a suitable replacement building is proposed. This approach would be completely at odds with the philosophy of heritage preservation and provides effectively no distinction between heritage areas and character zones. Many council Development Plans require a structural demolition test to be applied in the first instance, noting that the structural test is less stringent for Contributory Items as compared to Local or State Heritage Places.

The Commission's position papers have asserted that there will be *"equal protection"* for heritage buildings in the new system and that the new system aims to *"strengthen and transition current demolition controls"*. With respect, as expressed by a number of Councils and practitioners, the proposed position in relation to Contributory Items does not represent equal protection, or strengthened demolition controls for all councils. It is assumed that the term *"equal protection"* refers to equality between councils, rather than equality between the current and new systems. These statements are considered to provide a confused and arguably misleading, message to the community.

The assessment of contextual analysis outcomes or thematic representation have not been well explored in communications from the Commission at this stage. However, it must be stressed that the inherent value of Contributory Items is in their collective contribution to the area; these buildings will be well represented because that is the very basis for establishing a heritage area in the first place. The collective value of these buildings would be very quickly eroded if one-by-one demolition was permitted on the basis that other examples exist in that street or even other neighbourhoods.

In summary, the Council does not believe that there are any compelling reasons to undertake the preparation of a Heritage DPA, given that the listing criteria for Local Heritage Places has not changed and given that the final demolition tests to be included in the *Planning and Design Code* have yet to be finalised. As such, your invitation to prepare a Heritage DPA is respectfully declined.

The Councils decision to decline to prepare a Heritage DPA should not in any way be interpreted as agreeing with the position which has been taken by DPTI and the Commission or that it is willing to forgo the protection of Contributory Items. In fact, the Council has and will continue to advocate for the retention of Contributory Items. To this end the Council has offered, and again offers, to meet with you to put forward a workable solution.

The Council's position remains firm that Contributory Items should be retained and transitioned over to the *Planning and Design Code* in a clearly identified database (e.g. spatially identified on a map or by address) and that demolition protections afforded under the current system also be transitioned across to the new planning system. The need for consistent policy across the State is supported, however there must be a thorough and transparent review of all existing Development Plan policies accompanied by a robust consultation process to arrive at a reasonable policy position for heritage protection. To date, this has not occurred.

To quote the American Author, Steve Berry: *"a concerted effort to preserve our heritage is a vital link to our cultural, educational, aesthetic, inspirational, and economic legacies - all of the things that quite literally make us who we are"*. Minister, we are at the precipice of change in heritage protection in South Australia and I urge you to influence the content of the *Planning and Design Code*, such that our historic areas of South Australia, and the contributing buildings within those areas, continue to be afforded the high level of protection which they deserve.

If you have any questions regarding the Council's position, I would be pleased to discuss these concerns further with you at a mutually convenient time.

Yours sincerely

Robert Bria
MAYOR

cc. The Hon. Steven Marshall, Premier of South Australia
Mr Peter Malinauskas, Leader of the Opposition
Members of State Parliament
Mr Michael Lennon, Chairperson, State Planning Commission
Mr Matt Pinnegar, Chief Executive Officer, Local Government Association SA
NPSP Councillors

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Attachment 4

Government of South Australia
South Australian Tourism Commission

6 August 2019

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

Dear Mayor Thompson

I am pleased to announce the South Australian Tourism Commission has launched the *South Australian Visitor Economy Sector Plan 2030*.

This plan sets a bold ambition to grow our visitor economy to $12.8 billion by 2030 and generate an additional 16,000 jobs.

This plan has been developed with extensive consultation across industry and government.

As a result, we have a strong plan that is representative of the broad range of stakeholders that make up the Visitor Economy and sets a clear vision for growth in the coming decade.

I have included a hard copy of the plan and an infographic with this letter. To download an electronic version visit: https://tourism.sa.gov.au/research-and-statistics/strategies/tourism-plan-2030

I look forward to working with you to achieve the ambitious goals set out in the plan, most significantly the achievement of $12.8 billion in visitor expenditure and the creation of 16,000 additional jobs in South Australia.

Yours sincerely

Rodney Harrex
Chief Executive
South Australian Tourism Commission

South Australian Tourism Commission
Level 9, 250 Victoria Square, Adelaide South Australia 5000 | GPO Box 1972 Adelaide SA 5001
T 08 8463 4500 | **F** 08 7421 0200 | **E** tourism@sa.gov.au | southaustralia.com | **ABN** 80 485 623 691

SOUTH AUSTRALIA

Government of South Australia
South Australian Tourism Commission

6 August 2019

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

Dear Mr Dowd

I am pleased to announce the South Australian Tourism Commission has launched the *South Australian Visitor Economy Sector Plan 2030*.

This plan sets a bold ambition to grow our visitor economy to $12.8 billion by 2030 and generate an additional 16,000 jobs.

This plan has been developed with extensive consultation across industry and government.

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I have included a hard copy of the plan and an infographic with this letter. To download an electronic version visit: https://tourism.sa.gov.au/research-and-statistics/strategies/tourism-plan-2030

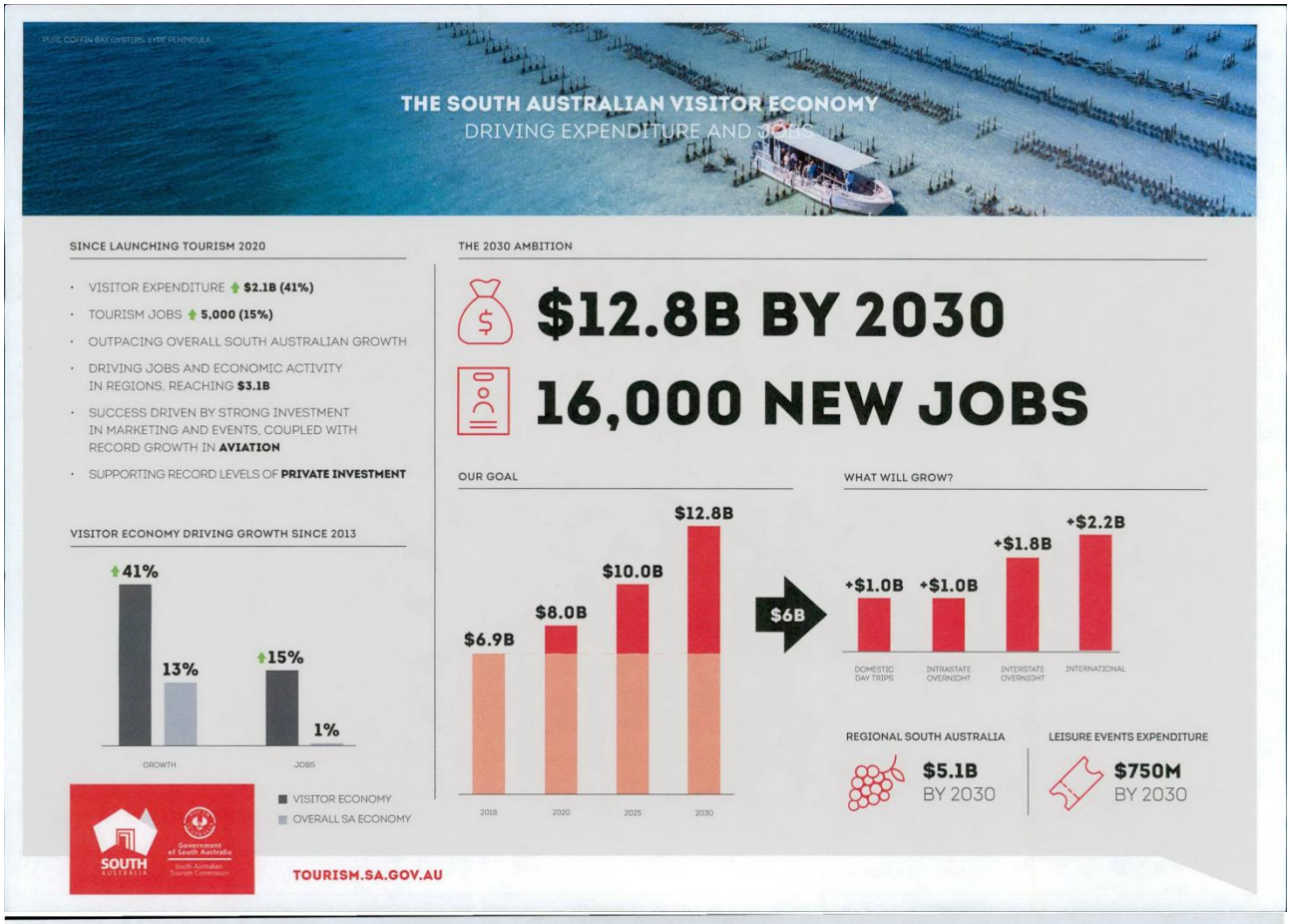
I look forward to working with you to achieve the ambitious goals set out in the plan, most significantly the achievement of $12.8 billion in visitor expenditure and the creation of 16,000 additional jobs in South Australia.

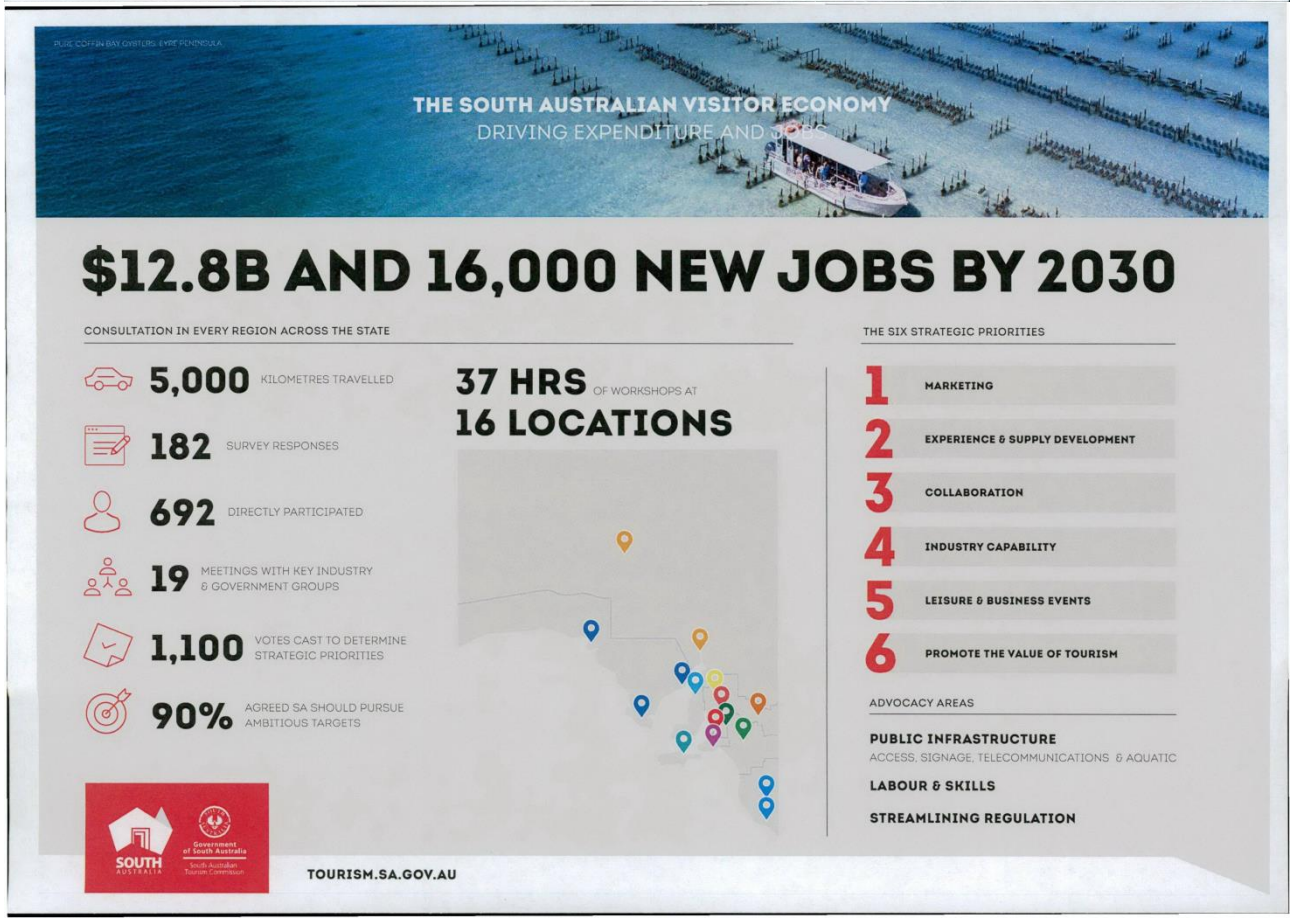
Yours sincerely

Rodney Harrex
Chief Executive
South Australian Tourism Commission

South Australian Tourism Commission
Level 9, 250 Victoria Square, Adelaide South Australia 5000 | GPO Box 1972 Adelaide SA 5001
T 08 8463 4500 | **F** 08 7421 0200 | **E** tourism@sa.gov.au | southaustralia.com | **ABN** 80 485 623 691

SOUTH AUSTRALIA


PURE COFFIN BAY OYSTERS, EYRE PENINSULA
THE SOUTH AUSTRALIAN VISITOR ECONOMY
DRIVING EXPENDITURE AND JOBS
SINCE LAUNCHING TOURISM 2020
VISITOR EXPENDITURE ↑ $2.1B (41%)
TOURISM JOBS ↑ 5,000 (15%)
OUTPACING OVERALL SOUTH AUSTRALIAN GROWTH
DRIVING JOBS AND ECONOMIC ACTIVITY IN REGIONS, REACHING $3.1B
SUCCESS DRIVEN BY STRONG INVESTMENT IN MARKETING AND EVENTS, COUPLED WITH RECORD GROWTH IN AVIATION
SUPPORTING RECORD LEVELS OF PRIVATE INVESTMENT
VISITOR ECONOMY DRIVING GROWTH SINCE 2013
↑41%
13%
↑15%
1%
GROWTH
JOBS
VISITOR ECONOMY
OVERALL SA ECONOMY
THE 2030 AMBITION
$12.8B BY 2030
16,000 NEW JOBS
OUR GOAL
$6.9B
$8.0B
$10.0B
$12.8B
2018
2020
2025
2030
$6B
WHAT WILL GROW?
+$1.0B
+$1.0B
+$1.8B
+$2.2B
DOMESTIC DAY TRIPS
INTRASTATE OVERNIGHT
INTERSTATE OVERNIGHT
INTERNATIONAL
REGIONAL SOUTH AUSTRALIA
$5.1B BY 2030
LEISURE EVENTS EXPENDITURE
$750M BY 2030
SOUTH AUSTRALIA
Government of South Australia
South Australian Tourism Commission
TOURISM.SA.GOV.AU


PURE COFFIN BAY OYSTERS, EYRE PENINSULA
THE SOUTH AUSTRALIAN VISITOR ECONOMY
DRIVING EXPENDITURE AND JOBS
$12.8B AND 16,000 NEW JOBS BY 2030
CONSULTATION IN EVERY REGION ACROSS THE STATE
5,000 KILOMETRES TRAVELLED
182 SURVEY RESPONSES
692 DIRECTLY PARTICIPATED
19 MEETINGS WITH KEY INDUSTRY & GOVERNMENT GROUPS
1,100 VOTES CAST TO DETERMINE STRATEGIC PRIORITIES
90% AGREED SA SHOULD PURSUE AMBITIOUS TARGETS
37 HRS OF WORKSHOPS AT
16 LOCATIONS
THE SIX STRATEGIC PRIORITIES
1 MARKETING
2 EXPERIENCE & SUPPLY DEVELOPMENT
3 COLLABORATION
4 INDUSTRY CAPABILITY
5 LEISURE & BUSINESS EVENTS
6 PROMOTE THE VALUE OF TOURISM
ADVOCACY AREAS
PUBLIC INFRASTRUCTURE
ACCESS, SIGNAGE, TELECOMMUNICATIONS & AQUATIC
LABOUR & SKILLS
STREAMLINING REGULATION
SOUTH AUSTRALIA
Government of South Australia
South Australian Tourism Commission
TOURISM.SA.GOV.AU

Attachment 5

Mayor's calendar 13 July to 16 August 2019

July	
15	24th Sitting of YMCA Youth Parliament
16	Meetings with staff
	Meeting of Council
17	Meeting with Morphett Vale Memorial Bowling Club Members
	McLaren Vale Community meeting with Leon Bignell MP
19	South Adelaide Football Club Launch of Mural
	Climate Change Sustainable Onkaparinga outreach display at Colonnades
22	Citizenship Ceremony
23	Meetings with staff
	Meeting with Ward Councillors
	Elected Member Session
	Meeting of Special Council
24	Meeting with resident
	City of Onkaparinga Grants Presentation Ceremony
25	Meeting with Australian Council of Social Service (ACOSS)
	Meeting with staff
26	Photo Voice Exhibition
	Meeting with Christies Beach Surf Life Saving Club
	Radio ABC interview
27	Southern Vales Archery Club visit
	Noarlunga Theatre Company performance 'Vicar of Dibley'
28	Meeting with Ward Councillor
	South Adelaide Football Club vs Pt Adelaide
29	Meeting with Christies Sailing Club
30	Meeting with Member for Hurtle Vale
	Meeting with staff
	Meeting with Ward Councillor
	Elected Member Session
	Meeting with resident
August	
1	City of Holdfast Bay event – Repatriation of Ancestral Remains
	Meeting with resident
	Junction Australian 40th Anniversary celebration

2	Open the South Port Surf Life Saving Club SALA launch
5	Meeting with staff
	Port Noarlunga Sea Scout Group Annual General Meeting
6	State Dinner commemoration of 125 Years of Women's Suffrage
7	Meetings with staff
	Meeting with resident
8	Coast FM radio segment
	Meeting with residents
	Meeting with Mayor of Mitcham Council
9	Speak at Economic Development Forum
	Meet with resident
	Meeting with business association
12	Meeting with Ward Councillor
	Meeting with staff
	Meeting with Chief Executive Officer
13	Meetings with staff
	Caring Futures Institute Launch, Flinders University College of Nursing & Health Sciences
	His Excellency the Governor's Reception for 35th Anniversary of Volunteering
	Elected Member Session
14	Meeting with Ward Councillor
	Meeting with Mayor of Marion Council
	Aldinga Bay Residents Association Annual General Meeting
15	Meeting with staff
	Meeting with Federal Member for Mayo
	Tatachilla Lutheran College opening of Reception Learning Centre and Ridge Path
	Chief Executive Officer and Elected Member Session
16	The Smith Family opening of new office
	Meeting with resident
	Meetings with Ward Councillors

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6. Presentations

6.1 Australian Institute of Landscape Architects Award – Infrastructure - Aldinga Township Project

6.2 Australasian Local Government Professionals Management Challenge Award – Swell 6 Management Challenge Team

7. Deputations

Nil.

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

8.1 Audit, Risk, Value and Efficiency Committee minutes of 29 July 2019

This is a regular or standard report.

Manager:	Alison Hancock, Director Corporate and City Services
Report Author:	Sue Hammond, Governance Officer
Contact Number:	8384 0747
Attachments:	1. Minutes of the Audit, Risk, Value and Efficiency Committee meeting of 29 July 2019 (5 pages)
	2. Updated Terms of Reference (8 pages)

A meeting of the Audit, Risk, Value and Efficiency Committee was held on 29 July 2019.

Item 12.1 is a confidential item and will be considered at item 15.3 of this agenda.

The following items require a resolution of Council.

Recommendations

1. Re item 7.2 Audit, Risk, Value and Efficiency Committee Terms of Reference

That Council adopt the updated Terms of Reference, as endorsed by the Audit, Risk, Value and Efficiency Committee as its meeting of 29 July 2019, as shown at attachment 2 to the agenda report.

2. That Council note the minutes of the Audit, Risk, Value and Efficiency Committee meeting of 29 July 2019 as per attachment 1 to the agenda report.

Attachment 1

City of Onkaparinga

Minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 29 July 2019

Venue:	Meeting Room 1, Civic Centre Ramsay Place, Noarlunga Centre
Meeting commenced:	6pm
Present:	Cr Cowan Cr Eaton Cr O'Brien Peter Brass
Apologies:	David Powell
Leave of absence:	Nil
Absent:	Nil

1. Opening of meeting

Alison Hancock, Acting Chief Executive Officer, officially declared the meeting open at 6pm.

MOVED Cr O'Brien.

That the Audit, Risk, Value and Efficiency Committee resolves that Cr Eaton preside for the duration of this Audit, Risk, Value and Efficiency Committee meeting of 29 July 2019.

Seconded by Cr Cowan.

CARRIED

Cr Eaton took the Chair.

2. Confirmation of minutes

MOVED Cr O'Brien.

That the minutes of the proceedings of the Audit, Risk, Value and Efficiency Committee meeting held on 24 June 2019 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Cowan.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentations

Nil.

6. Deputations

Nil.

7. Reports of officers

7.1 Internal audit update IA2018-06 - review of corporate purchase card policy procedures and expenditure

MOVED Cr O'Brien.

1. *That the Audit, Risk, Value and Efficiency Committee receive and note the review of corporate purchase card expenditure audit report with agreed actions at attachment 1 attached to the agenda report.*
2. *That the Audit, Risk, Value and Efficiency Committee note that the summary of agreed management actions at attachment 2 to the agenda report and that progress on implementing agreed actions will be monitored and reported to the Committee on a quarterly basis.*

Seconded by Peter Brass.

CARRIED

7.2 Audit, Risk, Value and Efficiency Committee Terms of Reference

MOVED Peter Brass.

1. *That the Audit, Risk, Value and Efficiency Committee endorses the updated Terms of Reference as shown at attachment 1 to the agenda report, which incorporates the appointment of a new independent ordinary member and replaces references to Whistleblowing with the Public Interest Disclosure Act 2018 (PID Act).*
2. *That the Audit, Risk, Value and Efficiency Committee recommends to Council the approval of the updated Terms of Reference as shown at attachment 1 to the agenda report.*

Seconded by Cr O'Brien.

CARRIED

7.3 Quarterly Performance Improvement Report

MOVED Cr O'Brien.

That the Audit, Risk, Value and Efficiency Committee note the agenda report and the City of Onkaparinga Quarterly Performance Improvement Report, attachment 1 to the agenda report.

Seconded by Cr Cowan.

CARRIED

7.4 Work Health Safety and Return to Work activities update

MOVED Peter Brass.

That the Audit, Risk, Value and Efficiency Committee note the agenda report.

Seconded by Cr Cowan.

CARRIED

7.5 Risk Management Quarterly Update Report

MOVED Cr O'Brien.

That the Audit, Risk, Value and Efficiency Committee receive and note the agenda report and the amendments to the Risk Management Framework document as shown at attachment 1 to the agenda report.

Seconded by Peter Brass.

CARRIED

7.6 2019 Committee Reporting Schedule (Work plan)

MOVED Cr O'Brien.

That the Audit, Risk Value and Efficiency Committee note the agenda report and 2019 Committee Reporting Schedule, attachment 1 to the agenda report.

Seconded by Cr Cowan.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

12. Confidential items

12.1 IA2018-08 - Review of Internal Financial Controls

MOVED Cr O'Brien.

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 and Tim Muhlhausler and Craig Johnson of Galpins, be excluded from attendance at the meeting in order to consider this item in confidence.

b. the Audit, Risk, Value and Efficiency Committee is satisfied that it is necessary that the public, with the exception of staff on duty and Tim Muhlhausler and Craig Johnson of Galpins, be excluded to enable the Committee to receive, discuss and consider the report at the meeting on the following grounds:

Section 90(3)(e) matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person; as the information to be received or considered affects the security of council as the information relates to council's internal financial system management and security access arrangements.

c. accordingly, on this basis the principle that meetings of the Audit, Risk, Value and Efficiency Committee should be conducted in a place open to the public has been outweighed because of the safety and security risk to council if the information or discussion details are disclosed publicly.

Seconded by Cr Cowan.

CARRIED

2-3 Confidential

MOVED Cr O'Brien.

4. a. *That the matter of Internal audit IA2018-08 - Review of Internal Financial Controls having been considered by the Audit, Risk, Value and Efficiency Committee in confidence under sections 90(2) and 90(3)(e) of the Local Government Act 1999 that an order be made under the provisions of sections 91(7)and (9) of the Local Government Act 1999 that the agenda report, all attachments, discussion and minutes of the Audit, Risk, Value and Efficiency Committee relating to discussion of the subject matter be kept confidential until agreed actions have been implemented or 30 June 2020, whichever comes first.*

   b. *That, pursuant to Section 91(9)(a) of the Local Government Act 1999, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer or their sub–delegate.*

   c. *That pursuant to Section 91(9)(c) of the Local Government Act 1999 Council delegates the power to revoke the confidentiality order to the Chief Executive Officer or their sub-delegate.*

Seconded by Cr Cowan.

CARRIED

Cr Eaton reopened the meeting to the public at 7.19pm.

13. Closure

There being no further business Cr Eaton officially declared the meeting closed at 7.23pm.

Certified Correct ……Chair

/ /2019

Attachment 2

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, public interest disclosures, internal and external audit and the value and efficiency of its services, programs and processes 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.
- 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 the adequacy of systems of control in relation to conflicts of interest and related work standards and practices.

Public Interest Disclosures

- Reviewing Council's Public Interest Disclosure policy and procedures as required under the *Public Interest Disclosure Act 2018* (PID Act), ensuring principles of good governance are implemented through Council's internal controls and processes.

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 prepare an annual report to Council on its activities.
- 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 effecting 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 and 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 11 December 2018 until the last Council meeting in December 2019.

The independent members will each be appointed for four (4) years, such that:

- the Presiding Member's term of office commences at the mid-point of the Council term
- the second independent member's term of office commences on 1 July in the year following the Council election

The Independent Members of the Committee will be paid an allowance in the form of a sitting fee for each meeting attended as set by Council resolution.

Absence, without leave of Council or 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.

Membership of Audit, Risk Value and Efficiency Committee

Elected Members	**Independent Members**
Cr G Eaton	Mr David Powell, Chairperson (appointed until 31 December 2020)
C M O'Brien	Mr Peter Brass appointed until 30 June 2023
Cr B Cowan	

Cr A de Graaf (proxy member)	

5. Chairperson

The Chairperson is appointed by Council, being:

Chairperson	Mr David Powell

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 that the Guiding Principles at Regulation 4 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.
- Meet with Council on an annual basis to present the Committee's annual report and answer any questions relating to the function and activities of the Committee.

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, with preference given to this being another independent member 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 6pm at 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 2015

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 Corporate and City Services (with the Chief Financial Officer 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. Terms of Reference approval

Responsible officers/departments:	Director Corporate and City Services Manager Governance
Adopted by:	Council
Adoption date:	11 December 2018
Next review:	By December 2019
Dates of previous reviews:	Adopted by Council – 20 March 2012 Altered by Committee – 18 June 2012 Adopted Council – 10 July 2012 Adopted by Council – 9 December 2014 Adopted by Council - 1 December 2015 Adopted by Council - 13 December 2016 Amended by Committee – 13 February 2017 Adopted by Council 21 November 2017 Amended membership – 20 February 2018 Adopted by Council – 11 December 2018 Amended membership – 29 July 2019
ECM DSID:	2131177 – 20 March 2012 2380775 – 18 June 2012 2380766 – 10 July 2012 2398727 – 30 April 2013 3787238 – 13 December 2016 3923674 – 13 February 2017 4207944 – 21 November 2017 4761711 – 11 December 2018 4822860 – 19 February 2019

8.2 Strategic Directions Committee meeting minutes of 6 August 2019

This is a regular or standard report.

Manager:	Alison Hancock, Director Corporate and City Services
Report Author:	Sue Hammond, Governance Officer
Contact Number:	8384 0747
Attachments:	1. Minutes of the Strategic Directions Committee meeting held 6 August 2019 (5 pages)

A meeting of the Strategic Directions Committee was held on 6 August 2019.

The following items require a resolution of Council.

Recommendations

1. Re item 7.2 Thalassa Parks & Gardens Trust

That Council approve:

1. That considering the pressure on council's Open Space Project and Capital Works category and priorities already identified through the Open Space Strategic Management Plan and the provisions of the trust deed, that Council does not support the allocation of funds for Thalassa Park asset replacements and that council reconsider fund allocation in the lead up to the 2020-21 budget deliberations.

2. That council staff supporting the Thalassa Parks & Gardens Trust negotiate the development of a new master plan for the park and provide an updated report to the Strategic Directions Committee by end November 2019.

2. That Council note the minutes of the Strategic Directions Committee meeting held on 6 August 2019 as shown at attachment 1 to the agenda report.

Attachment 1

City of Onkaparinga

Minutes of the Strategic Directions Committee meeting held on 6 August 2019

Venue:	Council Chamber, Civic Centre Ramsay Place, Noarlunga Centre
Meeting commenced:	7.31pm
Present:	Cr M Bray Cr S Brown (7.32pm) Cr B Cowan Cr de Graaf Cr G Eaton Cr H Greaves Cr S McMahon Cr M O'Brien Cr W Olsen (7.41pm) Cr R Peat (Chair) Cr M Themeliotis (7.31pm)
Apologies:	Mayor Thompson Cr W Jamieson
Leave of absence:	Nil
Absent:	Nil

1. Opening of meeting

Cr Peat officially declared the meeting open at 7.31pm.

2. Confirmation of minutes

MOVED Cr Eaton.

That the minutes of the proceedings of the Strategic Directions Committee meeting held on 2 July 2019 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr de Graaf.

Cr Themeliotis entered the meeting at 7.31pm.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentation

Nil.

6. Deputations

Nil.

7. Reports of officers

7.1 Grass Establishment Trials and Irrigation Maintenance Plan

Cr Brown entered the meeting at 7.32pm.

MOVED Cr Greaves.

That Strategic Directions Committee:

1. *Notes the Irrigation Maintenance Plan as shown at attachment 1 to the agenda report.*
2. *Notes the outcomes of the Grass Establishment Trials.*
3. *Approves turf establishment trials be expanded to include minimal seasonal irrigation to maintain turf cover, to reduce dust and improve usage of some open spaces and that the results be reported back to the Strategic Directions Committee by July 2020.*

Seconded by Cr de Graaf.

Cr Olsen entered the meeting at 7.41pm.

CARRIED

7.2 Thalassa Parks & Gardens Trust

MOVED Cr Themeliotis.

That the Strategic Directions Committee recommend to Council:

1. *That considering the pressure on council's Open Space Project and Capital Works category and priorities already identified through the Open Space Strategic Management Plan and the provisions of the trust deed, that Council does not support the allocation of funds for Thalassa Park asset replacements and that council reconsider fund allocation in the lead up to the 2020-21 budget deliberations.*
2. *That council staff supporting the Thalassa Parks & Gardens Trust negotiate the development of a new master plan for the park and provide an updated report to the Strategic Directions Committee by end November 2019.*

Seconded by Cr O'Brien.

CARRIED

7.3 Disposal of SA Water land - Aldinga Washpool Lagoon

Cr Peat declared a perceived conflict of interest as council liaison to the Washpool Working Group. Cr Peat stated he would receive no benefit or detriment, direct or indirect, personal or pecuniary from considering and voting on this matter and chose to remain in the meeting.

MOVED Cr Greaves.

That the Strategic Directions Committee approve the letter to the Minister for Environment and Water, the Hon David Speirs (attachment 1 to the agenda report), calling for his intervention in the sale of SA Water land forming part of the broader Aldinga Washpool Lagoon and its surrounds.

Seconded by Cr de Graaf.

CARRIED

Cr Peat voted for the motion. The majority of members entitled to vote at the meeting voted for the motion.

7.4 Old Reynella Former Winery Site - Draft Development Plan Amendment for consultation approval

MOVED Cr Greaves.

That the Strategic Directions Committee:

1. *Approves commencement of consultation on the draft Old Reynella former winery site Development Plan Amendment as contained in attachment 1 to the agenda report, for an eight week period from 12 August 2019 through to 8 October 2019 in accordance with Section 25 of the Development Act 1993.*
2. *Notes consultation will be undertaken in accordance with the Community Engagement Strategy, contained in attachment 2 to the agenda report, as approved by the Strategic Directions Committee on 3 October 2017.*
3. *Delegates to the Chief Executive Officer, or his nominee, the authority to make any necessary changes to the draft Old Reynella Former Winery Site Development Plan Amendment prior to commencing consultation, providing the changes are minor in nature and the policy intent is maintained.*

Seconded by Cr McMahon.

Cr Themeliotis left her seat in the Chamber at 8.29pm.

LOST

MOVED Cr Bray.

That the DPA for consultation comes back to Council for approval with an amendment that includes a concept for a buffer zone on the edge of the lower density residential interface.

Cr Themeliotis resumed her seat in the Chamber at 8.32pm.

Seconded by Cr O'Brien.

CARRIED

7.5 Council and Committee Reporting Schedule

MOVED Cr Greaves.

That the Strategic Directions Committee notes the agenda report and Reporting Schedule, as shown at attachment 1 to the agenda report.

Seconded by Cr McMahon.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

12. Confidential items

Nil.

13. Closure

Cr Peat officially declared the meeting closed at 8.41pm.

Certified Correct .....Chair

/ /2019

9. Reports of officers

9.1 Council Assessment Panel Annual Report 2018-19

This is a regular or standard report.

Manager:	Renée Mitchell, Manager Development Services
Report Author:	Ben Victory, Principal Planner
Contact Number:	8384 0602
Attachments:	1. Council Assessment Panel Annual Report 2018-19 (10 pages)

Bill Chandler, Presiding Member, will present the Annual Report

---

1. Purpose

The Council Assessment Panel's Meeting Procedures require its annual report to be presented to Council each year and the Presiding Member to attend and present.

The Council Assessment Panel (CAP) Annual Report 2018-19 contained in attachment 1 includes a statistical summary of the activities of the CAP for the financial year, and commentary on a range of legislative, procedural and other issues addressed by the Panel.

2. Recommendation

That Council receive the Council Assessment Panel Annual Report 2018-19 as contained in attachment 1 to the agenda report.

3. Background

The Annual Report 2018-19 outlines the activities of the CAP over the preceding year and provides an opportunity for the Panel to comment on any other relevant matters such as procedural issues, delegations, or other trends and issues arising from the business of the Panel.

This year's is the first complete Annual Report for a 12 month period, since the CAP replaced the former Development Assessment Panel that ceased operation on 30 September 2017. That change was part of planning reforms by the state government through the gradual transition from the *Development Act 1993* to the *Planning, Development and Infrastructure Act 2016*.

The CAP has endorsed the 2018-2019 Annual Report and its Presiding Member, Bill Chandler, will attend the Council meeting to present it.

4. Financial Implications

There are no financial implications from this report.

6. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Not receiving the CAP's Annual Report 2018-2019	Receiving the CAP's Annual Report 2018-2019 enables the CAP to comply with its Terms of Reference and Meeting Procedures

Opportunity	
Identify	**Maximising the opportunity**
Receiving the CAP's Annual Report 2018-2019	The Council will understand the work that the CAP has performed over the last nine months and allows the opportunity for the Presiding Member to present to Council

Attachment 1

Council Assessment Panel Annual Report 2018-19

20 August 2019

In accordance with the requirements of the Meeting Procedures and Terms of Reference for the Council Assessment Panel, we are pleased to provide Council with the 2018-19 Annual Report.

The Annual Report provides a summary of activities conducted for the 12 month period of July 2018 to June 2019 for the Council Assessment Panel (CAP).

This report has been endorsed by the CAP and will be presented at the Council meeting of 20 August 2019 by the Presiding Member, Bill Chandler.

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1 Presiding Member's Report

This Annual Report is provided in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016* (PDI Act).

The Panel has five members including one Elected Member (constitutionally) and has been operating successfully with four members since the resignation of Judith Urquhart after the 12 July 2018 meeting (refer later in this report). Decision-making processes have proceeded well, and I am personally of the view that local input continues to be reduced under the legislative changes introduced under the PDI Act.

Council would also be aware of the continual and ongoing transitional arrangements that will require Panel members to be accredited in some manner in order to meet requirements under the PDI Act. This has now become clearer and is likely to impact upon the Panel membership including (but not limited to) local community participation opportunity, the ongoing need for accreditation and training of Panel members (initially and annually), indemnity insurance matters, and the potential likely increased cost implications for council.

The Panel has undertaken its responsibilities in accordance with the Terms of Reference and the Meeting Procedures, and so the Panel has subsequently been operating as an effective decision making entity with decisions and outcomes being lawful under the PDI Act.

The experience, diversity and professionalism of Panel members is acknowledged with close scrutiny applied to all development applications presented. Quality urban design and development outcomes are considered paramount with conditions attached to proposals aimed to minimise any potential ongoing need for future council intervention.

The council facilities have proven capable of accommodating Panel meetings with, on occasion, larger numbers of representors and community present for those applications that have generated community and public interest.

In addition to matters formally raised in the meeting minutes, the following matters are considered worthy of additional comment:

- Medium density proposals continue to provide challenges to the Panel in balancing policy intent with reasonable urban design outcomes. The number being presented to the Panel would seem to have reduced somewhat following the introduction of the new PDI Act legislation and amendments to the Development Plan. This could also be attributed to current economic conditions pertaining to the development industry and potential financial implications for purchasers and investors. Further, I am of the view that the future introduction of new policy under the PDI Act is likely to impact upon the number of applications of this type being presented to the Panel.
- The Panel places emphasis on good urban landscape design as part of development applications received and where this is not provided by applicants the Panel has added

conditions to require details to be provided prior to issue of final Development Approval.

- Land use proposals in the McLaren Vale Character Preservation District continue to grow, which supports tourism and economic growth in the region. Careful consideration is given to maintain sustainable outcomes.
- Appeals lodged in the Environment, Resources and Development Court have been minimal with outcomes supporting the content and direction of the Panel's decisions.
- Unlike the previous year, the number of *'retrospective'* applications has reduced thus reducing the amount of staff time involved in addressing such matters.
- The Planning and Design Code proposed as part of the PDI Act is to be introduced across metropolitan councils sometime in 2020. This will ultimately impact upon council's current Development Plan policy detail. Council staff will need to progressively report to Council on potential outcomes, directions and likely conflicts with community expectations. The introduction of the Planning and Design Code will also have ramifications for the Panel and the subsequent type (particularly residential) and number of applications it may deal with in the future. It may be appropriate that due consideration be given to the current meeting frequency as the impacts are monitored. Even now, we are finding that there has been a reduced need for the Panel to meet on the three week cycle due to the reduction in the number of applications requiring Panel consideration.

The Panel acknowledges the assistance and support provided by council staff in terms of the preparation and distribution of the agendas and minutes, all of which have been provided professionally and within timeframes set by the Council and the legislation.

The Panel also acknowledges the sound professional advice and support received from council's professional officers and the high quality of the reports, advice and information provided by these officers.

I thank all Panel members and council staff for their contribution to the successful operation of the Panel over the past year.

Bill Chandler, Presiding Member CAP

2 Panel Statistics

Structure and frequency

The CAP meets every three weeks on a Thursday at 7pm in the Civic Area of the Noarlunga office, unless there are no agenda items.

In the 2018-19 reporting period, 10 meetings were held, with seven meetings cancelled due to there being no items for the agenda.

In total, 17 reports were presented during this period. The greatest number of reports presented at one meeting was three and the least was one.

13 development applications were granted Development Plan Consent subject to conditions. Three development applications were deferred for further information, with one later approved and one later withdrawn. One approval was appealed by third parties and was later settled in the Environment, Resources and Development Court with amended plans agreed to by all parties, enabling the Court to grant Development Plan Consent.

One deferred item from the previous reporting period was refused by staff for the non-provision of requested information, and a third party appeal against one previously approved item was withdrawn by the appellant.

Membership and attendance

The current members of the Panel are as follows:

Position	Name	Expiration date of term of appointment
Independent Members		
Presiding Member	Bill Chandler	1 October 2020
	Grant Halstead	1 October 2019
	Debra Arnold	1 October 2019
	vacant	
Elected Member	Heidi Greaves	31 December 2020
Deputy Elected Member	Alayna de Graaf	31 December 2020

The independent member Judith Urquhart resigned during the period, following her last meeting on 12 July 2018.

At its meeting of 11 December 2018, the new Council appointed to the CAP:

- Cr Greaves as the Elected Member until 31 December 2020
- Cr de Graaf as the Deputy Elected Member until 31 December 2020.

A report will be provided to Council prior to 1 October 2019 to appoint three Independent Member positions beyond that date.

The PDI Act requires the appointment of an Assessment Manager to the CAP. Renée Mitchell, Manager Development Services has been appointed by the CEO to this position. The Assessment Manager acts as a relevant authority under the Act, is responsible for managing the staff and operations of the Panel and provides advice to the Panel. While no accreditation is currently required for this appointment, Ms Mitchell has attained the Level 1 accreditation that will be required of Assessment Managers when the new accreditation scheme is introduced under the PDI Act on 1 July 2020.

The following table shows the CAP member attendance for 2018-2019:

July 2018 to June 2019 10 meetings were held	
12 July 2018	Bill Chandler, Heidi Greaves, Grant Halstead, Judith Urquhart
13 September 2018	Bill Chandler, Debra Arnold, Heidi Greaves, Grant Halstead
8 November 2018	Heidi Greaves*, Debra Arnold, Grant Halstead
6 December 2018	Bill Chandler, Debra Arnold, Grant Halstead
17 January 2019	Bill Chandler, Heidi Greaves, Grant Halstead
14 February 2019	Bill Chandler, Debra Arnold, Heidi Greaves, Grant Halstead
28 March 2019	Bill Chandler, Debra Arnold, Grant Halstead, Heidi Greaves
18 April 2019	Bill Chandler, Heidi Greaves, Grant Halstead
9 May 2019	Bill Chandler, Debra Arnold, Heidi Greaves
30 May 2019	Bill Chandler, Debra Arnold, Heidi Greaves

*Heidi Greaves was appointed as Acting Presiding Member for the meeting held on 8 November 2018.

3 Specific purpose of the Panel

During the transition to the *Planning, Development and Infrastructure Act 2016*, the *Development Act 1993* continues to assign the following functions to Council Assessment Panels:

- to act as delegate of the Council in respect to determining development applications under the Act
- to report to Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of development applications
- to perform other functions assigned by the Council (other than the formulation of policy).

The Panel functions under its own Meeting Procedures, other than where procedures are prescribed by state legislation.

The Panel's Terms of Reference (ToR) as adopted by the Council on 17 October 2017, delegates to the Panel the authority and duty to determine development applications that:

- have been subject to public representations and where representations have been received, the representors have exercised their rights under the Act and requested to be heard in support of their representations
- are major 'non-complying' (as defined under the Development Act) development applications
- have been referred to the Panel by and at the discretion of the Director Corporate and City Services or the Manager Development Services, as being of significant social, economic or environmental interest
- have been determined by the Minister as appropriate for the CAP to be the relevant authority.

4 CAP Work Program

The Panel considered a variety of proposed developments during the year, including:

- wine bottling facility
- variation to conditions for approved functions
- intensive animal keeping (free range chickens)
- telecommunications facilities
- service industry (processing and sales of coffee beans)
- bulky goods development (Bunnings)
- retirement village
- multiple dwelling
- filling of land
- retaining walls
- service station
- winery and cellar door
- demolition of a local heritage place
- medium density dwellings.

The Panel conducts a hearing in relation to each application, where required, and then proceeds to consider and determine the application. Hearings and meetings are open to the public, unless it is necessary to invoke the confidentiality provisions of the Development Act to consider legal advice or a proposed compromise as part of the Environment, Resources and Development Court appeal process. No matters were considered in confidence during this reporting period.

The hearings conducted ensure representors and applicants have adequate opportunity to express their points of view and are able to be questioned by the Panel in an environment that is conducive to information exchange. There is a level of informality allowed by the Presiding Member in this process so that people appearing before the Panel are put at ease as far as possible, in what can otherwise be an unfamiliar and formal environment.

Panel meetings are structured to allow open discussion by members of the Panel. Wherever possible a consensus decision is sought, with decisions being by resolution of the Panel, consistent with the Panel's ToR. A formal vote is only required when a consensus cannot be reached. During this period there were no items where a consensus could not be reached.

5 CAP Activities, Business & Terms of Reference Evaluation

The former DAP endorsed the new CAP's Terms of Reference (ToR) and Meeting Procedures at its 14 September 2017 meeting, which were then approved by Council at its 17 October 2017 meeting.

There is a differentiation between the meeting procedures of the Panel and the formal Council meeting procedures under the *Local Government Act 1999*, which reinforces the different role and responsibilities of Panel members (including an Elected Member on the Panel) from those of Council and Elected Members meeting as a Council.

The Panel's ToR enable it to report to Council on trends and issues arising from its development assessment function. No matters were formally noted in the course of the Panel's assessment of proposals in 2018-19. However, the minutes for the 12 July 2018 meeting included a response from Technical Services staff to traffic issues noted from the 22 June 2018 meeting.

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9.2 Building Fire Safety Committee Annual Report 2018-2019

This is a regular or standard report.

Manager:	Renée Mitchell, Manager Development Services
Report Author:	Ian Randell, Team Leader Building
Contact Number:	8384 0633
Attachments:	1. Annual Report of the Building Fire Safety Committee 2018-2019 (9 pages)

1. Purpose

The Building Fire Safety Committee (the Committee) is the body established by resolution of Council on 19 June 2001 to be the appropriate authority for the purposes of administering Section 71 of the *Development Act 1993* which establishes the power for councils to investigate whether building owners are maintaining proper levels of fire safety in their buildings for the protection of all occupiers. Section 4 of the Terms of Reference requires that the committee present a written report to Council at the conclusion of twelve months from the date of establishment and each twelve months thereafter.

The Committee's Annual Report is contained in Attachment 1.

2. Recommendation

That Council receive the City of Onkaparinga Building Fire Safety Committee's Annual Report for 2018-19 (attachment 1 to the agenda report).

3. Background

The requirement to report to Council on the activities of the Building Fire Safety Committee is provided for in the Terms of Reference and delegations of the Building Fire Safety Committee as adopted by Council on 19 June 2001 and as amended on 16 March 2016.

Our regulatory role requires that the committee be established for the purposes of administering Section 71 of the *Development Act 1993* (the Act).

Section 71 of the Act provides:

- that an 'appropriate authority' be established by the Council
- that it shall constitute persons meeting criteria prescribed within the section
- that it shall act in accordance with the Terms of Reference adopted by Council, including the period in which the members may hold a position.

The committee's Annual Report for 2018-19 is contained at Attachment 1. The report contains a summary of the activities of the committee over the last year, which has continued to focus on public assembly buildings such as community centres and recreation buildings and commercial premises such as factories and workshops.

Following recent fires in high rise residential buildings both in Australia and particularly the Grenfell Tower fire in the UK, concerns have been raised with the installation of aluminium composite cladding (ACP) panels on commercial and multi storey residential buildings.

The Building team on behalf of the Building Fire Safety Committee completed Phase 2 (Investigation) of the audit of buildings within the Council area as part of a statewide program to identify buildings that required further investigation in that they were of Type A or B construction and have the ACP cladding as part of their external construction, either as part of the external walling or as an attachment. The investigation was undertaken using the South Australian Life Safety Analysis (SALSA) tool.

The buildings identified are not the only buildings in the council area having the ACP cladding as many single storey buildings (having them) are not required by the National Construction Code to have non-combustible cladding.

4. Financial Implications

Committee costs are managed under current operational budgets.

6. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Not meeting the legislative requirement within the *Development Act 1993*	Section 71 of the Act requires a Council to establish an appropriate authority (the Building Fire Safety Committee) in order to inspect the fire safety of at risk buildings and undertake inspections of those buildings. The risk of Council not establishing a Building Fire Safety Committee would be to not meet the legislative requirements of the Act.

Opportunity	
Identify	**Maximising the opportunity**
Not meeting the public welfare and social obligations within Chapter 2 of the *Local Government Act 1999*	Chapter 2 of the *Local Government Act 1999* requires Council to provide services that benefit its area, its ratepayers and residents and visitors to its area including health and welfare The failure to maintain the operation of the Building Fire Safety Committee and ongoing building inspections may contribute to a decrease in life safety compliance and therefore pose a risk to occupants.

Attachment 1

Building Fire Safety Committee

Annual Report 2018 - 2019

July 2019

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3 Specific purpose of the Committee.....6
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1 Chairperson's Comments / Report

The Committee has fulfilled its role as determined by the agreed Terms of Reference. In doing so it has fulfilled the role of the appropriate authority in accordance with the requirements of Section 71 of the *Development Act 1993* and considered under delegation building fire safety issues, as well as providing advice to Council on issues referred to it.

I thank all members for their attendance, thoughtful consideration of the reports and for their contributions to the decision making process. In particular I wish to express gratitude for the work undertaken by Keith Lasslett and his inputs to building fire safety in the City of Onkaparinga since 2002.

I acknowledge the work done by staff to prepare the reports and prepare detailed answers to queries raised by members, leading to a better understanding of varied and complex issues.

The Committee has contributed positively to the safety of our City.

Demetrius Poupoulas
Chairperson Building Safety Committee

2 Committee Statistics

Structure, frequency, membership and attendance

Section 71 of the *Development Act 1993* establishes the power for the Council to establish a Building Fire Safety Committee. The City of Onkaparinga Building Fire Safety Committee is a stand-alone committee which serves the Onkaparinga Council area. It consists of 5 members with 1 deputy member of council staff.

In general, the Committee focuses on the following building types:-

- hotels/ motels and other accommodation buildings
- supportive residential and aged care facilities
- buildings where large numbers of people may congregate
- warehouses, factories, shops, offices and other commercial buildings.

The Building Fire Safety Committee meets approximately every 2 to 3 months at the principal office of Council in Noarlunga. Four meetings were held over the period between 1 July 2018 and 30 June 2019.

Committee Membership

The current membership of the Committee is as follows:

Chair
Demetrius Poupoulas FIE(Aust), CPEng., NER, MICE(UK), MAIBS
- Consultant Building Surveyor and Engineer
- part time commissioner of the Environment Resources & Development Court,
- member of State Government Development Advisory Committee and Building Rules Advisory Committee.

(Appointed by Council)

Peter Hilhorst M.Arch, M.Des
- Fire Safety Officer - Community Safety & Resilience Department with SA Metropolitan Fire Service

(Nominee of the Chief Fire Officer of the SAMFS)

Colin Paton GIFireE, Grad Cert Fire Engineering
- Fire Safety Officer – Commercial with the SA Country Fire Service

(Nominee of the Chief Officer of the SACFS)

Ian Randell MAIBS, Grad Dip Building Surveying, Grad Cert Bus Admin
- Team Leader Building, City of Onkaparinga
- Level 1 Building Surveyor
- 38 years local government building control experience

(Council staff appointee)

Keith Lasslett MAIBS, Assoc. Dip Building Surveying
- Senior Development Officer – Building, City of Onkaparinga
- Level 2 Building Surveyor
- 40 years local government building control experience

(Council staff appointee) (July 2018 – December 2018)

Grant Longbottom MAIBS, Bach. Construction Management & Economics (Hons)
- Development Officer – Building, City of Onkaparinga
- Level 1 Building Surveyor
- 11 years local government building control experience

(Deputy to Lasslett - January 2019 – June 2019)

3 Specific purpose of the committee

The Building Fire Safety Committee has been established with the specific purpose to act as the appropriate authority for the purposes of administering Section 71 of the *Development Act 1993.*

The role of the Committee is to ensure the proper level of fire safety of commercial buildings is maintained by the building's owners.

The Committee's role as a Section 71 'appropriate authority' includes:

- Developing appropriate building fire safety inspection policies.
- Instructing authorised officers to undertake the inspection of buildings.
- Scrutinising the fire safety of buildings that have been identified as having inadequate fire safety provisions.
- Issuing notices of fire safety defect to building owners, which identify fire safety provisions that need to be upgraded to an extent that provides a reasonable level of safety for occupants.
- Forwarding information on Section 71 fire safety notices to council administration for Section 7 (property search) enquiries.
- Where appropriate, negotiating a cost effective performance solution with a building owner to reduce fire safety risks to an acceptable level.
- Issuing notices of building work required, which schedule prescribed building work that must be carried out in order to raise the building fire safety to a reasonable level of safety.
- Initiating enforcement or other action to ensure a building owner complies with a notice of building work required.
- Revoking or varying fire safety notices where appropriate.

Matters related to the functions of the Committee may be referred to the Committee by committee members, fire authorities, council staff or members of the public.

4 Committee Inspections & Activities

Inspection policy

The Committee has developed a broad inspection policy that sets out the basis for undertaking inspections. Inspections must be carried out at the request of a fire authority, but may also be carried out when:

a) a complaint is received

b) on an audit basis or

c) on a targeted high risk basis.

In determining its inspection program, the Committee has regard to the types of buildings and/or occupancies within its area of jurisdiction to identify those that may constitute a high fire safety risk and need to be systematically inspected. These may typically be:

- buildings that provide overnight accommodation for unrelated persons identified as a high-risk priority (even though many of these were upgraded under processes in place under the repealed *Building Act 1971*)
- buildings where large crowds congregate during operating hours, such as shops or assembly buildings
- buildings by the nature of their processes, materials used or storage methods give rise to an increased fire danger.

The Committee has focussed its current attention primarily on public assembly buildings such as community centres, sporting clubs and other recreation buildings and on commercial buildings such as factories, warehouses and shopping complexes. Many of the community or other public assembly buildings are owned and/or operated by the City of Onkaparinga. The initial emphasis by the Committee on the upgrading of accommodation buildings has largely been completed.

During the 2018/19 year, the Committee (or its authorised officers) undertook the following inspections:

Cellar Door/Restaurant/Function Centre..... 2

Factory premises..... 2

Horticultural premises.....1

Office complex.....1

Winery & Bottling premises.....1

As a result of these inspections, four Notices of Defect pursuant to Section 71(3) of the *Development Act* were issued. These ranged from a horticultural premises, two large factory premises and the multi storey cellar door / function centre complex. The Committee is continuing to negotiate with the owners of several commercial premises on outstanding Notices of Fire Safety Defect.

The Committee also issued a Section 71(3) Notice declaring the fire safety of the building was not adequate and that the building contained a fire hazard requiring emergency action requiring the removal of combustible products from walls and ceilings within seven days. This notice was fully complied with.

A Notice of Fire Safety Defect is issued to alert the building owner that the building fire safety is considered inadequate, and that certain work needs to be undertaken to rectify the situation. This generally takes the format of requiring the owner to present a report to the Committee from a suitably qualified and experienced fire engineer on the fire safety of the premises and a timetable for any necessary upgrade works.

In addition two compliance letters were issued to owners advising of defects and requiring upgrades to premises.

The Committee resolved the successful fire safety upgrades of two premises outstanding either from the previous reporting period or identified in this current period.

Compliance with instructions has been good on the whole with owners' cooperative in achieving a suitable level of fire safety for their premises, however due to the complexity and financial resources required, ,many upgrades can take a significant time to achieve. Much of the work undertaken during inspections by the Committee or its authorised officers includes education of owners to facilitate good outcomes.

ACP Cladding Audit

Council's Building Team on behalf of the Committee completed Phase 2 (Investigation) of the audit of Class 2 – 9 buildings required to be of Type A or B construction and having aluminium composite panels as cladding.

Phase 1 of the audit identified a possible eight buildings has having ACP cladding fixed to external façade of the buildings. Phase 2 investigation eliminated five of those buildings

The remaining three buildings were assessed by council officer members of the Committee using the South Australian Life Safety Analysis spreadsheet (SALSA) which categorises the risk to life safety in the event of a cladding fire by assigning a fire risk score and an ability to exit score.

The risk rating assigned by the SALSA tool runs from Low through Moderate, High and Extreme with the use of intermediate ratings to analyse the exact location of the building's risk score.

The three remaining building's SALSA report findings are as follows:-

- Three storey office building

Risk of fire Spread: 3.3; Ability to Exit: 2.1
Risk Rating: Moderate

- Cellar Door / Restaurant / Function Centre

Risk of fire Spread: 3.4; Ability to Exit: 1.2
Risk Rating: Low

- Two storey Retail / Office / Residential Complex

Risk of Fire Spread: 4.1; Ability to Exit: 1.1
Risk Rating: Low-Moderate

Analysis results of 'Moderate' result for the office building the in-built life safety provisions are sufficient to allow safe egress from the building in a façade fire event.
The *Building Fire Safety Committee* reviewed the analysis result and accepted the calculated level of occupant life safety risk.
Where the recommendation is higher they should take appropriate action (under Section 71 of the *Act*) in a timely manner that is commensurate with the adjusted risk.
To be satisfied that the life safety risk will remain as analysed the *Building Fire Safety Committee* may require the building's owner undertake specified actions to support the ongoing voracity of the risk analysis. These could be (but are not limited to);

• The provision of yearly evidence that the building maintenance, in areas identified as critical to the continuing safety of the building has been undertaken.
• The provision of evidence that the building occupants are aware of their responsibilities, particularly in their response to an occupant warning signal and have adequate knowledge of the paths of egress to a safe place.
• Ensuring building managers have a plan in place to identify dangerous practices that could result in façade ignition;
• The provision of multi-language evacuation plans (in accordance with AS3745-2010 Planning for emergencies in facilities) placed appropriately throughout the building; and
• Multi language building occupant warnings are installed to assist occupants with limited English language skills.

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9.3 2019 Round Two ON Business Partner Program - Small Business Grants

This is a regular or standard report.

Manager:	Adam Mrotek, Manager Economic Growth and Investment
Report Author:	Lorraine Pitman, Business Innovation Specialist
Contact Number:	(08) 8301 7382
Attachments:	1. ON Business Partner Program Business Grants recommendations (3 pages)
	2. Small Business Grants 2019 Application Guidelines (6 pages)

A brief presentation will be provided by a previous business grant winner

1. Purpose

To seek approval for the allocation of cash to eleven (11) businesses as part of the ON Business Partner Program Small Business Grants.

2. Recommendation

That Council approves the allocation of $31,650 to eleven (11) businesses for the 2019 Round Two ON Business Partner Program Small Business Grants for the following categories as summarised below and detailed in the ON Business partner Program Business Grants recommendations (attachment 1 to the agenda report):

a. Start – Up Category- Five (5) businesses

b. Marketing and Communications Category - Four (4) businesses

c. Business Growth Category - Two (2) businesses.

3. Background

The ON Business Partner Program is part of Council's economic development response to support the 9,000 businesses in the City and to improve the quality of life of our residents through new job opportunities.

The City of Onkaparinga's unemployment rate of 8.1 per cent (December 2018) sits above the state average of 5.7 per cent (December 2018); Youth unemployment for southern Adelaide is higher again at 12.9 per cent (December 2018).

The ON Small Business Grants was launched in 2017 and represents one of the ON Program's flagship initiatives due to the unique ecosystem support provided and therefore benefit derived by local businesses.

Since inception 75 awards have been granted leading to an estimated 90 new jobs, reduced business failures and increases business confidence.

Round Two 2019 Grants opened for applications on 1 May 2019 and closed 14 June 2019. Applications for grants of up to $3000 were available to Onkaparinga based businesses across three categories including start-up, marketing and communications; and business growth.

Guidelines for each category outline the objectives and eligibility criteria (refer attachment two).

Thirty-seven (37) applications were received for Round Two 2019; fourteen (14) for Start-Up, thirteen (13) for the Marketing and Communications Grant and ten (10) for the Business Growth.

In the absence of the former Council's Economic Growth Working Group (EGWG), which comprised four elected members and was disbanded with the outgoing Council, this report is brought to the full Council for determination.

An internal assessment panel consisting of senior officers undertook the scoring of the applications in accordance with the 2019 Grant Guidelines.

The panel scored and ranked each application, with eleven applications being recommended to be awarded funds as outlined in attachment two.

4. Financial Implications

Awarding the eleven (11) recommended recipients will cost $31,650, which will be drawn from the 2019/20 Economic Development Reserve allocation for small business grants of $100,000.

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Misuse of grants and sponsorship funding and/or lack of recognition of our support	'Conditions of Funding' agreements bind grant recipients to deliver the agreed outcomes. Standard conditions include expending all cash; recognition and promotion of council as a sponsor; indemnification of council and its employees against any actions or claims made against them in relation to the sponsored activity; the appropriate use of the 'ON Business Partner Program' logo; and ensuring that grant recipients submit an evaluation report. These activities are monitored by the respective Economic Growth Officers.
Adverse response from applicants as a result of not being successful in receiving a grant	Applications are scored and ranked against the assessment criteria by the panel and in line with the overall objectives of the Grants Program. Due to the number of applications received and the high quality of applications, it is common for applicants to not be successful. This risk is highlighted upfront in the grant guidelines and application forms. Applicants are offered feedback, including suggestions on how to strengthen future applications for funding. Council also delivers grant writing workshops and offer a free business advisory service.

Opportunity	
Identify	**Maximising the opportunity**
Create job opportunities and improve the local economy and quality of life by providing an environment for business growth	The Grants Program offers local businesses the opportunity to grow their business and progress initiatives quicker. Grant recipients are encouraged to choose local suppliers to expend funds, further stimulating the local economy.
Raise our profile through promotional opportunities and good news stories	We identify and capitalise on opportunities to profile and promote good news/human interest stories relating to the businesses we sponsor.

6. Additional Information

Since 2017 the Grants Program has offered three (3) rounds of grants per year. Going forward we will be seeking to offer two (2) grant rounds (instead of three). The number of grants awarded per year will remain the same (30). The next grants round will be Round One in February 2020.

The proposed change aims to streamline the administration process and gives businesses greater lead time to prepare quality applications. Changing from three rounds to two rounds will also mean the second round will be later in the year, avoiding the typically busier end of financial year.

The Grants Program will also be moving to the SmartyGrants system which is in-line with the Community Grants Program offered by council. This will offer an improved experience for applicants and a more seamless process for staff administering the Grants Program.

Attachment 1

Following is a short synopsis of recommended businesses, including extracts from their applications and the proposed use of grant funding:

START-UP CATEGORY

1. The Old Technique Boutique

This start-up business offer toys and gifts which are handmade in the Onkaparinga region in South Australia. Their products are made with non-toxic, recyclable materials (sourced locally whenever possible) and are aimed at encouraging and nurturing play. They have unique, original designs that are often inspired by Steiner Education.

Their aims are to:
- reduce plastic pollution
- avoid contamination by using natural materials, and
- break the cycle of mass production.

Their goals include:
- opening an online shop by the end of the year
- growing to include art and craft supplies and a range of products made by local makers.

Proposed purpose of funds awarded:
- New equipment and upgrades to place of operation for increased productivity and optimal use of time.

2. Pink Crumb Cakes

Pink Crumb Cakes delivers homemade, personalised and custom themed cakes, cupcakes, macarons, cookies and desserts to the community. They pride themselves on using locally sourced ingredients from the Fleurieu Peninsula and support grassroots sporting clubs, public schools, small local businesses and community groups.

Proposed purpose of funds awarded:
- Funds will be used to purchase a Kitchen Aid, a professional photography session, marketing services and products, an edible ink printer, cake stands, packaging and uniforms.

3. Grow and Harvest

Grow and Harvest is a market garden providing produce and facilitating purposeful gardening programs designed for schools, senior and corporate groups. Programs enable people to reconnect with food, their health and community. The added bonus is that from every program, fresh produce boxes will be donated to families who need a hand in the local community.

Proposed purpose of funds awarded:
- Funds will be used to purchase irrigation, market gardening equipment, tools and resources for programs.

4. Gone AWOL

Gone AWOL provides affordable two day/night tours, involving hiking, e-biking, dining, accommodation and bespoke experiences that will take in the beaches, hills, gorges, rivers and forests that make up my backyard. Combine these with magnificent wine, beer and food and you have **A**nother **W**ay **O**f **L**iving.

Proposed purpose of funds awarded:
- Funding to go towards purchase of stand-up paddle boards, e-bikes and other tourism based equipment.

5. Elements of the Earth Collectives

Their mobile vintage caravan 'pop up cafe' offers locally sourced organic coffee and delicious, handmade healthy foods using ingredients from local sustainable and eco-friendly producers. The business's purpose is to 'nourish our customer's bodies, minds and souls', whilst considering the diversity of dietary needs within the community.

Proposed purpose of funds awarded:
- To purchase a commercial coffee machine.

MARKETING AND COMMUNICATIONS CATEGORY:

1. Fleurieu Exercise Physiology

Fleurieu Exercise Physiology delivers services to the Aldinga community and surrounding suburbs. The services revolve around supporting people to move more in a way that promotes their mental and physical health and wellbeing whilst assisting them to better manage any chronic health conditions or injuries they may be challenged with.

Proposed purpose of funds awarded:
- Funding to assist with rebranding and marketing of Fleurieu Exercise Physiology including visual shopfront branding, new logo, printed marketing material.

2. Kookery

Kookery is a wholesale and retail kitchenware business based around the creative designs of Amy Palmer-Millin of quirky yet beautiful and practical kitchenware with an eco-heart. Kookery has a unique range of products designed and created for impact. They are products that people will love and buy into the unique Kookery story either for themselves or as a perfect gift.

Proposed purpose of funds awarded:
- To produce a video to tell Kookery's story, edit five smaller videos and create a series of cinemagraphs to highlight Kookery's products.

3. Fleurieu Roast

Fleurieu Roast is an artisan coffee roaster supplying cafes and businesses in the Fleurieu region. The business provides:
- Dependable supply of premium fresh roasted coffee
- Barista training and methods
- Technical advice and support
- Sustainable business practices.

Proposed purpose of funds awarded:
- Engage a local marketing professional to consult, workshop and create a strategic plan to increase business-to-business clients
- Invest any remaining funds in printing, signage, design and digital marketing.

4. Brooke Walker Fine Art - BWFA

BWFA combines a passion for wildlife conservation and desire to understand the intricate nuances of the human/non-human animal relationship through art. The BWFA goal is to create beautiful, thought-provoking imagery to encourage empathy, discussion and entice change in the human attitude towards non-human animals.

Proposed purpose of funds awarded:

- Create a promotional video to promote her upcoming exhibition in September.

BUSINESS GROWTH CATEGORY

1. MS Wood Custom Woodwork

MS Wood is a proud local family custom woodwork business creating handmade furniture and gifts from beautiful Australian and recycled timber. MS Wood design and create unique pieces that will last a lifetime and their goal is that every piece will be handed down to the next generation.

Proposed purpose of funds awarded:

- Purchase an industrial wide belt sander.

2. The Gourmet Hotdog Co T/A Diggety's Hot Dogs

Diggety's Hot Dogs operate a mobile food truck selling quality beef-based gourmet hotdogs at events and functions. Looking to develop a market for all beef hotdogs leading to production, distribution and franchise opportunities within 3-4 years.

Proposed purpose of funds awarded:

- Purchase a three outlet petrol generator to enable unencumbered operation.

Attachment 2

ON BUSINESS PARTNER PROGRAM

SMALL BUSINESS GRANTS

2019 Application Guidelines

ON BUSINESS PARTNER PROGRAM
CITY OF ONKAPARINGA

www.onbusinesspartnerprogram.com

SMALL BUSINESS GRANTS

The City of Onkaparinga's Small Business Grants are offered through the ON Business Partner Program which supports local businesses of all sizes to thrive and grow, and enjoy the benefits of partnership and collaboration.

Recognising the contribution businesses make to the region, the Small Business Grants were created to unlock new business opportunities, create employment and build a resilient, innovative local economy.

Small Business Grants of up to $3,000 are available across three categories:

1. Start-Up
2. Marketing & Communications
3. Business Growth

IMPORTANT DATES

	Applications Open	Applications Close	Applicants Notified by
Round 1	1 February 2019	15 March 2019	26 April 2019
Round 2	1 May 2019	14 June 2019	26 July 2019
Round 3	1 August 2018	13 September 2019	25 October 2019

ELIGIBILITY

Businesses will be considered eligible if they:

- Are a member of the ON Business Partner Program;
- Currently or will operate within the City of Onkaparinga; and
- Are a for-profit, registered business.

NON-ELIGIBLE

Businesses not eligible for funding:

- Franchises (principle franchise group);
- Networking marketing businesses;
- Trusts (except family trusts);
- Foreign companies or branches that are not registered as an Australian company;
- Unincorporated organisations and government departments or agencies;
- Charities and not-for-profit businesses;
- Business and Trader Associations; and
- Businesses that have received an ON Small Business Grant in the past.

Costs not eligible for funding:

- Finance arrangements (e.g. deposits for loans, leases etc);
- Problem resolution (e.g. payment of outstanding debts with suppliers etc);
- Recurring operational costs (e.g. salaries, stock purchase, rent, insurance etc); and
- Money already spent or key components of the business already started before the grant is approved (e.g. reimbursements).

HOW ARE THE FUNDS AWARDED?

The Small Business Grants are awarded in three rounds per calendar year, allowing a total of up to 30 businesses the opportunity to be successful per calendar year.

Fifty percent (50%) payment of funds awarded will be paid following notification of successful application and the remaining fifty percent (50%) of funds will be distributed on receipt of acquittal.

HOW ARE THE APPLICATIONS ASSESSED?

Eligible applications are assessed by a panel that is informed by the Business Growth & Innovation team at the City of Onkaparinga.

Final decisions of the panel will be approved under the financial delegation of the Chief Executive Officer.

Council retains the right not to fund an application based on assessment recommendations.

The number of grants awarded each round will be at the discretion of the panel. This may result in a grant being awarded across only one or two categories, rather than all.

The Small Business Grants are competitive and are assessed on merit.

Important Considerations:

Grant applications will be assessed against the following criteria:

- Economic benefits
- Impact on business
- Level of innovation
- Opportunity for outcome to be promoted
- Sustainability of business model
- Quality of project/initiative

WHAT ARE THE EXPECTATIONS OF SUCCESSFUL APPLICANTS?

Successful applicants are required to:

- Use the funds awarded in line with the objective outlined in their grant submission;
- Spend the grant funding within 12 months of being awarded (note: should there be a significant reason as to why you are unable to spend the funds within 12 months, you are required to contact a member from the Business Growth & Innovation team on 8384 0666 to advise council);
- Provide before and after photos of your project/initiative (if relevant); and
- Provide an evaluation summary report on conclusion of the project/initiative.

GRANT CATEGORIES

1. START-UP GRANT:

Purpose:

The Start-Up Grant seeks to support:

- Start-up businesses;
- Businesses transitioning from a hobby/market style businesses; and
- The expansion of micro-businesses.

To be eligible for this grant, businesses must have been in operation for **18 months or less**.

Examples of projects this grant will fund:

- Purchase of machinery and equipment; and
- Upgrade and improvement to place of operation.

2. MARKETING & COMMUNICATIONS GRANT:

Purpose:

The Marketing & Communications Grant seeks to support businesses in developing their marketing and communications potential through strategy, web development, SEO and google analytics, communications and public relations, branding, advertising and visual merchandising.

Examples of projects this grant will fund:

- Development of a website;
- Design and production of business cards, stationery and branded clothing;
- Signage for use at trade fairs/expos; and
- Production of a promotional video.

3. BUSINESS GROWTH GRANT:

Purpose:

The Business Growth Grant seeks to enable existing businesses to purchase and implement specialised equipment or services to help them seize growth opportunities.

Examples of projects this grant will fund:

- Purchase of machinery and equipment; and
- Upgrade and improvement to place of operation.

ESSENTIAL CRITERIA

Businesses must demonstrate their ability to meet the following essential criteria:

- Have adequate and appropriate public liability insurance cover (minimum of $10m required however council may require some businesses to have up to $20m cover depending on your risk profile);
- Can demonstrate business viability and sustainability by completing and attaching the Business Plan Template (or use your own) or be able to provide an excerpt of your business plan to the application;
- Can demonstrate financial sustainability by completing and attaching the Budget Template (or use you own) to the application;
- Can demonstrate that work, health and safety has been considered as part of the business by completing and attaching the Work, Health & Safety Policy Template (or use your own) (visit: Safe Work SA for more information on simple steps to safety for businesses);
- Have development consent and/or any other required approvals;
- Comply with all relevant legislation and industry standards;
- Clearly state how this project will provide economic benefit to the region; and
- Answered all questions in the online application form.

Please note: only one grant application per round can be submitted, choose the grant category that best suits your project.

HOW TO APPLY

Step 1.	Book your one-on-one appointment with a member from the Business Growth & Innovation team from the City of Onkaparinga to discuss your intention to apply for a grant. Please note, when booking your appointment, you will have the option to choose either a phone conversation or a face-to-face meeting at the Council Offices, Ramsay Place, Noarlunga Centre. Book your appointment here.
Step 2.	Make an appointment with a business advisor from the Southern Adelaide Business Advisory Service to discuss your business plan and your intent to apply for a Small Business Grant as part of the ON Business Partner Program. Note: ON Business Partner Program members receive one complimentary meeting with a business advisor. Phone: 7228 6208 Email: businessadvisor@ransgroup.com.au
Step 3.	Register as an ON Business Partner: • Visit: www.onbusinesspartnerprogram.com • Click on 'Register now' on the right hand side • Complete the online form and click 'Create account'
Step 4.	Upload your business details to the ON Business online Business Directory: • Visit: www.onbusinesspartnerprogram.com/business-directory • Click on 'Add Your Business' on the right hand side • Login to your account (if not logged in already) • Complete the online form and click 'Save and continue' • When you have returned to your dashboard, ensure you click 'submit for approval' to finalise your business listing.
Step 5.	Choose the grant category that best fits your project/initiative, download and complete the appropriate application form available at: www.onbusinesspartnerprogram.com/membership/small-business-grants
Step 6.	Email your application, along with all of the following required attachments to: onbusiness@onkaparinga.sa.gov.au Attachments: • Certificate of currency for Public Liability Insurance • Business Plan (or excerpt) • Budget • Work, Health & Safety Policy

Council will acknowledge receipt of your application. If you have not heard from council after two (2) business days, please contact a member from the Business Growth & Innovation team on 8384 0666.

9.4 ON Business Partner Program - City-Wide Place and Business Activation Plan Evaluation

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

Manager:	Adam Mrotek, Manager Economic Growth & Investment
Report Author:	Monique Palumbo, Economic Growth Officer
Contact Number:	8301 7306
Attachments:	1. City-Wide Place and Business Activation Delivery Plan (1 page) 2. City-Wide Place and Business Activation Evaluation (10 pages)

1. Purpose

Evaluate the ON Business Partner Program's City-Wide Place and Business Activation Plan (Plan) now that the trial period has concluded and recommend next steps.

2. Recommendations

That Council:

1. **Note the outcomes including increased business activity achieved as identified in the City-Wide Place and Business Activation Evaluation (attachment 2 to the agenda report).**
2. **Note that the City-Wide Place and Business Activation Plan will continue in 2019-20 however beyond this period the program will be informed by the new Economic Growth and Investment Strategy to be determined by Council and informed by 2020-21 budget deliberations.**

3. Background

On 5 April 2016 Council resolved to establish the Economic Development Reserve to fund the ON Business Partner Program including a 'place and business activation program'. (Refer Item 2.2 of minutes Link to meeting agenda and minutes)

Informed by business feedback received from the Beach Road 'Pop in Pop up Shop' and reported to the 15 August 2017 Council meeting (Item 9.8 – link to meeting agenda and minutes), Council determined to progress business activation through the following three key initiatives:

- Mobile Food Vending (MFV)
- Parklets
- Outdoor Dining / Footpath Trading (including bollards).

Most deliverables under each of these initiatives were primarily based around establishing sound internal structures and procedures i.e. streamlined process as well as easy to understand information and guidelines for businesses.

To allow proper testing of the initiatives and gauge the appetite and viability of each initiative from both a business and community perspective the initial twelve

(12) month 'trial period' was extended by Council on 21 August 2018 Council until June 2019. Refer item 9.10 Link to meeting agenda and minutes.

All of the deliverables under each of these initiatives have been met with details provided in Attachment 1.

Most importantly, the pilot has supported business growth and activity through the creation of twenty-four jobs, fifty-four additional outdoor dining seats and the promotion of our coastal nodes, foreshore and township precincts, benefiting not only local business, but also local residents and visitors.

The outcomes achieved as they align to each of the three key initiatives and the learnings gathered through business and community feedback have been used to determine the overall success of the Plan and are presented in Attachment 2.

Separate to the Place and Business Activation Plan and therefore not the subject of this report, Council administration has on a case-by-case basis responded to proposals to activate foreshore and coastal areas. In response to this growing interest Expression of Interest (EOI) processes have been undertaken leading to summer activations in 2018-19 and proposals currently under consideration for 2019-20.

4. Financial Implications

To date $66,827 of the $100,000 approved budget has been spent implementing the Plan. A small income is also derived from permit fees.

The budget for the 2019-20 financial year allocated from the Economic Development Reserve is outlined below:

Initiative	Proposed Budget Allocation
Mobile Food Vending	$5,000
Parklets	$2,000
Outdoor Dining / Footpath Trading	$10,000
Total	**$17,000**

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Reduced focus on supporting place and business activation discourages business growth and vibrancy in key precincts such as coastal areas and nodes and main-streets.	The report recommends that involvement in place and business activation continues beyond 2019-20, however, the approach be informed by the Economic Growth Strategy and 2020-21 budget deliberations. This will support a strategic and holistic consideration to economic development.

Opportunity	
Identify	**Maximising the opportunity**
Maintain and grow existing momentum and confidence, which has led to business growth and improved vibrancy.	Maintaining and building business growth can be achieved through Council's ongoing support during 2019-20, until a longer term position is determined through the Economic Growth Strategy.

6. Additional information

Engagement

Engagement was undertaken during April 2019 with businesses (including Aldinga business owners who had raised concerns via the Small Business Commissioner), residents (including coastal resident groups/associations and residents living near pre-approved trading sites) and traders, to inform the review of the pilot and in particular the MFV pre-approved sites. Engagement was via email, letters, YourSay, Council's Facebook site and electronic newsletter to food truck traders.

In relation to local residents and business owners, nine responses were received comprising five local residents, one local business owner and three who were both local residents and local business owners. Feedback overall was positive with a couple of respondents disagreeing with the allocation of parking spaces for MFV.

In relation to responses from MFV operators, two responses were received raising concerns about the restrictions on being able to move within the selected locations and thus impacting business viability, the need for dedicated and protected parking spaces, better council and community support and; seeking understanding that operators are local business and form part of the tourism offer.

Small Business Commissioner and Aldinga Businesses

In November 2018 the Small Business Commissioner contacted Council with preliminary enquiries regarding issues raised by three local Aldinga businesses regarding Mobile Food Vendor pre-approved sites in Aldinga.

The Aldinga businesses had specific concern in relation to sites numbered 24 to 29. A meeting was held with the three Aldinga businesses and a number of other businesses who attended the meeting. Cr Peat was also in attendance.

The main concern was competition between fixed food and beverage businesses and mobile food vendors.

As part of this process we noted that the sites within the Aldinga Beach area are all located at least 300 metres away from the closest fixed food and/or beverage business (with the exception of sites 25, 27 and 29), which are approximately 50, 20 and 60 metres away respectively.

In relation to sites 27 and 29, these already have conditions in place that restrict mobile food vendors trading during the operating hours of the fixed food and beverage business in those locations.

Site 25 is located on a recently constructed new main street designed as an event space (when temporarily closed) and is in close proximity to the Aldinga Library,

Recreation Centre and Aldinga Central Shopping Centre. We consequently amended the conditions of trade at this site to only allow mobile food vendors to trade at this location as part of Council approved events.

The learning from this process was the need for ongoing education, better data collection and the flexibility to be able to modify specific approved site operating conditions such as operating hours. These learnings are also incorporated into the section below and Attachment 2.

Learnings and Improvement Opportunities

Place and Business Activation learnings and business improvement opportunities are detailed in Attachment 2, however, key points warranting mention in this report include:

Mobile Food Vending

- Mobile Food Vending sites that are most popular are typically in areas of higher level foot traffic.
- There continues to be a challenge in ensuring that pre-approved trading sites are viable for mobile vendors without negatively impacting fixed food and beverage businesses and surrounding residents (noting residents' complaints have been minimal and where concerns have arisen many of these have generally been managed through discussions with the operator and or conditions of trade).
- There is a need for ongoing education, better data collection and the flexibility to be able to modify specific approved site operating conditions such as operating hours as the business landscape changes.
- Mobile food vendors have found it difficult to access some of our pre-approved trading sites due to parking which could be managed through onsite signage.
- Our ability to collect data on the usage/demand of pre-approved sites is currently limited and improved data collection improvements should be investigated to assist with decision making.

Parklets

- Parklets are still a relatively new concept for this region; it will take time to fully understand the potential benefits they can bring to a main street.
- For the parklets to be successful there needs to be a strong desire and appetite by the business to host, promote and curate the space.
- Parklet results have been mixed due to the varied interests and appetite of the hosting business.
- Current restrictions on the placement of parklets on arterial roads, e.g. Main Road McLaren Vale, under the jurisdiction of the Department of Planning, Transport and Infrastructure need to be overcome if significant new opportunities are to be opened up.

Outdoor dining and trading

- Total demand for permits (six new) has been modest; however the initiative has supported approximately a 50% increase in outdoor dining permits, comprising fifty-three extra dining seats.

Other - Foreshore and Coastal Node Activation initiative

While not forming part of the pilot City Wide Place and Business Activation Plan the Foreshore and Coastal Node Activation initiative has to date involved:

- two Expression Of Interest (EOI) processes, the first resulting in Pizzateca operating over two weeks in January 2019 at Aldinga Beach and in markets at Rotary Park, Christies Beach, December to January; and
- the second EOI receiving twenty-two responses for the 2019-20 summer period currently under evaluation.

As part of the Economic Growth Strategy consideration should be given to bringing these activations initiatives together with Mobile Food Vendor, Outdoor Dining and Parklets as part of one integrated program of activation.

Attachment 1

CITY-WIDE PLACE AND BUSINESS ACTIVATION

DELIVERY PLAN

DELIVERABLES	ACHIEVED
MOBILE FOOD VENDING	
INCREASE THE NUMBER OF PRE-APPROVED TRADING SITES FROM 2 TO 30	✓
UPDATE MOBILE FOOD VENDING GUIDELINES AND PERMIT APPLICATION FORM	✓
CREATE A MOBILE FOOD VENDING FACT SHEET	✓
MARKET AND PROMOTE MOBILE FOOD VENDING IN THE CITY OF ONKAPARINGA	✓
PARKLETS	
UNDERTAKE A CITY-WIDE EXPRESSIONS OF INTEREST TO SEEK A HOST BUSINESS FOR THE FIRST PARKLET	✓
REVIEW NOMINATIONS AND DETERMINE SUCCESSFUL BUSINESS BASED ON TRAFFIC ASSESSMENT AND OVERALL SUITABILITY	✓
DESIGN, CONSTRUCT AND INSTALL FIRST PARKLET	✓
PROVIDE MARKETING AND PROMOTIONAL SUPPORT TO HOST BUSINESS	✓
USE A TARGETED APPROACH TO DETERMINE HOST BUSINESS FOR THE SECOND PARKLET	✓
DESIGN, CONSTRUCT AND INSTALL A SECOND PARKLET	✓
PROVIDE MARKETING AND PROMOTIONAL SUPPORT TO THE HOST BUSINESS	✓
OUTDOOR DINING / FOOTPATH TRADING	
PREPARE SITE SUITABILITY TOOL INCLUDING INDEPENDENT TRAFFIC AND RISK AUDIT AND MAPPING	✓
UPDATE OUTDOOR DINING / FOOTPATH TRADING GUIDELINES AND PERMIT APPLICATION FORM	✓
CREATE OUTDOOR DINING / FOOTPATH TRADING FACT SHEET	✓
INTRODUCE PERMIT FEE WAIVER PROGRAM	✓
INTRODUCE TRAFFIC ASSESSMENT AND BOLLARD SUBSIDY PROGRAM	✓

Attachment 2



CITY-WIDE PLACE AND BUSINESS ACTIVATION PLAN

EVALUATION 2018–19

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MOBILE FOOD VENDING

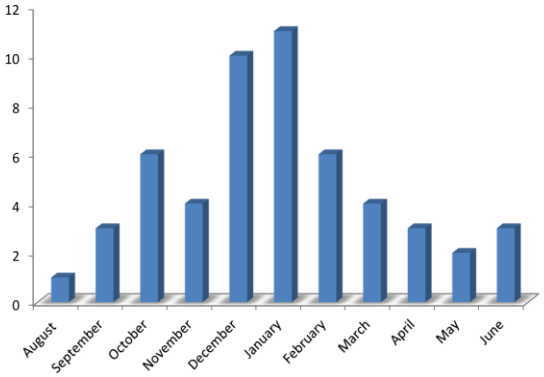
OUTCOMES ACHIEVED 2018–19

The City of Onkaparinga offers excellent opportunities for mobile food vending in terms of its climate, coastal setting, excellent infrastructure, as well as its diverse program of events and activities that take place throughout the year.

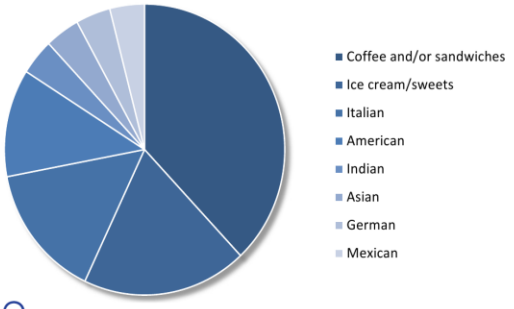
Developed to expand the business landscape within the region, increase visitation and to respond to newly introduced State Government legislation, our Mobile Food Vending Program has been in operation since August 2017. Since this date, the Program has operated in 'trial mode' to test the viability of our pre-approved trading sites and to gather feedback from both businesses and the local community on what is working well and what elements of the Program could be improved upon.

Summarised in this document are the outcomes achieved for the 2018-19 financial year, learnings and recommendations for progressing the Mobile Food Vending Program following the trial.

NUMBER OF VENDORS TRADING IN ONKAPARINGA 2018-19



DIFFERENT CUISINES ON OFFER



30
PRE-APPROVED TRADING SITES DOTTED ALONG OUR FORESHORE AND COASTAL AREAS

15 vendors
HAVE PROFILES ON OUR ON BUSINESS PARTNER PROGRAM ONLINE BUSINESS DIRECTORY

3 vendors
WON ON SMALL BUSINESS GRANTS

Nature's Plate · Old Speed Coffee Co. · Buddy's Biryani

5 vendors
ALSO HAVE FIXED BUSINESSES IN REGION

- MULLYGRUB, MCLAREN VALE
- SHREDDED WRAP AND ROLL, ALDINGA BEACH
- ZAKS PIZZA AND GRILL, HAPPY VALLEY
- BRACEGIRDLES, MCLAREN VALE
- WENDY'S ON WHEELS, NOARLUNGA CENTRE

MOBILE FOOD VENDING E-NEWS

An e-newsletter was introduced in September 2018 to increase communication between council and mobile food vendors and to provide useful information to vendors about local events and festivals, business support and training opportunities as well as showcase and promote local vendors and their offerings.



3

EDITIONS SENT
SEPT 18, FEB 19 & MAY 19

46

VENDORS ON DATABASE

- 30 LOCAL BUSINESSES
- 9 EXTERNAL BUSINESSES
- 7 BUSINESSES IN DEVELOPMENT

56%

INCREASE IN READERSHIP
SINCE THE FIRST EDITION

TESTIMONIALS

I just wanted to pass on my thanks for connecting me with Lee from Shifty Lizard Brewing Co. for their 'Shiftzenfest' event. It was a really great weekend!
Fred Heller
Bavarian Grill

"I love running my business in Onkaparinga - everyone has been so supportive and welcoming and I think I've probably got one of the best offices in the world!"
Maria Hunt
Old Speed Coffee Co.

Thanks to the City of Onkaparinga's ON Business Partner Program, we can now trade under a permit along the coast. So during the week you'll be seeing us in Port Noarlunga, Seaford, Moana and Aldinga!
Zak Kartabani
Zaks on Wheels



CASE STUDY – OLD SCHOOL BUS

Think bacon, gorgonzola and caramelised onion or slow cooked chipotle pulled beef brisket served with lime and coriander crème fraiche...these are just two of the mouth-watering options on the menu of this 1990s converted school bus.

The Old School Bus has quickly built a loyal following through their unique offering and consistent trade since commencing operations in March 2018. You can find them anywhere along the coast from Christies Beach, Port Noarlunga, Moana, Port Willunga, Maslin Beach, Aldinga as well as at local events and markets, such as the Twilight Markets in Rotary Park, Christies Beach that were hosted over the 2018-19 summer period.

Passionate about food sustainability, owners Sasha and Brydie Wrede choose to source as much of their produce locally. "We are proud to be a part of the McLaren Vale Visitor Guide and the 'Eat Local SA' campaigns. We believe South Australia has some of the best produce in Australia and we want to showcase that within our food truck," said Sasha. In addition to their specialty of gourmet Jaffles, The Old School Bus also serves their own blend of coffee, artisan soft drinks, milkshakes and spiders.

With enough internal seats for 20 diners and 10 seats under the extendable awning, The Old School Bus prides itself on offering an experience like no other. "Sitting on the original green vinyl seats, our customers laugh when they peruse the menu," said Sasha. "The dishes are titled 'the back seat', 'the bus drivers breakfast', ' the teacher's pet', 'the nerd', 'the schoolyard bully', and my favourite, 'too cool for school!"

The Old School Bus is proud to be engaged with the ON Business Partner Program and through partnering with the council, has benefited from the opportunity to provide catering to the participants and film crew of the current season of House Rules.

3

LEARNINGS

PERMITS

- The number of permit holders fluctuates significantly depending on the season with the highest number of permit holders seen during the peak of summer.
- Mobile food vendors seek trade at our pre-approved trading sites and by participating in events and festivals (both inside and outside of the region) as well as offering their services at local sporting and surf lifesaving clubs.
- There has been an increase in the number of new mobile food vendors emerging which may start to put pressure on council to offer additional pre-approved trading sites in popular locations around our city.

PRE-APPROVED TRADING SITES

- Our region has the largest number of pre-approved trading sites in comparison to other council areas.
- Whilst there are 30 pre-approved trading sites available, feedback from mobile food vendors suggests that not all of these are viable sites due to the locations being in areas where there is not enough foot traffic.
- The most popular trading sites include Christies Beach, Port Noarlunga and Aldinga Beach as these areas typically see higher levels of foot traffic.
- There continues to be a challenge in ensuring that our pre-approved trading sites are viable for mobile food vendors without negatively impacting fixed food and beverage businesses and surrounding residents.
- There has only been a small number of complaints received by fixed businesses in relation to perceived competition with mobile food vendors. Where appropriate, we have made changes to the conditions of trade at the sites in question.
- There has only been a small number of complaints received by residents surrounding pre-approved trading sites in relation to noise disturbance and general dislike for mobile food vending. Where appropriate, we have made changes to the conditions of trade at the sites in question.
- Some mobile food vendors have found it difficult to access some of our pre-approved trading sites due to members of the public parking in the approved trading zones. This results in vendors missing out on trade and having to drive around to find a free site.
- We have no true way of capturing usage of our pre-approved trading sites.

ENGAGEMENT WITH THE ON BUSINESS PARTNER PROGRAM

- As a result of introducing the e-newsletter for mobile food vendors, there has been an increase in the number of vendors engaged with the ON Business Partner Program by attending various capacity and capability building workshops, and applying for small business grants to assist in their business growth.

RECOMMENDATIONS

That Council:

- Approve the continuation of the Mobile Food Vending Program as it currently stands.
- Note that staff will continue to welcome feedback from businesses and the general community on the operation of the Mobile Food Vending Program and only make amendments to the number and conditions of trade at pre-approved sites if deemed appropriate.
- Note that the investigation of the viability of installing signage and power at the most popular pre-approved trading sites will be undertaken.
- Note that the investigation of implementing mobile food vending gatherings once a month over the summer period, to encourage activation of reserves and car park areas across our city, will be undertaken and implemented if deemed viable.

4

PARKLETS

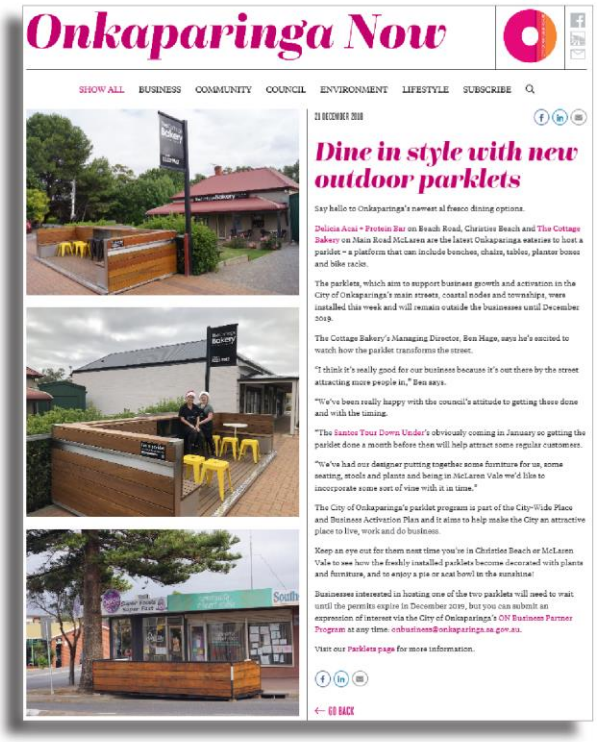
OUTCOMES ACHIEVED 2018–19

A parklet is a built platform that can consist of benches, chairs, tables, planter boxes and bike racks; and is typically positioned over one or two car parking spaces to transform them from 'places for cars' to 'places for people'.

Our Parklet Program launched in 2016 with one parklet and we introduced a second parklet in 2018, for rotation amongst interested and suitable host businesses.

Developed to support business growth and activation in the various maintsreets, coastal nodes and townships within the City of Onkaparinga, the aim of the Parklet Program is to ultimately make the City an attractive place to live, work and do business and to showcase to businesses the potential for extending their outdoor dining offering.

Summarised in this document are the outcomes achieved for the 2018-19 financial year, learnings and recommendations for the Parklet Program.



Onkaparinga Now

SHOW ALL BUSINESS COMMUNITY COUNCIL ENVIRONMENT LIFESTYLE SUBSCRIBE

21 DECEMBER 2018

Dine in style with new outdoor parklets

Say hello to Onkaparinga's newest al fresco dining options.

Delicia Acai + Protein Bar on Beach Road, Christies Beach and The Cottage Bakery on Main Road McLaren are the latest Onkaparinga eateries to host a parklet – a platform that can include benches, chairs, tables, planter boxes and bike racks.

The parklets, which aim to support business growth and activation in the City of Onkaparinga's main streets, coastal nodes and townships, were installed this week and will remain outside the businesses until December 2019.

The Cottage Bakery's Managing Director, Ben Hage, says he's excited to watch how the parklet transforms the street.

"I think it's really good for our business because it's out there by the street attracting more people in," Ben says.

"We've been really happy with the council's attitude to getting these done and with the timing.

"The Santos Tour Down Under's obviously coming in January so getting the parklet done a month before then will help attract some regular customers.

"We've had our designer putting together some furniture for us, some seating, stools and plants and being in McLaren Vale we'd like to incorporate some sort of vine with it in time."

The City of Onkaparinga's parklet program is part of the City-Wide Place and Business Activation Plan and it aims to help make the City an attractive place to live, work and do business.

Keep an eye out for them next time you're in Christies Beach or McLaren Vale to see how the freshly installed parklets become decorated with plants and furniture, and to enjoy a pia or acai bowl in the sunshine!

Businesses interested in hosting one of the two parklets will need to wait until the permits expire in December 2019, but you can submit an expression of interest via the City of Onkaparinga's ON Business Partner Program at any time. onbusiness@onkaparinga.sa.gov.au.

Visit our Parklets page for more information.

← GO BACK

ECONOMIC INDICATORS

3 businesses

HOSTED PARKLETS IN 2018-19

3 LOCAL BUSINESSES DIRECTLY BENEFITED AS A RESULT OF THE PARKLET PROGRAM

- WADES ENGINEERING, SEAFORD
  CONVERTED A SHIPPING CONTAINER INTO COUNCIL'S FIRST PARKLET
- SPARK FURNITURE, LONSDALE
  DESIGNED AND MANUFACTURED COUNCIL'S SECOND PARKLET
- ALDINGA TOWING, ALDINGA
  RELOCATED AND INSTALLED BOTH PARKLETS

1 JOB CREATED

- THE COFFEE FACTORY, PORT NOARLUNGA

4 RESPONSES TO THE PARKLET USER EXPERIENCE SURVEY TO DATE

- 3 MALES
- 1 FEMALE

ALL RESPONDENTS HAVE USED ONE OF COUNCIL'S PARKLETS BEFORE

- BECKS BAKEHOUSE, PORT NOARLUNGA
  (OVERALL RATING: OKAY)
- THE COFFEE FACTORY, PORT NOARLUNGA
  (OVERALL RATING: OKAY/GOOD)
- THE COTTAGE BAKERY, McLAREN VALE
  (OVERALL RATING: GOOD)

15-45 MINUTES USUALLY SPENT IN THE PARKLET, MOSTLY TO

- EAT/DRINK (PURCHASED FROM THE HOST BUSINESS) AND SIT/REST

3 PARKLET USERS VISITED SURROUNDING BUSINESSES AND SPENT MONEY NEARBY



CASE STUDY –
THE COFFEE FACTORY, PORT NOARLUNGA

Brother and sister business duo Michael Russo and Danielle Wigzell are the proud owners of Port Noarlunga's; The Coffee Factory.

Nestled on the corner of Gawler and Konrad Streets, The Coffee Factory is a trendy café serving quality artisan coffee and all day breakfast and lunch. The café is fully licensed and the food ranges from traditional breakfasts to fancy desserts and vegan and gluten free treats.

Michael and Danielle were ecstatic when their application to host council's parklet was approved and following a stint in front of Becks Bakehouse in Port Noarlunga, the parklet moved to The Coffee Factory in December 2017, with a 12 month permit in place, creating an additional 15 seats in their outdoor dining area.

15
ADDITIONAL SEATS CREATED

"We decorated the parklet with plants, flowers, beanbags and signage and installed umbrellas to create a really great outdoor area for our customers to sit in and enjoy," said Michael. "The fact that it was right out the front door made it easy for our customers. They could come into the café, order and then we would bring everything out to them in the parklet. You would see people sitting there enjoying their coffee in the open air and it created a really nice vibe in the street."

Michael and Danielle shared numerous photos on their social media pages of customers enjoying themselves in the parklet, helping to spread the word of council's Parklet Program far and wide to their audience of over 4,000 followers.

Whilst there were some initial concerns amongst surrounding businesses and visitors to Port Noarlunga when the parklet was first installed, centred around the loss of a parking space, the concerns diminished as time passed and the increased activation that the parklet brought to the area was hard to ignore.

As a result of hosting the parklet, owners Michael and Danielle saw an increase in foot traffic, in particular at the top end of Gawler Street where their café is located. "The parklet definitely generated more business for us and we even had customers calling in advance asking to book the parklet on weekends when they were planning on coming in for breakfast and lunch," said Michael.

Due to the increased business that The Coffee Factory saw as a result of hosting the parklet, they were able to hire an additional staff member. The Coffee Factory is proud to be engaged with the ON Business Partner program and encourages other businesses in the Onkaparinga region to put up their hand to host one of ocuncil's parklets.

Since hosting the parklet, council has facilitated meetings with Michael and Danielle and relevant staff to discuss options for a permanent outdoor dining offering.

> **"I congratulate the City of Onkaparinga on the Parklet Program initiative, the council has been very supportive and it has helped grow our business."**
>
> **Michael Russo**
> **The Coffee Factory**

6

LEARNINGS

CONCEPT

- Parklets are still a relatively new concept for this region; it will take time to change the perceptions of business owners and the community to see the benefits that they can bring to a mainstreet.
- There were concerns raised with the loss of a car parking space when the parklet was situated in Port Noarlunga, however, a parking audit indicated that during peak times, parking availability did not exceed 80% occupancy.
- No concerns have been raised with the concept of parklets in McLaren Vale or Christies Beach, with the exception of a noticeable lack of decoration to encourage usage.

LOCATION

- Parklets are best situated in front of food and/or beverage businesses, in a mainstreet that has a traffic limit of 50km/h or less.
- At this point in time, parklets are not approved to be situated on Department of Planning, Transport and Infrastructure (DPTI) maintained roads, limiting the opportunity for interested businesses.
- There are not many suitable sites to locate parklets within our region when factoring in the nature of the host business, who maintains the road (council or DPTI), the speed limit of the road and the suitability from a traffic perspective.

HOST AND SURROUNDING BUSINESSES

- Engagement and ongoing communication with adjoining and surrounding businesses and property owners of the parklet is crucial.
- Education around marketing and further activation ideas for the parklet needs to be provided to the host businesses.
- To date, there hasn't been a large impact on the trade of surrounding businesses as a result of the parklet program. The benefits are mostly seen by the host businesses.
- A strong desire and appetite to host and activate council's parklets are needed by host businesses. Failure to have this appetite results in underutilised parklets and a lack of ownership and decoration.
- It is ideal to choose host businesses that have the potential to build a permanent outdoor dining offering and use the parklet as a trial/ demonstration project to test the viability.
- Two new promising businesses have expressed interest in hosting one of council's parklets.

RECOMMENDATIONS

That Council:

- Approve the relocation of the current two (2) parklets to the new promising interested businesses in time for Spring 2019.
- Note that a review following the twelve (12) month permit period will be undertaken to determine if there are any other viable businesses to host the parklets.
- Approve the refund of the permit fee for the remainder of the original permit period (December 2019) to the current host businesses.
- Note that discussions with the Department of Planning, Transport and Infrastructure (DPTI) will be pursued to encourage the development of a policy position, that allows parklets to be located on DPTI maintained roads, broadening the opportunity for interested businesses.

7

OUTDOOR DINING AND FOOTPATH TRADING

OUTCOMES ACHIEVED 2018–19

Outdoor dining and footpath trading can promote vibrancy within an area and through our traffic assessment and bollard subsidy program, we have made it easier for businesses within the City of Onkaparinga to activate their street frontages and offer outdoor dining or footpath trading to their customers.

As part of the program, all outdoor dining and footpath trading permit fees were waived for the first 12 months for any new applications received, and we also offered subsidies to businesses needing a traffic assessment or the installation of bollards to increase their outdoor dining capacity.

OUTDOOR DINING PERMITS

11 BUSINESSES RENEWED THEIR OUTDOOR DINING PERMITS

5 NEW OUTDOOR DINING PERMITS ISSUED

HORTAS RESTAURANT, PORT NOARLUNGA	16	50
BLUE PEPPER, CHRISTIES BEACH • BUILT NEW OUTDOOR SPACE	8	24
DELICIA ACAI & PROTEIN BAR, CHRISTIES BEACH	3	8
THE FLOUR STORE, PORT NOARLUNGA	6	12
SHIFTY LIZARD, WILLUNGA • SHIFTZENFEST EVENT OCT 2018	2 DAY PERMIT	

TRAFFIC ASSESSMENT & BOLLARDS

2 BUSINESSES ASSISTED WITH A TRAFFIC ASSESSMENT SUBSIDY

1 BUSINESS ASSISTED WITH A BOLLARD SUBSIDY

8



CASE STUDY – SOURC'D WINE & COFFEE BAR, ALDINGA BEACH

An inviting and comfortable place for locals and visitors alike offering a variety of locally sourced produce and beverages is the mission of Sourc'd Wine & Coffee Bar.

Opening in mid-June 2018 on the Esplanade, Aldinga Beach the owners saw the potential that this premise had and converted what was previously a pet food shop, to a beautifully fitted out café and wine bar overlooking the beach. Realising how picturesque it would be to sit out the front and enjoy a glass of wine or coffee, the owners approached council to enquire about the traffic assessment and bollard subsidy available to local ON Business Partners.

Through the program, we supported Sourc'd Wine & Coffee Bar with a subsidy on their required traffic assessment and also subsidised the purchase and installation of the six (6) bollards that were required to ensure the safety of patrons whilst dining outside.

Sourc'd Wine & Coffee Bar now offer a sixteen (16) seater bar, 15 tables and 38 seats in total for their diners to enjoy outside. As a result of the increase in their outdoor dining capacity, they have hired six (6) additional staff members.

$9,500
INVESTED BY COUNCIL
- $2,000 TRAFFIC ASSESSMENT
- $7,500 BOLLARDS

38 ADDITIONAL SEATS WERE ADDED

6 JOBS WERE CREATED

LEARNINGS

- There are already a large number of businesses within the region that offer outdoor dining either on council or privately owned land.
- The online site suitability tool that takes into consideration a traffic and risk management audit on each property within our mainstreet areas has identified 58 properties as being 'green' i.e. only a minor traffic assessment required. However, of these properties, only a small portion are actually suitable for offering either outdoor dining or trading on council land, due to the current nature of these businesses.
- There is minimal scope to increase the number of businesses offering outdoor dining or footpath trading unless the nature of businesses located in suitable areas changes.
- Increasing the seating capacity of businesses may trigger the need for building upgrades and often the costs for these upgrades outweigh the benefit of offering outdoor dining.

RECOMMENDATIONS

That Council:

- Approve the continuation of waiving outdoor dining or footpath trading permit fees for the first 12 months for new applications received in the 2019-20 financial year.
- Approve the continuation of offering a traffic assessment subsidy to eligible businesses.
- Approve the continuation of offering a bollard subsidy to eligible businesses.
- Note that marketing the traffic and bollard subsidy initiatives to businesses through promotion in the ON Business Partner Program's e-newsletters, as well as through direct communication with the Business and Tourism Associations, will be continued.

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9.5 Proposed Food Truck Carnivale 2019

This is a new proposal, concept or issue.

Manager:	Jock Berry, Manager Property and Commercial
Report Author:	Eulonda Bolger, Property Officer – Leases, Licences and Permits
Contact Number:	8488 2003
Attachments:	1. Aerial Photograph/Event Site Plan (1 page) 2. Stakeholders list notified by email and mail (4 pages) 3. Copy of mail out to local residents (3 pages) 4. Copy of Public Notice, Southern Times Messenger 19.6.19 (1 page) 5. Four (4) submissions received (5 pages) 6. Two (2) external Government Agency submissions received (5 pages) 7. Risk Management Plan (13 pages) 8. Site Signage (2 pages) 9. Community Engagement Plan (7 pages)

1. Purpose

In accord with councils public consultation procedure (a legislated requirement); this report summarises and analyses the submissions received during the public consultation process advertised in the Southern Times Messenger Wednesday 19 June 2019 concluding Tuesday 9 July 2019 and titled 'Public Consultation' Sections 200 and 202 of the Local Government Act 1999 Business Use and Exclusive Use of Community Land at Lot 1, Seaford Road, Seaford to host the Food Truck Carnivale "Pop Up" Activation.

Consequently this report makes recommendations based on the public consultation feedback received within the context of the matter for council to consider and determine.

2. Recommendations

That for the Council owned land described as portion of Lot 1 Deposited Plan 71569 comprised in Certificate of Title Volume 5976 Folio 38 Community Land, Seaford Road (Seaford) Council;

1. **Receives and notes the six (6) submissions collated during the public consultation phase of the licence assessment process as follows:**

   Two (2) members of the public have raised concerns and suggestions

   Two (2) members of the public, have provided a range of positive feedback and views included for consideration

One (1) submission received from Country Fire Service requested the emergency services access on Seaford Road is not compromised in any way during the event.

One (1) submission received from Department of Planning, Transport and Infrastructure stated public transport in the area (Bus and Train services) would be business as usual.

2. Having considered the submissions received and provided as attachments to the agenda report, Council resolves to:

a. Approve the issue of the licence to Event People to host the proposed event titled Food Truck Carnivale in November 2019 on the basis that:

- **Approval is granted subject to Event People updating their event Risk Management Plan to incorporate:**
  - **Parking concerns raised by Country Fire Service**
  - **Monitor weather conditions and if required conduct dust suppression by use of a water cart one (1) hour prior to the opening of the event across the three (3) day event**
  - **Maintain a buffer zone between wetland and event perimeter to minimise disturbance**
  - **Waste management plan**
  - **Noise management in accordance with EPA Guidelines**
  - **Event staff should be inducted to the successful management of the site for the duration of the event (including bump in and bump out).**

3. Background

The event is the first of its kind offering the Onkaparinga Region excellent opportunity for activation, expansion of the business landscape within the region, increase sense of community as well as promote the local economy.

Local breweries, wine makers and mobile food vendors are encouraged to apply and participate across the 3 day event.

The free entry family event will create an all-inclusive experience through delicious food offerings, wine, breweries, fun live entertainment, amusements and an open air cinema.

As a liquor licence application for the event will be made by the Applicant to Consumer and Business Services (CBS) if approved by Council, the event area will need to be fully defined and controlled by the Event manager acting responsibly.

A Risk Management Plan (refer attachment 7) has been provided to manage public, property and environmental safety during the event licence period.

Traffic management will be delivered by qualified marshals controlling and organising the flow of traffic during the event. The event organisers will maintain a buffer between the temporary event fencing and wetland area to reduce the event footprint.

Public Consultation

When considering if public consultation was required to be undertaken during the assessment of the event application received, a number of considerations

determined that consulting the community on the event before issuing a formal approval was needed.

Considerations triggering public consultation included:

- The event is the first of its kind and as it's proposed to be located on a largely undeveloped reserve, not in an approved management plan, Council is required to undertake public consultation ahead of issuing a licence over the land.
- Given the event host's request to hold a liquor licence during the event, some exclusive use of community land is needed to define and control the liquor licence area in accordance with the CBS approvals.
- Using community land for business purposes when the land is not already approved for this use in a current management plan.

The Public Consultation process outlined in the Community Engagement Plan (refer attachment 9) was undertaken for the legislated 21 days, commenced on Wednesday 19 June 2019 and concluded close of business Tuesday 9 July 2019 and involved:

- The placement of a notice in the Southern Times Messenger Newspaper on Wednesday 19 June 2019 outlining the relevant details of the proposal, inviting written submissions and providing officer contact details (refer attachment 4)
- Two (2) signs installed at the event site (refer attachment 8)
- YOUR SAY page on Councils website
- Email to Moana and Seaford Community Association (refer attachment 2)
- Email to Seaford Districts Residents Association (refer attachment 2)
- Letters posted to local surrounding residents identified (refer attachment 3)
- The placement of folders at 5 of our Customer Service Centres: Aldinga Beach Library, Noarlunga Centre, Aberfoyle, Hub, Woodcroft Community Centre, and Willunga Hub outlining the relevant details of the proposal, inviting written submissions and providing officer contact details
- Email to Department of Planning, Transport and Infrastructure (Public Transport Operations and Planning – Adelaide Metro)
- Email to Department of Planning, Transport and Infrastructure (Traffic Management Centre)

As a result of the public consultation process above six (6) written submissions were received in total and are collated in this report for Council's consideration and determination.

4. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
The event may cause some disturbance within the local environment as the event is new to this largely undeveloped reserve.	Identified risks proposed to be managed under the applicant's Risk Management Plan (refer attachment 7) to be amended in accordance with the recommendation in this report. Any reinstatement or remedial costs will be borne by the applicant under the licence conditions.
Parking/Traffic	Identified risks shall be addressed under the applicant's Traffic Management Plan. Given costs associated with development of a traffic management plan, Scott Hollow from Event People will provide this document upon the Councils approval of the Food Truck Carnivale event.
Approving the Event request without adequately considering the community views.	It is a requirement of Council's Public Consultation Policy that Council makes its decision having considered the views of the community balanced against the context of the matter.

Opportunity	
Identify	**Maximising the opportunity**
Family friendly activation in Seaford	Activating open space in Seaford, maximising community participation
Opportunity for expansion of the business landscape	Potential to provide a successful sustainable repeat event, Aligns to the City-Wide Place and Business Activation Plan, Activation of Foreshore and Coastal Areas
Increase sense of community pride	Aligns with Councils Community Plan 2035, increases strong vibrant communities, increases social connectivity with residents and visitors
Opportunity for short term employment	Aligns to the City-Wide Place and Business Activation Plan, Aligns with Councils Community Plan 2035 and increasing a prosperous economy
Opportunity for local breweries, wine makers, food vendors to showcase their offerings	Aligns to the City-Wide Place and Business Activation Plan, increases potential for local business, increase and retain the spend within our region

Attachment 1

FOOD TRUCK CARNIVALE – SITE PLAN (CNR SEAFORD & COMMERCIAL ROAD)



Attachment 2

MAILING SALUTATION	MAILING DETAILS 1	MAILING DETAILS 2	MAILING DETAILS 3
Miss Yun	Miss L Y Yun	33 Tiller Dr	SEAFORD SA 5169
Mr Adams	Mr J M Adams	29 Anglesea La	SEAFORD RISE SA 5169
Mr Allen	Mr R M Allen	11 Sheringa Dr	MORPHETT VALE SA 5162
Mr and Miss Buswell	Mr G J Buswell and Miss A M Buswell	204 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Adams	Mr C E Adams and Mrs M K Adams	2 Redgate Ct	MOANA SA 5169
Mr and Mrs Amee	Mr G J Amee and Mrs N A Amee	7 Rye St	SEAFORD SA 5169
Mr and Mrs Archer	Mrs V A Archer and Mr P Archer	PO Box 600	MOFFAT BEACH QLD 4551
Mr and Mrs Atkinson	Mrs A J Atkinson and Mr S J Atkinson	3 Rye St	SEAFORD SA 5169
Mr and Mrs Ayres	Mr S R Ayres and Mrs T C Ayres	PO Box 308	MOUNT COMPASS SA 5210
Mr and Mrs Baldwin	Mr J G Baldwin and Mrs T L Baldwin	279 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Bannon	Mr D G P Bannon and Mrs T C Bannon	208 Masters Rd	DARLING DOWNS WA 6122
Mr and Mrs Beer	Mr P A Beer and Mrs L J Beer	102 Murray Rd	PORT NOARLUNGA SA 5167
Mr and Mrs Bell	Mr A Bell and Mrs J M Bell	8 Rye St	SEAFORD SA 5169
Mr and Mrs Blacker	Mrs J M Blacker and Mr A J Blacker	217 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Boon	Mr A Boon and Mrs H G Boon	7 Lyndhurst Rd	SEAFORD SA 5169
Mr and Mrs Brown	Mr P J Brown and Mrs D S Brown	22 Flinders Ave	SEAFORD SA 5169
Mr and Mrs Brown	Mr C Brown and Mrs R A Brown	327 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Brunato	Mr P R Brunato and Mrs R L Brunato	8 Morley St	FLAGSTAFF HILL SA 5159
Mr and Mrs Burtt	Mr A C Burtt and Mrs S A Burtt	1 Preston Ct	MOANA SA 5169
Mr and Mrs Calleja	Mr M A Calleja and Mrs M Calleja	4 Lally Dr	GAWLER EAST SA 5118
Mr and Mrs Cameron	Mrs M M Cameron and Mr C Cameron	219 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Campbell	Mr T M Campbell and Mrs C L Campbell	PO Box 1423	HEALESVILLE VIC 3777
Mr and Mrs Clay	Mr J H Clay and Mrs S Clay	1 Clipper Ct	SEAFORD SA 5169
Mr and Mrs Colgan	Mr J Colgan and Mrs D Colgan	12 Rye St	SEAFORD SA 5169
Mr and Mrs Collins	Mrs M G Collins and Mr L D Collins	PO Box 73	MOUNT COMPASS SA 5210
Mr and Mrs Culbertson	Mrs P A Culbertson and Mr V G Culbertson	4 Grange Ct	SEAFORD SA 5169
Mr and Mrs Darrell	Mr M Darrell and Mrs S Darrell	295 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Dishon	Mr D M Dishon and Mrs C H Dishon	206a Seaford Rd	SEAFORD SA 5169
Mr and Mrs Dykmans	Mr R D Dykmans and Mrs S Dykmans	237 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Fallon	Mr P M Fallon and Mrs S J Fallon	673 Grand Bvd	SEAFORD MEADOWS SA 5169
Mr and Mrs Gaudette	Mrs C M Gaudette and Mr R W Gaudette	7 Tiller Dr	SEAFORD SA 5169
Mr and Mrs Geisler	Mr G T Geisler and Mrs T A Geisler	PO Box 313	SEAFORD SA 5169
Mr and Mrs Gerritsen	Mr E A J Gerritsen and Mrs S Gerritsen	3 Clipper Ct	SEAFORD SA 5169
Mr and Mrs Goldfinch	Mrs S J Goldfinch and Mr M L Goldfinch	22 Nelson St	PORT NOARLUNGA SOUTH SA 5167
Mr and Mrs Gounder	Mr S S Gounder and Mrs K Gounder	22 Alabama Rd	HAPPY VALLEY SA 5159
Mr and Mrs Green	Mr A J Green and Mrs R M Green	225 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Green	Mr D F Green and Mrs A Green	23 Robertson Rd	SEAFORD SA 5169
Mr and Mrs Grout	Mr R J Grout and Mrs Y Grout	16/8 Grange Ct	SEAFORD SA 5169
Mr and Mrs Grover	Mrs J Grover and Mr D M Grover	639 Grand Bvd	SEAFORD SA 5169
Mr and Mrs Hankel	Mr M W Hankel and Mrs S J Hankel	690 Grand Bvd	SEAFORD MEADOWS SA 5169
Mr and Mrs Heaven	Mr R W M Heaven and Mrs J K Heaven	PO Box 124	SEAFORD SA 5169
Mr and Mrs Hunt	Mr S P Hunt and Mrs M C Hunt	669 Grand Bvd	SEAFORD MEADOWS SA 5169
Mr and Mrs Hunyadi	Mr S Hunyadi and Mrs J Hunyadi	51 Clipper Ct	SEAFORD SA 5169
Mr and Mrs Ivancic	Mr A Ivancic and Mrs I Ivancic	26 Wilford Ave	SEATON SA 5023
Mr and Mrs Jenkins	Mr C J Jenkins and Mrs C Jenkins	1 Seaview St	MASLIN BEACH SA 5170
Mr and Mrs Keenan	Mr B J Keenan and Mrs G A Keenan	218 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Kelly	Mr D R Kelly and Mrs L H Kelly	6 Flinders Ave	SEAFORD SA 5169
Mr and Mrs Kennedy	Mr R C Kennedy and Mrs R K Kennedy	136a Esplanade	PORT NOARLUNGA SOUTH SA 5167
Mr and Mrs Kibble	Mr D R E Kibble and Mrs G J Kibble	18 Helmsman Tce	SEAFORD SA 5169
Mr and Mrs Kimberlin	Mr D G Kimberlin and Mrs K M Kimberlin	31 North Pkwy	NORTHGATE SA 5085
Mr and Mrs King	Mr P J King and Mrs B King	23 Helmsman Tce	SEAFORD SA 5169
Mr and Mrs Kvopka	Mr J Kvopka and Mrs M Kvopka	4 Daphne St	KURRALTA PARK SA 5037
Mr and Mrs Lockyer	Mr S P Lockyer and Mrs D B Lockyer	29 Koonya Ave	SEAFORD SA 5169
Mr and Mrs Lord	Mr A J Lord and Mrs D A Lord	244 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Lynch	Mr D P Lynch and Mrs M G Lynch	5 Grange Ct	SEAFORD SA 5169
Mr and Mrs McHugh	Mr D J McHugh and Mrs K J McHugh	23 Tiller Dr	SEAFORD SA 5169
Mr and Mrs Miller	Mr G L Miller and Mrs E J Miller	246 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Molloy	Mr B J Molloy and Mrs M J Molloy	229b Seaford Rd	SEAFORD SA 5169
Mr and Mrs Nilsen	Mr R L C Nilsen and Mrs R M Nilsen	653 Grand Bvd	SEAFORD SA 5169
Mr and Mrs O'Reilly	Mr C J O'Reilly and Mrs K A O'Reilly	329 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Papworth	Mr N Papworth and Mrs K Papworth	32 Pine View Cl	OLD REYNELLA SA 5161
Mr and Mrs Paris	Mr C Paris and Mrs M Paris	15 Rye St	SEAFORD SA 5169
Mr and Mrs Piller	Mr J E Piller and Mrs H V Piller	643 Grand Bvd	SEAFORD SA 5169
Mr and Mrs Pink	Mr G F Pink and Mrs C M Pink	208 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Pink	Mrs D A Pink and Mr R N Pink	677a Grand Bvd	SEAFORD MEADOWS SA 5169
Mr and Mrs Ralph	Mr P L Ralph and Mrs J H Ralph	77 Barramundi Dr	HALLETT COVE SA 5158
Mr and Mrs Reid	Mr D G Reid and Mrs S L Reid	688 Grand Bvd	SEAFORD MEADOWS SA 5169
Mr and Mrs Roe	Mr C M Roe and Mrs R Roe	PO Box 295	SEAFORD SA 5169
Mr and Mrs Ronai	Mr S J Ronai and Mrs B A Ronai	4 Lunn St	SEAFORD SA 5169
Mr and Mrs Slight	Mr N Slight and Mrs N Slight	315 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Smart	Mr K J Smart and Mrs C A Smart	271 Esplanade	SEAFORD SA 5169
Mr and Mrs Sobieraj	Mr S Sobieraj and Mrs K Sobieraj	248 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Spencer	Mr B J Spencer and Mrs H J Spencer	289 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Stark	Mr A G Stark and Mrs S K Stark	291 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Stevens	Mrs S M Stevens and Mr R A Stevens	PO Box 3251	PORT AUGUSTA SA 5700
Mr and Mrs Tracey	Mr K S Tracey and Mrs K D Tracey	635 Grand Bvd	SEAFORD SA 5169
Mr and Mrs Trayner	Mr M Trayner and Mrs J Trayner	17 Mallard Cres	SEAFORD RISE SA 5169
Mr and Mrs Venus	Mr N H Venus and Mrs J Venus	2 Nautical Cct	SEAFORD MEADOWS SA 5169

Mr and Mrs Verschoor	Mr M Verschoor and Mrs S F Verschoor	285 Commercial Rd	SEAFORD SA 5169
Mr and Mrs Webb	Mr N S Webb and Mrs S J Webb	15 Parkview Cct	SEAFORD RISE SA 5169
Mr and Mrs Weekes	Mr B M Weekes and Mrs L K Weekes	15 Helmsman Tce	SEAFORD SA 5169
Mr and Mrs Whyatt	Mr M A Whyatt and Mrs S M Whyatt	651 Grand Bvd	SEAFORD SA 5169
Mr and Mrs Wiggins	Mr G P Wiggins and Mrs L Wiggins	PO Box 55	CHRISTIES BEACH SA 5165
Mr and Mrs Williams	Mr C H Williams and Mrs C I Williams	27 Turquoise Ct	ALDINGA BEACH SA 5173
Mr and Mrs Wise	Mrs F K Wise and Mr T S Wise	17 Rye St	SEAFORD SA 5169
Mr and Mrs Wooding	Mr M L Wooding and Mrs C S Wooding	215 Seaford Rd	SEAFORD SA 5169
Mr and Mrs Zemkus	Mrs C D Zemkus and Mr A J O Zemkus	349 Commercial Rd	SEAFORD SA 5169
Mr and Ms Charlton	Mr K A Charlton and Ms T N Charlton	6 Grange Ct	SEAFORD SA 5169
Mr and Ms Hazelwood	Mr M W H Hazelwood and Ms A C Hazelwo	4 Helmsman Tce	SEAFORD SA 5169
Mr and Ms Liapis	Ms N J Liapis and Mr T N Liapis	5 Nestor St	ATHELSTONE SA 5076
Mr and Ms Loy	Mr M F Loy and Ms M C Loy	84 Augusta St	GLENELG EAST SA 5045
Mr and Ms Polgreen	Mr J P Polgreen and Ms E D Polgreen	3 Currawong Cres	COROMANDEL VALLEY SA 5051
Mr and Ms Riddle	Mr C A Riddle and Ms K L Riddle	13 Stern Rd	SEAFORD MEADOWS SA 5169
Mr and Ms Scarff	Mr K L Scarff and Ms S R Scarff	6 Rye St	SEAFORD SA 5169
Mr and Ms Silkstone	Mr D M Silkstone and Ms K E Silkstone	89 Seaford Rd	SEAFORD MEADOWS SA 5169
Mr and Ms Wood	Ms A M Wood and Mr D J Wood	42 Lexington Dr	WORONGARY QLD 4213
Mr and Ms Ytsma	Ms K T Ytsma and Mr M P Ytsma	11 Grange Ct	SEAFORD SA 5169
Mr Bartsch	Mr D C Bartsch	227 Seaford Rd	SEAFORD SA 5169
Mr Brinsley	Mr R P Brinsley	36 Koonya Ave	SEAFORD SA 5169
Mr Budd	Mr R B Budd	54 Lyndhurst Rd	SEAFORD SA 5169
Mr Curran and Ms Latta	Mr R Curran and Ms S E Latta	9 Elberry Cl	MOANA SA 5169
Mr Dix	Mr C W Dix	75 Isla Cct	MAWSON LAKES SA 5095
Mr Dunnicliff	Mr D M Dunnicliff	205a Seaford Rd	SEAFORD SA 5169
Mr Edward	Mr K J Edward	4 Broadbeach Dr	MASLIN BEACH SA 5170
Mr Edwards	Mr B D Edwards	18 Rye St	SEAFORD SA 5169
Mr Everson and Mrs Pistilli	Mr W Everson and Mrs S Y Pistilli	PO Box 15	PORT NOARLUNGA SA 5167
Mr Gorham	Mr J P Gorham	275 Commercial Rd	SEAFORD SA 5169
Mr Grills	Mr K J Grills	4 Rye St	SEAFORD SA 5169
Mr Gunn	Mr M J Gunn	17 Helmsman Tce	SEAFORD SA 5169
Mr Hodgeman	Mr S R Hodgeman	14 Queenscliff Dr	SEAFORD RISE SA 5169
Mr Hurrell and Ms Schapel	Mr M P Hurrell and Ms C J Schapel	250 Seaford Rd	SEAFORD SA 5169
Mr Hutchinson and Mrs Wo	Mr D M Hutchinson and Mrs Y J Woolfe	675 Grand Bvd	SEAFORD MEADOWS SA 5169
Mr Iljcesen	Mr D Iljcesen	20 Oakvale Way	HALLETT COVE SA 5158
Mr Irvine	Mr W R Irvine	3 Grange Ct	SEAFORD SA 5169
Mr Jansma	Mr J A Jansma	13 Helmsman Tce	SEAFORD SA 5169
Mr Johnson	Mr P W Johnson	301 Commercial Rd	SEAFORD SA 5169
Mr Jones	Mr J Jones	205b Seaford Rd	SEAFORD SA 5169
Mr Leane	Mr C P Leane	5 Rye St	SEAFORD SA 5169
Mr McGillivray	Mr C L McGillivray	PO Box 177	CHRISTIES BEACH SA 5165
Mr McKay	Mr R B McKay	45 Lyndhurst Rd	SEAFORD SA 5169
Mr McMillan	Mr C S McMillan	3 Helmsman Tce	SEAFORD SA 5169
Mr Moritz and Ms Candido	Mr M M Moritz and Ms E M Candido	1 Rye St	SEAFORD SA 5169
Mr Moyle	Mr D E Moyle	293 Commercial Rd	SEAFORD SA 5169
Mr Nguyen	Mr L N Nguyen	39 Park Ave	ROSSLYN PARK SA 5072
Mr Nilsson	Mr N A Nilsson	10 Helmsman Tce	SEAFORD SA 5169
Mr Norman	Mr P R Norman	47 Kingslangley Rd	GREENWICH NSW 2065
Mr O'Leary	Mr D J O'Leary	49 Murray Rd	PORT NOARLUNGA SA 5167
Mr Paltridge	Mr D G Paltridge	303 Commercial Rd	SEAFORD SA 5169
Mr Peel	Mr R S Peel	202 Seaford Rd	SEAFORD SA 5169
Mr Peters	Mr S C Peters	283 Commercial Rd	SEAFORD SA 5169
Mr Pine	Mr C L Pine	5 Helmsman Tce	SEAFORD SA 5169
Mr Radford and Ms Pennin	Mr J M Radford and Ms K J Pennington	138 Grand Bvd	SEAFORD RISE SA 5169
Mr Raza	Mr A Raza	9 Grange Ct	SEAFORD SA 5169
Mr Reeve and Ms Eime	Mr R J Reeve and Ms M L Eime	11 Flag St	SEAFORD MEADOWS SA 5169
Mr Roper	Mr R J Roper	11 Coulton St	BONDI NSW 2026
Mr Russell	Mr J J Russell	231 Seaford Rd	SEAFORD SA 5169
Mr Schneider	Mr D J Schneider	23 Whimbrel Cct	SEAFORD RISE SA 5169
Mr Sierp and Ms Weathera	Mr C D Sierp and Ms K R Weatherald	54 Anderson St	EUROA VIC 3666
Mr Steinert	Mr W A Steinert	PO Box 155	MOUNT COMPASS SA 5210
Mr Stewart and Miss Giltrov	Mr D J Stewart and Miss L M Giltrow	252 Seaford Rd	SEAFORD SA 5169
Mr Street	Mr S J Street	3 Tiller Dr	SEAFORD SA 5169
Mr Surguy	Mr P Surguy	319 Commercial Rd	SEAFORD SA 5169
Mr Thompson	Mr A W Thompson	4 Rothfall Pl	AROONA QLD 4551
Mr Thompson	Mr W J Thompson	PO Box 174	SEAFORD SA 5169
Mr Thurgood	Mr J T Thurgood	28 Wentworth St	MOANA SA 5169
Mr To and Trinh	Mr P T To and T T N Trinh	11 Orkney St	FERRYDEN PARK SA 5010
Mr Tombleson and Ms Dav	Mr Q G Tombleson and Ms A J Davis	273 Commercial Rd	SEAFORD SA 5169
Mr Trabilsie	Mr J J Trabilsie	21 Helmsman Tce	SEAFORD SA 5169
Mr Voice	Mr A B Voice	11 Helmsman Tce	SEAFORD SA 5169
Mr Waye	Mr A P Waye	PO Box 614	MT COMPASS SA 5210
Mrs Browne	Mrs J I Browne	213 Seaford Rd	SEAFORD SA 5169
Mrs Charles	Mrs K M E Charles	11 Haven Ave	SEAFORD SA 5169
Mrs Harris	Mrs S J Harris	42 Transom Cres	SEAFORD SA 5169
Mrs Haxton and Haxton	Mrs M Haxton and W J Haxton	20 Martha St	SEAFORD SA 5169
Mrs Hermann	Mrs A Hermann	220 Seaford Rd	SEAFORD SA 5169
Mrs Leach	Mrs E I Leach	317 Commercial Rd	SEAFORD SA 5169
Mrs Luker	Mrs M Luker	31 Tiller Dr	SEAFORD SA 5169

Mrs Martucci	Mrs Y Martucci	PO Box 187	PORT NOARLUNGA SA 5167
Mrs Stafford	Mrs I L Stafford	17 Tiller Dr	SEAFORD SA 5169
Mrs Taylor	Mrs D M Taylor	641 Grand Bvd	SEAFORD SA 5169
Ms Barber	Ms S C Barber	22 Rye St	SEAFORD SA 5169
Ms Bennett	Ms K E Bennett	20 Taunton Pde	CHRISTIES BEACH SA 5165
Ms Bracegirdle	Ms L K Bracegirdle	35 Tiller Dr	SEAFORD SA 5169
Ms Hogan	Ms A Hogan	89 Stradbroke Rd	ATHELSTONE SA 5076
Ms Iuliano	Ms G Iuliano	69 Cronulla Dr	REDWOOD PARK SA 5097
Ms Macartney	Ms L A Macartney	287 Commercial Rd	SEAFORD SA 5169
Ms Maillard and Mrs Maillar	Ms C Maillard and Mrs V E Maillard	211 Seaford Rd	SEAFORD SA 5169
Ms Marshall and Mr Tarana	Ms T M Marshall and Mr R P Taranaki	11 Tiller Dr	SEAFORD SA 5169
Ms Martin	Ms C E Martin	14 Rye St	SEAFORD SA 5169
Ms Morrison	Ms M L Morrison	637 Grand Bvd	SEAFORD SA 5169
Ms Orchard	Ms A A R Orchard	1 Martha St	SEAFORD SA 5169
Ms Penver and Mr Dhundu	Ms K J Penver and Mr T Dhundup	212 Seaford Rd	SEAFORD SA 5169
Ms Pulford	Ms J A Pulford	67 Parnell Bvd	ROBINA QLD 4226
Ms Scott and Mr Utz	Ms M V Scott and Mr H F Utz	16 Rye St	SEAFORD SA 5169
Ms Smith	Ms J K Smith	19 Rye St	SEAFORD SA 5169
Ms Sutcliffe and Mr Lloyd	Ms D L Sutcliffe and Mr J S J Lloyd	671 Grand Bvd	SEAFORD MEADOWS SA 5169
Ms Thompson	Ms P Thompson	681 Grand Bvd	SEAFORD MEADOWS SA 5169
Ms Wilson	Ms C A Wilson	8 Tennant St	FULLARTON SA 5063
Ms Yang	Ms C M Yang	32 Quadrant Tce	SEAFORD SA 5169
Sir or Madam	The Occupant	1 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	1 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	1/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	1/13 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	1/226 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	1/684 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	100 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	11 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	11/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	12 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	12/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	1-25 Nautical Circuit	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	13 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	13/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	14 Stern Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	14/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	15 Martha Street	SEAFORD SA 5169
Sir or Madam	The Occupant	15 Stern Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	15 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	15/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	16 Stern Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	17/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	18/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	19 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	19 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	19/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	2 Clipper Court	SEAFORD SA 5169
Sir or Madam	The Occupant	2 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	2 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	2/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	2/13 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	2/226 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	2/684 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	20 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	20 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	20/8 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	206 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	209 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	21 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	210 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	214 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	216 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	22 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	221 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	223 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	224 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	228-232 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	229A Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	233-235 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	236 Seaford Road	SEAFORD SA 5169
Sir or Madam	The Occupant	238-240 Seaford Road	SEAFORD SA 5169

Sir or Madam	The Occupant	24 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	25 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	267 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	269A Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	269B Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	27A Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	281 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	29 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	3 Lunn Street	SEAFORD SA 5169
Sir or Madam	The Occupant	3/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	3/13 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	305 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	310 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	313 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	318 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	321 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	323 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	325 Commercial Road	SEAFORD SA 5169
Sir or Madam	The Occupant	36 Clipper Court	SEAFORD SA 5169
Sir or Madam	The Occupant	37 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	39 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	4/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	5 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	5/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	5A Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	6 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	6/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	611 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	621-631 Grand Boulevar	SEAFORD SA 5169
Sir or Madam	The Occupant	645 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	647 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	649 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	651 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	655 Grand Boulevard	SEAFORD SA 5169
Sir or Madam	The Occupant	677 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	679 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	682 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	686 Grand Boulevard	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	7 Grange Court	SEAFORD SA 5169
Sir or Madam	The Occupant	7/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	77 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	79 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	8 Flinders Avenue	SEAFORD SA 5169
Sir or Madam	The Occupant	8 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	8/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	81 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	83 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	85 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	87 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	9 Helmsman Terrace	SEAFORD SA 5169
Sir or Madam	The Occupant	9 Rye Street	SEAFORD SA 5169
Sir or Madam	The Occupant	9 Tiller Drive	SEAFORD SA 5169
Sir or Madam	The Occupant	9/1 Main Street	SEAFORD SA 5169
Sir or Madam	The Occupant	91 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	93 Seaford Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Manager	The Sands Lifestyle Villa	670 Grand Blvd
Sir or Madam	The Occupant	Unit 1/16 Helmsman Terr	SEAFORD SA 5169
Sir or Madam	The Occupant	Unit 1/17 Stern Road	SEAFORD MEADOWS SA 5169
Sir or Madam	The Occupant	Unit 1/41 Tiller Drive	SEAFORD SA 5169
Sir or Madam	Ms R M Vantol and Ms V E Vantol	14 Helmsman Tce	SEAFORD SA 5169
Sir or Madam	PDN Developments Pty Ltd	21 Western Pde	BROOKLYN PARK SA 5032
Sir or Madam	Seaford Rd Clinic Pty Ltd	238 Seaford Rd	SEAFORD SA 5169
Sir or Madam	The Occupant	27 Tiller Drive	SEAFORD SA 5169
Sir or Madam	Gpaxis Pty Ltd	672-680 Grand Bvd	SEAFORD MEADOWS SA 5169
Sir or Madam	Mr I Seman and Ms K Seman and Ms Z A S	and others	21 Bickford Tce
Sir or Madam	Mrs C J Hanna and Mr D J Hanna and Ms C	and others	Unit 606/262 South Tce
Sir or Madam	The Frederic Ozanam Housing Association	GPO Box 1770	ADELAIDE SA 5001
Sir or Madam	Mrs M J Bartlett and Mrs M A Pearce and	Mr C V Bartlett	229a Seaford Rd
Sir or Madam	Mrs C E Townsend and Mr B P Townsend a	Mrs J K Townsend	17 Woodlea Dr
Sir or Madam	Ms K T Kendell and Mrs G M Briggs and	Ms J A Gardner	20 Hele Ct
Sir or Madam	Catholic Church Endowment Soc Pt Noarlu	PO Box 197	SEAFORD SA 5169
Sir or Madam	Bartlett Retirement Property Pty Ltd	PO Box 2050	HACKHAM SA 5163
Sir or Madam	D & C Sellick Pty Ltd	PO Box 239	MELROSE PARK DC SA 5039
Sir or Madam	Junction Australia	PO Box 66	CHRISTIES BEACH SA 5165
Sir or Madam	Samkee Pty Ltd	PO Box 88	HOLDEN HILL SA 5088
Sir or Madam	Lifestyle Services (Aust) Pty Ltd and	The Elms Walkley Height	91 King William Rd
Sir or Madam	Unity Housing Co Ltd	Unit 1/506 Brighton Rd	BRIGHTON SA 5048
South Australian Housing T	South Australian Housing Trust and Ms D M	GPO Box 1669	ADELAIDE SA 5001
Minister for Emergency Ser	80 Seaford Road, Seaford SA 5169	GPO Box 1539	ADELAIDE SA 5001

Attachment 3

Our Ref: Doc.Set 4837184

17 June 2019

Name
Address
LOCATION

Dear

Proposed Food Truck Carnivale Event - November 2019 - Reserve parcel at the corners of Seaford and Commercial Roads, Seaford

The City of Onkaparinga proposes to grant a short term 5 day licence to a private event host for the exclusive use of a portion of community land, located on the corner of Seaford and Commercial Roads, Seaford to deliver **Food Truck Carnivale** in November 2019.

The event is the first of its kind in the Onkaparinga region offering an excellent opportunity for activation through community participation, expansion of the business landscape within the region and promotion of the local economy.

Hosted by The Event People, local breweries, wine makers and mobile food vendors will be encouraged to apply and participate across the 3 day event.

The free entry, family event, will create an all-inclusive experience through delicious food offerings, wine, breweries, fun edgy live entertainment, amusements and an open air cinema.

Due to your close proximity to the event site, the City of Onkaparinga would like to engage with you and provide the following details:

Event Operating Hours:

- Friday 8 November - 11am to 9pm
- Saturday 9 November - 11am to 9pm
- Sunday 10 November - 11am to 9pm

The full licence term will be from Thursday 7 November to Monday 11 November inclusive, permitting the event organisers to have non-exclusive use of the land for 1 day before and 1 day after the event for set up and set down.

There will be a range of conditions of use imposed by Council in the temporary Licence requiring the event organisers to use the land responsibly, ensuring all site waste and

City of Onkaparinga
PO Box 1
Noarlunga Centre
South Australia 5168
www.onkaparingacity.com

Noarlunga office
Ramsay Place
Noarlunga Centre
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Aberfoyle Park office
The Hub
Aberfoyle Park
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Willunga office
St Peters Terrace
Willunga
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Woodcroft office
175 Bains Road
Morphett Vale
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

rubbish is disposed appropriately during and at the completion of the event and that the site is returned to its natural state post event.

Any feedback you wish to submit relating to the proposed event licence must be in writing and marked for the attention of Eulonda Bolger, Property Officer and be received by 5pm, Tuesday 9 July 2019 to be considered and can be forwarded by:

- Email: mail@onkaparinga.sa.gov.au
- Online: www.onkaparingacity.com./yoursay
- Post: City of Onkaparinga, PO Box 1, Noarlunga Centre SA 5168
- Personal Delivery: Customer Service Centres listed below

Information folders on the proposed event can be viewed at the following Customer Service Centres:

- Aldinga Library
- Noarlunga Centre
- Aberfoyle Hub
- Woodcroft Community Centre
- Willunga Hub

If submissions are received they will be collated and presented to Council in a public report for consideration and determination within the context of the matter.

Yours sincerely,

Jock Berry
Manager Property and Commercial

Encl: Food Truck Carnivale Site Plan

FOOD TRUCK CARNIVALE – SITE PLAN (CNR SEAFORD & COMMERCIAL ROAD)



City of Onkaparinga
PO Box 1
Noarlunga Centre
South Australia 5168
www.onkaparingacity.com

Noarlunga office
Ramsay Place
Noarlunga Centre
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Aberfoyle Park office
The Hub
Aberfoyle Park
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Willunga office
St Peters Terrace
Willunga
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Woodcroft office
175 Bains Road
Morphett Vale
Telephone (08) 8384 0666
Facsimile (08) 8382 8744

Attachment 4

Public Consultation
Sections 200 & 202 of the Local Government Act 1999
Business Use & Exclusive Use of Community Land at Lot 1, Seaford Road, Seaford.

Temporary Community Event - Food Truck Carnivale

Notice is hereby given pursuant to sections 200 and 202 of the Local Government Act 1999 that the City of Onkaparinga proposes to grant a short term Licence to The Event People for the exclusive use of the following community land to host a temporary event – Food Truck Carnivale.

Portion of Lot 1 Deposited Plan 71569 comprised in Certificate of Title Volume 5976 Folio 38 Community Land, Seaford Road (Seaford).

A Licence for exclusive use is proposed to be issued for the purposes of a temporary community food truck event on Lot 1 Seaford Road on 8, 9, 10 November 2019 with daily event times between 11am to 9pm.

The full Licence term will be from 7 to 11 November 2019 inclusive permitting the event organisers to have non-exclusive use of the land for 1 day before and 1 day after the event for set-up and set-down.

The free entry 3 day family event will create an all-inclusive experience through delicious food offerings, wine, breweries, fun edgy live entertainment, amusements and an open air cinema.

Information folders can be viewed at the Customer Service Centres at:

Aldinga Library
Noarlunga Centre
Aberfoyle Hub
Woodcroft Community Centre
Willunga Hub

or online via our Status Board at: **www.onkaparingacity.com/yoursay**

Any feedback you wish to submit relating to the proposed event Licence must be marked for the attention of Eulonda Bolger, Property Officer and be received by 5pm, 9 July 2018 to be considered and can be forwarded by:

Email: **mail@onkaparinga.sa.gov.au**
Post: **City of Onkaparinga, PO Box 1, Noarlunga Centre SA 5168**
Personal Delivery: **Customer Service Centres listed above.**

All submissions will be collated and presented to Council in a public report for consideration and determination within the context of the matter.

Attachment 5

Survey Responses

09 June 2019 - 09 July 2019

Food Truck Carnivale Event

Your Say Onkaparinga

Project: Food Truck Carnivale

engagement hq
by Bang the Table

VISITORS					
2					
CONTRIBUTORS			RESPONSES		
2			2		
0 Registered	0 Unverified	2 Anonymous	0 Registered	0 Unverified	2 Anonymous

Respondent No: 1	**Responded At:** Jul 01, 2019 19:19:25 pm
Login: Anonymous	**Last Seen:** Jul 01, 2019 19:19:25 pm
Email: n/a	**IP Address:** n/a

Q1.	**Full name**	Allison Berry
Q2.	**Residential address (please do not include PO Box address)**	48 Aldam Road Seaford
Q3.	**Email address**	allybdavo@bigpond.com

Q4. **Please tell us whether you support the proposal and any local knowledge that might assist the event**

This food truck carnival sounds very appealing and we as members of the local community will attend this event. As a family we are looking for events that are inclusive of all members of the household. The opportunity to try products and produce from the local food vendors encourages our future spending and boosts the local community. The entertainment and air cinema allows for the kids to be entertained and us come together as a family to enjoy. I believe this event will engage the local community and promote the Seaford area.

Respondent No: 2
Login: Anonymous
Email: n/a

Responded At: Jul 08, 2019 11:23:58 am
Last Seen: Jul 08, 2019 11:23:58 am
IP Address: n/a

Q1.	**Full name**	Philip Filmer
Q2.	**Residential address (please do not include PO Box address)**	8 Cordage Court Seaford Meadows
Q3.	**Email address**	philfilm@bigpond.net.au

Q4. **Please tell us whether you support the proposal and any local knowledge that might assist the event**

I think it's a fantastic idea! Great way to showcase the region. It's important that a "family Friendly" environment is assured. Parking and traffic control, should also be given a priority.

Ann Smith

From: Eulonda Bolger
Sent: Thursday, 27 June 2019 12:34 PM
To: 'jsphgorham@gmail.com'
Subject: Food Truck Carnivale Email Response to Joseph Gorham

Dear Joseph,

Thank you for your submission in regard to the proposed 2019 Food Truck Carnivale, Seaford.

Invitation for all public feedback closes 5pm, Tuesday 9 July 2019.

Thereafter, all submissions will be collated and presented to council in a public report for consideration and determination within the context of the matter.

Regards

Eulonda Bolger
Property Officer (Leases, Licences and Permits)
Property and Commercial
Ph 8488 2003
Fax: 8384 0624
www.onkaparingacity.com

From: joseph gorham [mailto:jsphgorham@gmail.com]
Sent: Tuesday, 25 June 2019 5:48 PM
To: mail@onkaparinga.sa.gov.au
Subject: Eulonda- permits & license onkaparinga council

to Eulonda
thanks for the call back NOT.
re- the proposed FOOD TRUCK CARNIVALE event to be held in November this year.
I am a frequent user of this reserve as it is across from my home @ 275 commercial road
there are some points to be taken into account. 1- this reserve turns into a dust bowl at that time of the year we all experience strong south east winds at that time of the year so any DUST this event will produce will be blown over the residents (rate payers) in that area of commercial rod HENCE DUST will be a problem
next point 2- this reserve is zoned an ALCOHOL FREE ZONE & i see you have a bar setup on your plan how does that work?
3- the animals & bird life that inhabit this area of the reserve struggle at that time of the year the noise, dust, litter will interfere with nesting & breeding.
4- i will again mention the south east winds as i see you have a STAGE & SCREEN any NOISE from this will be amplified by these winds across to the residents (rate payers) of commercial road.
point 5- where are people going to this event going to park? the ST JOHN ambulance & CFS carpark is abused now i can see it only being more of a hazard to these services if the parking area is taken up with event patrons parking there.
This park has recently had some work been done using heavy equipment & some of the area is torn up & still not been repaired I can only imagine the kind of damage this event will do to the area I really think you need to an hard surface area to hold this event.
please ring me on 0403085455. Joe Gorham

Vic Culbertson

4 Grange Court Seaford t
8386 2852
culbertsonvic@gmail.com
25/06/19

Eulonda Bolger,

Re Food Truck Carnivale Event. November 2019 Seaford Reserve.

I am concerned about the environmental impact that this event will have on the wetlands. Many birds call this area their home now, and litter rom the event may cause unnecessary problems for them. There are other venues that would be more appropriate to hold this event, such as the unused oval adjacent to Quarry Reserve, the area on The Parade that circuses have used, the unused oval on South Road at Morphett Vale between Beach Road and Flaxmill Road or even the site on Beach road that is used for markets once a month aswell as the unused oval area in Seaford Meadows. I urge you to give these alternatives serious consideration as some will also have less impact on local ,established traders.

I live in Grange Crt and my other concern, and also my neighbours, is the traffic access to the reserve.
At present many vehicles (trucks, cars, motorbikes) illegally use Grange Crt and Somerton Crt to access the reserve as a short cut, even though they are "No Through Roads". This causes unnecessary traffic problems at times.

We would like PERMANENT barricades/bollards installed across the access areas to prevent this happening. An event as large as this may attract visitors to it to use the reserve , via these streets, for parking their vehicles, thus creating problems in our streets.

We hope this request is met with your approval.

Yours with Respect, Vic Culbertson.

Doc:4926826

Attachment 6

Ann Smith

From:	Eulonda Bolger
Sent:	Wednesday, 19 June 2019 1:55 PM
To:	'Oliver, Luke (DPTI)'
Cc:	Stewart, Wayne (DPTI); Brown, Sam (DPTI-SSD)
Subject:	RE: Adelaide Metro - Food Truck Carnivale November 2019 - Letter Public Consultation to Adelaide Metro

Thanks Luke. If anything changes I will be sure to get in touch and provide you updates.

Regards

Eulonda

From: Oliver, Luke (DPTI) [mailto:Luke.Oliver@sa.gov.au]
Sent: Wednesday, 19 June 2019 1:54 PM
To: Eulonda Bolger
Cc: Stewart, Wayne (DPTI); Brown, Sam (DPTI-SSD)
Subject: RE: Adelaide Metro - Food Truck Carnivale November 2019 - Letter Public Consultation to Adelaide Metro

Thanks,

Will just be business as usual for our operations then at this stage.

From: Eulonda Bolger [mailto:Eulonda.Bolger@onkaparinga.sa.gov.au]
Sent: Wednesday, 19 June 2019 1:44 PM
To: Oliver, Luke (DPTI) <Luke.Oliver@sa.gov.au>
Cc: Stewart, Wayne (DPTI) <Wayne.Stewart@sa.gov.au>; Brown, Sam (DPTI-SSD) <Sam.Brown@sa.gov.au>
Subject: RE: Adelaide Metro - Food Truck Carnivale November 2019 - Letter Public Consultation to Adelaide Metro

Hi Luke,

At a guess, it is hoped around 2k patrons will attend between the hours of 11am and 9pm per day over the three day event.

No road closures however as advised by Jacqui Featherston (Program Coordinator Traffic Management DPTI), if the event organiser intends to reduce speeds or have any lane restrictions then application should be made via the DPTI road works portal.

The event organiser is awaiting council approval (which is likely to occur no later than 20 August 2019). When council approval is granted, the event organiser will engage a traffic management service provider. It will be around this time DPTI permits and SA POL applications will be made by the event organiser.

Please don't hesitate to contact me for any further information or updates on the progress of this event application.

Hopefully this helps with your query today?

Regards

Eulonda

Eulonda Bolger

1

Property Officer (Leases, Licences and Permits)
Property and Commercial
Ph 8488 2003
Fax: 8384 0624
www.onkaparingacity.com

From: Oliver, Luke (DPTI) [mailto:Luke.Oliver@sa.gov.au]
Sent: Wednesday, 19 June 2019 12:58 PM
To: Eulonda Bolger
Cc: Stewart, Wayne (DPTI); Brown, Sam (DPTI-SSD)
Subject: Adelaide Metro - Food Truck Carnivale November 2019 - Letter Public Consultation to Adelaide Metro

Hi Eulonda,

How many patrons are you expecting?

Will there be any road closures?

Thanks,
Luke

Luke Oliver
Team Leader - Operational Planning, Public Transport Operations and Planning
Public Transport Services Division
Department of Planning, Transport and Infrastructure
T 71097222 (internal 97222) • E luke.oliver@sa.gov.au
Roma Mitchell House 136 North Tce Adelaide • GPO Box 1533 Adelaide SA 5001 • DX 171 • www.dpti.sa.gov.au

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We acknowledge and respect Aboriginal peoples as South Australia's first peoples and nations, we recognise Aboriginal peoples as traditional owners and occupants of land and waters in South Australia and that their spiritual, social, cultural and economic practices come from their traditional lands and waters; and they maintain their cultural and heritage beliefs, languages and laws which are of ongoing importance; We pay our respects to their ancestors and to their Elders.

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Ann Smith

From: Eulonda Bolger
Sent: Monday, 1 July 2019 3:21 PM
To: 'peter.heylen@sa.gov.au'
Subject: FW: Attention Eulonda Bolger re Onkaparinga Notification for proposed food truck carnival event in November 2019 [DLM=For-Official-Use-Only]
Attachments: 25062019110332-0001.pdf; 25062019110342-0001.pdf

Good Afternoon Peter,

Thank you so much for your feedback.

I will be sure to communicate your requests to the event organiser to action and include in the permit conditions (issue of permit is subject to Council approval at the August meeting).

If at any time you have any queries please don't hesitate to give me a call on 8488 2003.

Thanks again,

Regards

Eulonda Bolger
Property Officer (Leases, Licences and Permits)
Property and Commercial
Ph 8488 2003
Fax: 8384 0624
www.onkaparingacity.com

ONKAPARINGA

From: Heylen, Peter (CFS) [mailto:Peter.Heylen@sa.gov.au]
Sent: Thursday, 27 June 2019 1:15 PM
To: mail@onkaparinga.sa.gov.au
Subject: FW: Attention Eulonda Bolger re Onkaparinga Notification for proposed food truck carnival event in November 2019 [DLM=For-Official-Use-Only]

Dear Eulonda

Thank you for the opportunity to provide input.

I have discussed this matter with the relevant CFS stakeholders. Strictly, this event is within the legislative area of SAMFS. However SACFS notes the event is adjacent to the joint SACFS/SAAS station.

PLEASE ENSURE by whatever means necessary that the access and egress to that joint SACFS/SAAS station is not compromised in any way during the event, as although the event is in SAMFS legislated area, other emergencies may occur that SACFS and SAAS are still
required to respond to.

If you have any queries relative to SACFS input please ring me on 0418 836 532

1

Peter Heylen
Region 1, Regional Operations Planning Officer
South Australian Country Fire Service
75 Gawler Street, Mount Barker, 5251
Adelaide SA 5000

T 08 8391 1866 | F 08 8391 1877 | M 0418 836 532 | E Peter.Heylen@sa.gov.au

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From: CFS:R1hqops <CFS.R1hqops@sa.gov.au>
Sent: Wednesday, 26 June 2019 12:43 PM
To: Stribley, Paul (CFS) <Paul.Stribley@sa.gov.au>; Heylen, Peter (CFS) <Peter.Heylen@sa.gov.au>; Bowman, Wayne (CFS) <Wayne.Bowman@sa.gov.au>; Salamon, Steven (CFS) <Steven.Salamon@sa.gov.au>; Stephen, Niall (CFS) <Niall.Stephen2@sa.gov.au>; Probert, John (CFS) <John.Probert@sa.gov.au>
Subject: FW: Onkaparinga Notification for proposed food truck carnival event in November 2019 [DLM=For-Official-Use-Only]

From: Austin, Daniel (CFS)
Sent: Wednesday, 26 June 2019 12:42:56 PM (UTC+09:30) Adelaide
To: CFS:R1hqops
Cc: Phillips, Peter (CFS)
Subject: FW: Onkaparinga Notification for proposed food truck carnival event in November 2019 [DLM=For-Official-Use-Only]

Dear R1 staff,

See below re event in your area.

Cheers

Daniel Austin
Assistant Chief Officer
Director Regional Operations
SA Country Fire Service
Mob 0456 964 609

From: Zwar, Evelyn (SAFECOM) <Evelyn.Zwar@sa.gov.au>
Sent: Tuesday, 25 June 2019 11:24 AM

To: Austin, Daniel (CFS) <Daniel.Austin@sa.gov.au>
Cc: Watson, Lee (CFS) <Lee.Watson@sa.gov.au>
Subject: Onkaparinga Notification for proposed food truck carnival event in November 2019 [DLM=For-Official-Use-Only]

For Official Use Only

Hi Daniel

Please note the notification from the Onkaparinga Council regarding a proposed food truck carnival event in November 2019 at Seaford Reserve (cnr Seaford and Commercial Roads, Seaford).

If CFS would like to make any feedback as mentioned on page 2 of the notification please contact the Council (Eulonda Bolger) before 9th July 2019.

Regards

Evelyn Zwar
Principal Land & Leasing Advisor

SA Fire & Emergency Services Commission (SAFECOM)
Level 6, 60 Waymouth Street
Adelaide SA 5000

T 08 8115 3913 | F 08 8nn nnnnn | M 0410987239 | E Evelyn.Zwar@sa.gov.au
Volunteer Recruitment Hotline T 1300 364 587

Government of South Australia
South Australian Fire and Emergency Services Commission

Disasters: prepare and stay safe...

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Attachment 7

Food Truck Carnivale

RISK MANAGEMENT PLAN

EVENT LOCATION: Commercial and Seaford Roads, Seaford, SA

EVENT DATE/ S: 8/ 10 November 2019

Risk Management Plan
Prepared by:

EVENT PEOPLE

Event Overview

Event Name:	Food Truck Carnivale
Date / Time:	8/10 November 2019
Location:	Commercial and Seaford Roads, Seaford, SA
Estimated Attendance:	2000+ per day (250-500 max any one time)
Audience Demographic:	All demographics
Details:	The Food Truck Carnivale will be included a series of food truck festivals including free outdoor cinema and entertainment nationally in 2019.
Assessment Overview	This event Risk Management Plan is prepared in accordance with Event People Event Operations Plan. Hazards and risks will be broken down into categories, and acceptable risk level determined based off the context.

Categories & Context

Category	*Acceptable Risk Rating*
Patrons / General Public:	Must be "Low Risk" to patrons and general public at all times.
Suppliers, Infrastructure, Staff:	Supplier / Infrastructure / Staff operations must be "Low Risk" at all times.
Environmental: (includes Noise)	Environmental incidents must be "Low Risk" at all times when possible to be controlled. Weather events are uncontrollable, and as such must be accepted. See Contingency Plans for procedures to deal with Weather Events.
Venue / Site:	Event Venue / Site must be "Low Risk" at all times.

Risk Assessment Matrix

Risks / Consequences	*Risks*	*Controls & Details*	*Risk Rating*	*Controls Checked*
Patrons / General Public				
Accident involving motor vehicles or other personal	• Accident/crash • Injury or death	• Traffic Management Plan (TMP) in place • Emergency management plan in place • Staff/officials appropriately briefed on event schedule, course and the like • Medical response plan in place	(3) x (M) Medium Risk	
Access and egress of public including pedestrians, vehicles, suppliers and vendors	• Anxiety • Frustration • Vehicle accidents • Bodily injury • Traffic jams • Insurance claims • Complaints • Negative publicity • Vehicle / pedestrian collisions	• Traffic Management Plans for venue, including relevant signs and communication • Parking areas sufficient for expected participants and spectators • Parking overflows • Pedestrian management plans and designated access ways/crossings with marshals • Queuing areas where required including toilets and café's/food vendors • Vendors/suppliers and/or course/public areas at designated times (bump-in/out)	(3) x (B) Low Risk	
Animals	• Animal attack • Animal on event site • Personal injury • Animal waste	• NO dogs/pets allowed • Event staff to report of dogs/animals on event site • Medical response plan in place	(2) x (B) Low Risk	

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Alcohol & drugs	• Excessive consumption • Illegal consumption • Drunken and/or disruptive behaviour • Underage drinking • Bodily injury or death • Asset/equipment damage	• Code of conduct in place • Responsible service of alcohol • Drinking water available and easily accessible • No event staff, contractors or volunteers to be under the influence of alcohol or drugs while working	(2) x (B) Low risk	
Criminal Activity	• Theft • Property damage • Trauma / injury • Insurance Claims • Negative Publicity	• Minimise case on course through online registrations and portable credit card credit facilities available • Secure baggage area and procedure • Adequate lighting in areas of high risk • Adequate security / marshals • Medical Response Plan in place	(1) x (B) Very Low Risk	
People Movement / Crowd Control	• Over crowding • Queuing • Fall from stand/stage/pontoon • Confusion • Frustration • Injury or death	• Suitable signage • Queuing areas where required including toilets and café's/food vendors • Suitable/sufficient crowd control barriers erected where appropriate including high traffic areas • Medical Response Plan in place	(2) x (B) Low risk	
Trips, slips and falls	• Injury • Asset damage • Insurance claims	• Any trip/fall hazards identified and removed and cordoned off • Staff trained in recognition and prevention • All cables under mats, cable traps or tape • Slippery surfaces treated or isolated • Adequate lighting in dark areas • Medical Services on site	(3) x (B) Low risk	
Suppliers / Infrastructure / Staff				
Vehicle access/movement during event	• Scheduling compromised • Unauthorised access	• Vehicles must have direct authority by the Event Director	(3) x (C) Medium	

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	• Injury • Insurance claim	• All vehicles to move at walking pace with hazard lights		
Use of Electrical Items	• Electrocution • Asset damage • Power Failure • Fire • Disruption of event	• Leads/cords tagged and tested • Cables/cords to be placed on dry areas only • Equipment to be protected by Residual Current Devices (RCD's) • Switch boards adequately controlled/barricaded from public • Ensure the generator onsite is safely installed & re-fuelled. • Fire Extinguishers available • Emergency Procedure Plan in place • No equipment to be used that appears faulty and/or damaged • Back Up generator/s available and easily accessible • Medical response Plan in place	(2) x (B) Low Risk	
Manual Handling	• Bodily Injury • Insurance Claim	• Trolleys and/or mechanical lifting aids available and used wherever possible • Any accidents and/or near misses to be reported to Event Manager and Documented • Medical response Plan in place	(2) x (B) Low Risk	
Event Crew working onsite throughout the event *Installing fencing, equipment and general event infrastructure.*	• *Possible injury to staff / patrons.*	• All crew will be appropriately experienced for the tasks they are conducting or under the supervision of a staff member who is. • All crew to wear and/or be provided with appropriate safety clothing including closed shoes, gloves (if applicable), safety/hi vis vest.	(1) x (B) Very Low Risk	

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Use of Volunteers during the event	• Volunteers acting outside their authority • Volunteers not turning up • Confusion of roles • Causing of incident • Possible disruption to event • Bodily Injury • Insurance Claim	• Volunteers will all be briefed prior to arrival onsite and on day of event • Volunteers check in and check out • More volunteers booked than required to account for drop out/no shows • Critical venue locations identified • Relocation of existing non-essential marshals/volunteers as required • Volunteer accident insurance in place	(1) x (B) Very Low Risk	
Installing of event infrastructure and equipment by contractors	• Incorrect or unsafe installation • Unsafe work practices onsite • Incorrect positioning onsite • Possible first aid incidents with staff or public • Minor and/or major disruptions to event	Will ensure that all contractors operating onsite: • Are experienced in installing this type of equipment and are familiar with and are aware of all the site rules and restrictions. • Use high quality equipment in good condition • Conduct their operations in a safe manner – consistent with all XOSIZE and the Venue staff work practices. • Use appropriate PPE for the work they are carrying out. • Carry the appropriate licenses for the work they are conducting. • Supply a suitable Work Method Statement to Event peoples and/or the Venue if activity is deemed high risk. • Have appropriate Public Liability Insurance for the provision of their equipment.	(2) x (B) Low Risk	
Onsite equipment deliveries (large items).	• Disruption to public / event • Unsafe delivery could lead to injury	• Event Crew will attend all major deliveries & pickups and ensure that: It is delivered/picked up safely and in an appropriate area – where it will not cause hazard or risk to public. Is appropriately secured once delivered.	(2) x (B) Low Risk	

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Vendors / including food vendors and food service.	• Unsafe operations • Injury / sickness to patrons • Handling money onsite. • Food poisoning • Complaints • Unsuitable • Queues • Allergy • Illness	• Engage experienced vendors who have or can prove that they will operate safely onsite. • No stallholders will be keeping money onsite overnight and have been advised to use good cash management practices throughout the day to limit the amount of cash onsite at any one time. • Appropriate waste disposal methods will be in place for the event. • Vendors to be registered with local councils • Vendors operating in accordance with all food safety regulations • Refrigeration storage in place where required • Gloves and/hand washing facilities available where required • Medical Services available • Medical Response Plan in place • Related Risks: Using Electrical Equipment (See below) Installing Marquees (See above) Using Gas Onsite (See below)	(2) x (B) Low Risk	
Hazardous Materials kept onsite (Gas, Fuel).	• Possible injury to staff or public.	• All hazardous materials to be stored securely • Containers will be appropriately tested / rated for that product • MSDS will be available onsite	(1) x (B) Very Low Risk	
Operating Vehicles onsite / Static vehicles onsite	• Vehicles going too fast • driving through incorrect areas • Injury to public • disruption to event.	• All vehicles will have to adhere to the required speed limit – walking pace. • Vehicle access will be managed by Event peoples staff staff. • All parking will be monitored by XOSIZE Staff and appropriate parking permits issued if required • Vehicles operating in high traffic areas will have marshals' directing personnel.	(2) x (B) Low Risk	

Erecting Event Signage	• Unsafe positioning • causes injury • poor presentation for event	• All structures will be adequately attached to a supporting structure or weighted appropriately. • Signage will all be professionally designed, printed and installed. • Signage to be removed in severe weather if it is deemed a hazard/unsafe	(2) x (B) Low Risk	
Miscommunication with Contractors / suppliers	• Disruption to event bump in / out	• Confirm all contractors/staff one week prior to the event. • Confirm exact details of service/goods being supplied in writing. • Have an on-site contact list of all suppliers/staff.	(1) x (B) Very Low Risk	
Environmental				
Severe / extreme weather including extreme cold and extreme heat	• Fire, Floods, Lightning • Extreme cold exposure • Extreme heat exposure • Low water/air temperature • High air temperature • Strong winds/rain/hail • Dehydration • Sunburn • Collapsed participant/spectator • Personal discomfort, injury or death • Asset damage	• Follow local emergency authority instructions • Follow Venue Emergency and Evacuation plan • No open fires or naked flames at venue • Briefing/communication to staff, marshals, volunteers and participants around expected weather conditions • Course contingencies • Ensure critical equipment is secured and protected from water / wind damage • Adequate water available for staff, marshals, volunteers and participants • Participants showing signs of hypothermia to be accessed by medical staff and/or withdrawn from race • Participants showing signs of heat exhaustion to be accessed by medical staff and/or withdrawn from race • Monitor BOM in conjunction with venue and water safety • Cease/stop and/or postpone event if/when required.	(2) X(B) Low Risk	

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		• Medical Services on site • Medical services have adequate thermal blankets and/or ice/ice packs available • Medical Response Plan in place		
Pollution / Damage to venue	• Disruption to event • Unsatisfied participants • Unsatisfied Venue/Council • Possible non re-occurrence of event at venue	• Appropriate number of cleaners, bins and waste management equipment will be provided as determined by the Venue.	(1) x (B) Very Low Risk	
Sound Levels & Excessive Noise	• Complaints from local residents • Event personal / participants unable to hear clear • Loss of sound/power • Possible non re-occurrence of event at venue	• PA equipment will be tested prior to the start of the event to ensure that sound carries appropriately and is not excessive • PA levels will be monitored during the event by Venue Staff and Event Management	(1) x (B) Very Low Risk	
Venue / Site/ Course				
Patron Amenities including toilets, water	• Not enough toilets • Water shortage • Water is unsuitable for drinking • Possible first aid incidents. • Un-clean facilities	• Ratio of toilets and sanitary facilities consistent with advice from venue/contractors • Signage/directions erected and clear • Adequate lighting available in areas • All water will be used in full compliance with appropriate water restrictions. • Will only use water that is approved by the venue • Additional/back up water supply made available in an emergency	(3) x (A) Very Low Risk	
Temporary Structures - marquees	• Collapse • Damage • Blown away • Injury • Insurance Claims	• Secured / weighed down appropriately • Wind monitored • Instructions given to remove/dismantle if deemed unsafe • Medical Response Plan in place	(3) XB Low Risk	

		• First Aid Available		

Contingency Plans

The following contingency plans are in place for this event.

Situation	*Contingency*	*Decision Process*
Severe weather disruption to event	Postpone / cancel event Communicate any changes to patrons online, email or if already onsite via PA system and Event Site Office	Event Director, Event Organiser and Senior Ranger to agree on confirmed contingency and monitor continually throughout the day

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Risk Management Checklist

Item	*Responsible*	*Complete*
Work Method Statements – Event People		
Work Method Statements – Contractors		
MSDS Documents Required		
Other Documents Required		

Event Risk Report
(Post Event)

Completed By:

Date:

General Comments

Incidents

Key Recommendations

Attachment 8



1 x site signage Seaford Road, Seaford



1 x site signage Commercial Road, Seaford

Attachment 9

CITY OF ONKAPARINGA

Community Engagement Plan
Food Truck Carnivale Event
Business & Community Use of Community Land
Lot 1 Seaford Road, Seaford – November 2019

Background information

Food Truck Carnivale Event

Portion of Lot 1, Seaford Road CT5976/38 in the area named Seaford.

On Friday 8 November to Sunday 10 November 2019 (inclusive), a licence for exclusive use is proposed to be issued for the purposes of a temporary pop up food truck event. The event times are between 11am to 9pm daily.

The full licence term will be from 7 to 11 November 2019 inclusive permitting the organisers to have non-exclusive use for the land for 1 day before and 1 day after the event for set up and take down.

The event is the first of its kind offering the Onkaparinga region excellent opportunity for activation, expansion of the business landscape within the region, increase sense of community as well as promote the local economy. Local breweries, wine makers and mobile food vendors are encouraged to apply and participate across the 3 day event. The free entry family event will create an all-inclusive experience through delicious food offerings, wine, breweries, fun edgy live entertainment, amusements and an open air cinema.

As a liquor licence application for the event will be made, the event area will be fully defined with 24 hour security. Risk management plans are required to manage the community and environmental safety during the licence period. Traffic management will be delivered by qualified marshals controlling and organising the flow of traffic during the event. The event organisers will maintain a buffer between the temporary event fencing and wetland area to reduce the event footprint.

Purpose of engagement

Consult with the local community and businesses to ascertain if they have any comments for consideration and local knowledge that may assist with the project..

Engagement objectives

Inform community of the proposed event and temporary changes to the area.

Engagement limitations

Assessing and understanding community expectations

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

Area	low	medium	high	explanation
degree of complexity of project	☒	☐	☐	There may be a level of complexity involved due to potential conflicting views between the event food vendors and fixed food and beverage businesses

				and the general community.
degree of potential community impact of project	☒	☐	☐	Potential for negative feedback opposing the event. Community engagement may attract adverse feedback which would provide a false representation of the broader community perspective regarding this activation.
degree of political sensitivity of project	☐	☒	☐	Negative media attention may arise out of neighbouring bricks and mortar (Seaford Central Shopping Centre and surrounding fast food outlets. McDonalds, KFC, etc.) alleging loss of income due to competing products offered by Food Truck Carnivale
Total	2	1	0	3 = inform/consult

Stakeholders

Council (Mayor and elected members/ward councillors)

- Mayor
- Elected Members
- Directors Group

Staff (Key Stakeholder Staff Teams)

- Economic Growth & Investment
- Property Transactions
- Open Space City Operations
- Planning
- Parks and Natural Resources
- Marketing and Communications
- Community Safety and Customer Relations
- Assets and Technical Services
- Community Engagement and Grants Unit
- Media

Community and cultural groups/Specific interest groups/NGOs/Individuals

- Moana and Seaford Community Association
- Seaford Districts Residents Association

General Public

-

Government agencies/MPs

- Department of Planning, Transport and Infrastructure – Traffic Management Centre
- Adelaide Metro

Engagement parameters

Geographic boundaries

- City wide (in terms of opportunity to participate in Food truck Carnivale weekend).
- Homes and businesses located in the immediate vicinity of the event site (in terms of impact during the weekend)

Legislative

Section 200 and 202 of *Local Government Act 1999*

Timelines

1. All consultation items specified in the below table to be actioned and live, by Wednesday 19 June **2019**

Engagement budget

Advertising costs to be recovered from the applicant

Engagement Plan Summary

The following table presents the engagement plan summary					
Phase	**Method**	**Stakeholders**	**Techniques**	**Desired outcome**	**Timeline**
Planning					
	Consult	Council (internal stakeholders): ○ Economic Growth & Investment ○ Property Transactions ○ Open Space City Operations ○ Planning ○ Parks and Natural Resources ○ Marketing and Communications ○ Community Safety and Customer Relations ○ Assets and Technical Services ○ Engagement Unit ○ Social Planner/Cultural Officer ○ Environmental Health	○ Direct email and/or meeting	Consult with council key stakeholder to obtain expert technical advice on the proposed event, identify key considerations and condition the proposed use to support the delivery of a safe compliant community event.	**Direct email and/or meeting:** By Wednesday 19 June 2019. **Engagement Closes:** Feedback closes 9 July 2019 (allowing 21 days for response).

		○ Field Operations Centre			
	Consult	Media team Engagement Unit	Email or meeting Emails	Media team aware of potential negative attention and prepared for any media enquiries Your Say page and feedback form approved and live by 19 June	**Prior to 19 June** **Go live 19 June**
	Advise	External Government Agencies: ○ Department of Planning, Transport and Infrastructure – Traffic Management Centre ○ Adelaide Metro	○ Direct Email	Advise DPTI of event as the event site adjoins an arterial road namely "Commercial Road" Courtesy advice for Adelaide Metro of the event as Bus Stop 83 (opposite 295 Commercial Road) is located adjacent to the event site. May also increase users of both bus and trains over the 3 day event.	**Direct Email:** Wednesday 19 June 2019. **Engagement Closes:** Feedback closes 9 July 2019 (allowing 21 days for response).
Implementation					
	Inform	○ Mayor ○ Elected Members ○ Directors Group	○ EM Weekly News ○ Direct email	Mayor, Elected Members and Directors Group are informed of proposed Food Truck Carnivale. If submissions are received during the engagement period these will be provided to Council at the 20 August 2019 Council Meeting for consideration and determination.	**Direct email:** Tuesday 18 June 2019 **EM Weekly News:** Tuesday 18 June 2019
	Inform	○ Residents	○ Public Notice Advertisement of the event to be run 19 June 2019 - Southern Times Messenger ○ Your Say – City of Onkaparinga Website ○ Event information packs –	Inform residents of proposed Food Truck Carnivale. If submissions are received during the engagement period these will be providedto orm a recommendation to the Council at the 20 August 2019 Council Meeting.	

			available at all five (5) City of Onkaparinga Customer Service Centres ○ Letter to residents surrounding the event site		
	Inform	○ Moana and Seaford Community Association ○ Seaford District Residents Association	○ Direct email to local resident groups	Local Resident Groups are informed of the proposed Food Truck Carnivale. The link to councils "Your Say" page will be provided via email, enabling groups to offer feedback within the required timeline.	**Direct email:** Advise by Wednesday 19 June 2019. **Engagement Closes:** Feedback closes 9 July 2019 (allowing 21 days for response).
	inform	○ Fixed business premises (bricks and mortar) adjacent to the event site	○ Letter to adjacent fixed premises	Bricks and mortar adjacent to the event site are informed of the proposed Food Truck Carnivale. The link to councils "Your Say" page will be provided via letter, enabling businesses to offer feedback within the required timeline.	**Mail out:** By Wednesday 19 June 2019
	Inform	○ Mobile Food Vendors	○ Email local mobile food vendors (council permit holders), detail of the Food Truck Carnival Event encouraging them to register for trade.	Local mobile food vendors product and services are showcased, small employment opportunity is created, stimulates repeat events and consumer confidence.	**Direct email:** By Wednesday 19 June 2019
Reporting					

Related Projects

- City-Wide Place & Business Activation Plan
- Expression of Interest - Activation of Foreshore and Coastal Areas

Evaluation

All submissions received will be summarised and the information provided to the Council at the 20 August 2019 meeting for resolution.

Sign-off

Officer who prepared the document

Name: Eulonda Bolger

Position Title: Property Officer

Reviewed by Community Engagement Advisor

NAME: Vicki Radford

DATE: 12/6/2019

Approved by

Name: .....

Position Title: .....

Signature ..... Date .....

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9.6 Barking dog request management review

This is a new proposal, concept or issue.

Manager:	Ian Hawkins, Manager Customer Relations and Community Safety
Report Author:	Peter Cookson, Team Leader Rangers
Contact Number:	8384 0787
Attachments:	Nil.

1. Purpose

To provide council with an overview of the Barking Dog Procedure review consistent with resolution 9.1 of the Strategic Directions Committee at its meeting of 4 June 2019.

1. *That council investigate better ways to address barking dog reports.*
2. *That a report come back to Council on its findings to its 20 August 2019 meeting.*

2. Recommendations

That Council receive and note the agenda report.

3. Background

The following is a snapshot of barking dog requests received by Rangers for the previous four financial years. For context, the City of Onkaparinga has approximately 34,000 registered dogs. A significant decrease in the number of barking dog requests after 2015-16 corresponds with our previous review of this procedure.

Year	2015-16	2016-17	2017-18	2018-19	Four Year Average
Barking dog requests	385	229	211	252	269

Our current procedure is consistent with the model procedure prepared by the Dog and Cat Management Board and made available by the Local Government Association. It is focused on the legislative tools made available within the *Dog and Cat Management Act 1995* (the Act) to address nuisance barking.

The Act establishes an offence at section 45A(5):

A person who owns or is responsible for the control of a dog is guilty of an offence if the dog (either alone or together with other dogs, whether or not in the same ownership) creates a noise, by barking or otherwise, which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of a person.

The Act also provides for council or the Board to make a Control (Barking Dog) Order which requires at section 50(6):

(a) all reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order; and

(b) the dog or the person or both to undertake such approved training courses as may be specified in the order.

Grounds on which a Control (Barking Dog) Orders may be made are at section 51(e):

(i) the dog is a nuisance; and

(ii) the dog has created noise by barking or otherwise in circumstances that would constitute an offence against this or any other Act.

Further information regarding our current approach to barking dog requests is contained at item 8.1 Questions on Notice - Cr Themeliotis – Barking Dogs of the Strategic Directions Committee agenda of 4 June 2019, to access click here

Review

A review of the procedure has been undertaken using design thinking to provide a better outcome to residents impacted by barking dogs and the community generally. Design thinking uses the main steps of empathising with customers, defining the problem, generating ideas, prototyping a new way and testing to encourage improvement and refinement. It is an interactive and holistic method for redesigning process.

We commenced the review by speaking with a range of residents who have previously made barking dog reports. This step sought to emphasise with customers, mapping their journey and emotional state, prior to contacting us through to resolution of the matter.

We also spoke with people who have resolved barking dog issues without council intervention, with dog owners, Rangers and an animal behaviourist. We found:

- customer reaction is more negative as the duration of the issue extends
- perceived lack of communication relates to a negative experience and lack of trust
- customers were deeply affected by the barking dog over extended periods
- customers are happy to help rangers where possible
- customers also care for animals
- the use of a diary can exacerbate the adverse issues that barking dogs can cause
- dog owners are not always aware that their dog is barking
- the dog owners willingness to change the dogs behaviours plays a large roll in any resolution
- relationships between neighbours are not always amicable or supportive of a resolution
- poor breeding, anxiety and senility are some of the biggest causes for continuous barking

- training (puppy) and socialisation are the best preventative measures.

The review highlighted the following issues with the current approach:

- It assumes the dog owner can identify and act on their dogs barking. It also places the onus on the person aggrieved by the dogs barking to prove the nuisance, using techniques that exacerbate some customers' anxiety to barking.
- The current process is directed towards a regulatory outcome, however existing evidence gathering is backed by tools that cannot allow for a complete understanding of the situation i.e. a listening post of an hour a day accounts for just 4 per cent of a 24 hour period.
- The current process is not customer centric.

The problem encountered was defined as the opportunity to create a process that involves all participants (such as the customer, dog owner, dog and Ranger) and the specific situation in an individual manner.

We recognise that:

A barking dog request will be resolved when the cause of the dogs barking is identified and the dog owner takes action to address their dogs barking behaviour.

Opportunities were identified in the following areas which are being incorporated into our new procedure and supporting information:

- Shorten request management
  - Stage 1 - information gathering (week one)
  - Stage 2 - receptive dog owners act to address their dogs barking (weekly checks to ascertain change in barking – reduced, increased or same – revisit why the dog barks and action to reduce barking - weeks 2-5)
  - Stage 3 - decision on control order/directions (applicable if the owner is not receptive to the complaint or is incapable of changing their dogs behaviour, weeks 6-12)
  - Stage 4 – resolution/action on non-compliance
  - Recurring reports may start at stage 2, 3 or 4.
- Expanded use of tools and technology to identify the cause of a dogs barking.
- Improved communication with customers.
- Offering alternative evidence collection methods particularly to customers who find completing a diary difficult or a trigger for anxiety.

Our next steps are to:

- implement a new workflow for barking dog requests that will guide Rangers through the process meeting customer and legislative needs
- develop resources to support information gathering, the application of tools and technologies and advice to customers and dog owners

- clarify evidentiary requirements to satisfy the grounds for Orders and review our risk appetite for appeals
- develop Rangers knowledge of actions to address barking behaviour including when to hand off to experts (behaviourists) or when veterinary attention may be required
- test the new process.

It is anticipated that testing of the prototype procedure will commence by the end of the month (August 2019).

4. Financial implications

Unbudgeted costs are associated with the use of new technology, notably noise recordings and their analysis. This technology is currently being trialled. If it was to be used in 10 per cent of reports (25) per annum, this will cost about $10,000, which will be sourced via budget review.

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Legislative compliance The prototype procedure focuses on the cause and solution to barking as opposed to a focus on the collection of evidence to prove a statutory nuisance. Specifically, diaries will not be sought from residents if the completion of a diary is likely to exacerbate anxiety brought on by barking.	Advice is being sought to clarify the evidentiary requirements necessary to satisfy the grounds for an Order. On receipt we will review our risk appetite and options to proceed with a regulatory approach in the absence of diaries or corroboration from neighbours.
Social While the new procedure seeks to resolve reports in a more timely manner and keep customers informed throughout the process it may not meet the expectations of all customers	We will seek feedback from customers as the procedure is trialled and adjust or review accordingly.

Opportunity	
Identify	**Maximising the opportunity**
The prototype process seeks to provide comfort to the customer, clarity to the dog owner and address the behaviour of the dog that gives rise to excessive barking	Supporting information is being prepared to aid dog owners to diagnose the cause of their dogs barking. Similarly, information will be prepared for customers and Rangers to provide visibility regarding the process, joint accountabilities, time frames and alternative options.
Improved information gathering and workflow	We continue to develop tools and resources to support Rangers to identify the root cause of the nuisance barking so it can be addressed with the dog owner and to provide clear and improved decision making

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9.7 Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure

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

Manager:	Matt Buckell, Manager Construction and Projects
Report Author:	Nick Carr, Team Leader Projects
Contact Number:	83084 0562
Attachments:	1. Community Engagement Feedback Report (15 pages) 2. Car parking proposal map (1 page) 3. Wilfred Taylor Reserve Nature Playspace Concept Design (1 page) 4. Project Delivery and Procurement Options Case Study Report (39 pages)

1. Purpose

This report provides an update on development of a Nature Playspace at Wilfred Taylor Reserve following community engagement on the draft concept design in April 2019. The report seeks approval of the final concept design to progress to construction. In response to a Council resolution a case study addressing project procurement and delivery options is also provided.

2. Recommendations

That Council:

1. **Notes the Wilfred Taylor Reserve Nature Playspace Community Engagement Feedback report (attachment 1 to the agenda report).**
2. **Approves the Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure concept design (attachment 3 to the agenda report) to proceed to construction, including the western informal car parking area (identified as no. 3 in attachment 2 to the agenda report).**
3. **Approves transplant of the most important trees (up to six), that would otherwise require removal to deliver the new informal car park, to a more suitable location within Wilfred Taylor Reserve.**
4. **Notes the Project Delivery and Procurement Options Case Study (attachment 4 to the agenda report).**
5. **Approves the following project delivery and procurement approach for the Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure project:**
   - **5.1 Open tender for the playspace and open space work package.**
   - **5.2 Construction of the new roads and car parks work package by the City of Onkaparinga Construction team.**

3. Background

In June 2018 council was successful in securing $1.3 million of state government funding for a nature playspace at Wilfred Taylor Reserve. Council has also

committed up to $900,000 for supporting infrastructure such as car parking, access roads, lighting and irrigated open space.

On 19 March 2019 the concept design for the playspace and supporting infrastructure was presented to Council. At the meeting, Council resolved:

1. *Council approves the Wilfred Taylor Reserve Nature Playspace and supporting infrastructure concept designs to proceed to community engagement and detailed design.*
2. *Council note that any significant community feedback that will impact the location, design direction or budget will be brought to Council for resolution via a report.*
3. *Council approves allocation of up to $900,000 for Wilfred Taylor Reserve Nature Playspace supporting infrastructure from the Open Space Reserve Fund as part of the 2019-2020 annual budget process.*
4. *That a report be presented to Council in case study format outlining alternative delivery cost approaches, including but not limited to:*
    - *Normal tender process*
    - *Council as project manager, with different contractors for services, car park base preparation and sealing*
    - *Direct unsolicited approaches to potential contractors*
    - *Seeking potential contacts from recent large scale car parks done by private entities such as Aberfoyle Hub shopping centre.*
    - *Construct car park with council day labour staff.*

Community Engagement

In 2017 Council endorsed the concept of a regional level playspace to be developed within the Wilfred Taylor Reserve. The community was then engaged on a preliminary concept design for the playspace. Over 200 survey responses were completed through the engagement process and over 180 children and young people were consulted. 89% of respondents strongly agreed or agreed with the development of a nature playspace in Wilfred Taylor Reserve.

The preliminary concept design for the playspace was then further developed, building on the design and themes supported by the community. In March 2019, Council approved the concept designs to proceed to community engagement.

All communications sent out as part of the engagement provided a brief outline of the project inviting people to visit our Your Say page to view the concept plans, find out more information and provide feedback through a short survey. The survey included the following questions:

1. How happy are you with the final concept design?
2. Please tell us why you chose that option.
3. How would you or your community group like to be involved?

Of the 1000 visitors to the Your Say page, 50 chose to complete the survey. Approximately 70% of those who responded were happy or very happy with the concept. Positive comments praised the design for its unique features and variety of play for different ages and abilities, with people generally looking forward to it being completed.

Ten respondents (20%) were unhappy or very unhappy with the concept and their comments were varied. There were individual comments regarding shade or heat of the stainless steel slide (shown in the concept drawing), not enough play features that were accessible to toddlers, older children or people with disabilities, the cost of the playspace, the consultation processes or changes to the reserve for dog walkers. All feedback with staff comments and proposed changes are attached as part of the community engagement report (attachment 1).

Overall, the community engagement process was successful in achieving the objectives of informing the community and stakeholders of the project and seeking feedback on the design. Thousands of community members were made aware of the project through our Your Say website, letterbox drop and Facebook post.

The Facebook post reached 25,461 people, with 449 comments left and 697 reactions. Of the reactions, only 2 (0.2%). were negative/angry. The table below summarises those made aware, informed or engaged through Your Say.

AWARE PARTICIPANTS Those who made a single visit to the YourSay project page	INFORMED PARTICIPANTS Those who opened a project document, image or concept plan	ENGAGED PARTICIPANTS Those who participated in a project survey or told us their story
1000	597	50

Given this, the high level of positive Facebook activity and limited concerns raised indicate general satisfaction with the plans for Wilfred Taylor Reserve nature playspace.

While minimal concerns were raised there are a number of minor changes that can be made as part of the final stages of design development in response to community feedback.

Providing a plastic slide instead of steel is a simple way the project can respond to community concern. The feedback also showed a priority for park amenities, such as seating and picnic tables. Therefore, the maximum number of seats and shelters will be provided within the budget and scope of the project.

Additional funding would enable further enhancement of elements of the project identified through the engagement and earlier iterations of the concept design including additional play elements, shade structures, events infrastructure and formalised amphitheatre and art spaces. These items represent further opportunities for working with project partners and staged development into the future.

In summary, the level of community awareness and support for the project is high as has been evidenced through the extensive community engagement efforts in 2017 and 2019. Construction is eagerly anticipated.

Wilfred Taylor Reserve Master Plan Reference Group feedback

The draft Wilfred Taylor Reserve Master Plan, which is currently the subject of community engagement, has been running in parallel with the planning and design

of the playspace. The draft Master Plan has been developed in close consultation with the Wilfred Taylor Reserve Reference Group, which includes members of key sports clubs and groups that use the reserve.

At a Reference Group meeting held on 1 April 2019, council staff presented the emerging draft master plan for Wilfred Taylor Reserve as well as the playspace concept design.

While no concerns were raised about the playspace concept design, concern was raised by the Southern Vales Archery Club and Southern Districts Kennel and Obedience Dog Club regarding car parking. The clubs requested more car parking behind the mounding at the end of the archery field to service their clubs during peak periods.

In direct response to this feedback, staff investigated the option of providing additional informal car parking as an extension to the existing car park immediately south of the model railway club (see reference 3 in attachment 2).

This expanded car park is centrally located and well positioned to meet the needs of people visiting the reserve for various activities and attractions including dog obedience, archery, the model trains, the nature playspace and/or general park users. This location is part of a larger Arboretum established by staff from the previous Noarlunga Council to showcase exotic and native trees under local conditions.

The dog obedience and archery clubs have indicated a preference for this new additional car parking to be linked to their existing car park (see reference 1 in attachment 2). However, linking all the car parks together would require additional roads and therefore have major cost, traffic and park amenity implications. This proposal would also create an additional internal road network within the reserve which is not desirable.

This proposed central, informal car park would provide 86 additional informal car parks in an unsealed, compacted rubble space with wheel stops and fencing barrier. It would require removal of 13 trees (native and exotic) of varying size and amenity value. Whilst each of the trees is in good to excellent condition, their collective landscape value is not significant. None of the trees are regulated and therefore no specific approvals are required prior to their removal. Approximately 100 new trees are to be planted as part of the broader project and will assist in offsetting this loss.

This issue requires a balance between the wishes of these community groups and the environmental and cultural/historical (arboretum) value of the area.

Conscious of community concern regarding tree removals, the option of transplanting the most important of these 13 trees has been investigated and appears feasible. Early advice suggests a cost of approximately $15,000 to transplant up to six of the most important trees to another location within the reserve.

If supported, this central informal car parking area will be delivered within the next 12 months as part of the nature playspace project. It would replace the immediate need for the originally proposed eastern overflow car parking area identified on the concept designs approved by Council in March 2019.

The eastern overflow car parking area (see reference 5 in attachment 2) would remain part of the Wilfred Taylor Reserve Master Plan and be delivered in the future in line with identified demand and available funding.

If Elected Members do not support development of the informal, unsealed central car park (to the west) we can instead proceed with development of the car park in the east to support the new nature play space.

The updated Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure Concept Design is provided for consideration (attachment 3).

Project delivery and procurement options

On 19 March 2019 the concept design of the playspace and supporting infrastructure was presented to Council. Part of the resolution was that a report be presented to Council in case study format outlining alternative delivery cost approaches.

The Project Delivery and Procurement Options Case Study report is attached (attachment 4). It addresses the alternative delivery cost approaches outlined in the resolution, whilst also providing a more general, high level analysis of project delivery and procurement approaches commonly adopted by Council.

By way of overview, the case study:

- Outlines how the construction contractor market is structured and identifies which parts of the market council generally engages with for delivery of projects.
- Outlines how work packages are structured to assist project delivery and to drive value for money.
- Outlines how work packages assist us in managing project risk and the associated project and contract management burden to council.
- Provides an overview of project pricing, taking into account both the profit and risk margins attributed by contractors.
- Addresses council's Procurement Policy and how projects are procured, including the tender assessment methodology.
- Analyses the Wilfred Taylor Reserve nature playspace and supporting infrastructure project and recommends a work packaging and procurement approach based on the approaches and principles discussed in the case study.

With respect to the Wilfred Taylor Reserve nature playspace and supporting Infrastructure project, the project broadly consists of three main elements:

- Playspace (state government funded)
- Open space (Council funded)
- Carparks and access road (Council funded).

The elements are broken down further in the table below.

Element	Budget	Work elements
Playspace	$1.3m State government funded	• Civil (demolition, earthworks, base preparation, concrete, bitumen). • Landscape (planting, turf, furniture, water sensitive design elements, pavement, bridge, nature play, edging, rock work). • BBQ supply and installation. • Park shelters supply and installation.

Element	Budget	Work elements
		• Play equipment (both custom and off the shelf). • Electrical (lighting, power). • Irrigation. • Plumbing (drink fountains, mains connections). • Signage. • Fencing. • Public Art.
Landscaping works (supporting infrastructure)	$0.3m Council funded	• Civil (earthworks, base preparations, concrete, bitumen). • Landscape (planting, turf, furniture). • Electrical (lighting, power). • Irrigation. • Signage. • Bollards/ fencing.
Car parking and access road (supporting infrastructure)	$0.6m Council funded	• Earthworks. • Base preparation. • Kerbing. • Concrete edging. • Road construction (asphalt and compacted rubble). • Traffic management signage.

Subject to approval from Council, it is proposed to procure and construct the project via two works packages, as follows:

- playspace and open space (estimate of contract value: $1.6million)
- car parks and access road (estimate of contract value: $0.6million).

The basis for this proposal is provided below.

Playspace and open space

The playspace and open space elements have been grouped together due to similarities in the project elements (eg landscaping, electrical, irrigation and signage) and the existence of multi-disciplined construction companies that have the experience and capability to form a project team to deliver a diverse package of work.

Further, given the similarities in the playspace and open space elements and these spaces being located next to each other, their delivery by the one principal contractor will create efficiencies and allow better management of project risks.

In line with the City of Onkaparinga Procurement Policy, an open tender process must be conducted for purchases (work packages) over $200,000 in value.

The benefits of this large work package include:

- Meet expectations of the state government (as funding partner) with respect to procurement policies and protocols.
- Attract companies with the specialist experience, expertise, capability and resources required to deliver be-spoke and unique regional playspaces.

- Manage project risk, particularly financial and delivery risk, through risk transfer to a principal contractor.
- Deliver value for money through an open competitive tender process.
- Manage the project management and contract management burdens to Council through entering into a single contract with a principal contractor who is responsible for overall management of the project and the associated sub-contractors.
- Create opportunities for local suppliers and businesses through local business and industry support criteria as part of the tender evaluation.
- Ensure accountability and create efficiencies during the 12 month defects liability and maintenance period as council only has to engage with one contractor for any outstanding matters including failing workmanship.

In response to elements in the resolution of 19 March 2019, direct (unsolicited) approaches will be made to potential (suitable) contractors, including seeking contacts from recent large scale playground and open space projects delivered by the private sector. These contractors will be invited to participate in the open tender process.

With reference to council's Procurement Policy, there are insufficient grounds to warrant a select tender process ie inviting only selected companies to submit for the work.

Council's in-house Construction Team do not have the necessary skills, experience to undertake this specialised landscape work package.

As is discussed in more detail in the case study, breaking the project down into smaller work packages of lesser value, with council as project manager for multiple contractors, increases the financial and delivery risk to council. Further, and interrelated, this approach also increases council's project and contract management burden. These increased risks and burdens will more than likely offset any cost savings (real or assumed) achieved through engaging multiple smaller contractors.

Car parks and access road

In a market context, the City of Onkaparinga's Construction Team is comparable to a medium sized (Tier 3) company.

Based on the skillsets of its 30 staff and the resources available, the Construction Team has the expertise, resources, and technology to deliver more challenging civil projects valued up to approximately $4 million.

Council typically utilise the Construction Team on selected civil infrastructure projects which form part of Council's Capital Works programs, and best align with the Team's capabilities.

The Construction Team undertake all aspects of civil works including civil maintenance, drainage works, road reconstructions, demolition and earth works, intersection upgrades and coastal protection/rock revetment works. Example projects include McLaren Vale Visitor Information Centre car park, Storey Avenue detention basin and stormwater upgrade, States Road reconstruction, Frank Hilton Reserve development, Port Noarlunga Oval access road and Sellicks Beach boat ramp rock revetment wall.

As can be seen from the list of completed projects above, the Construction Team has successfully completed a number of access road and car park projects. The benefits of using the Team are:

- Cost competitiveness: Analysis of the costs of projects delivered by the Construction team against similar projects delivered by the private sector demonstrate that the team is cost competitive and delivers value for money.
- Quality: Projects delivered by the Construction Team are of comparable (or higher) quality to infrastructure delivered by the private sector.
- Flexibility: Given they are part of the organisation, the Construction team can be more flexible with respect to work programing and project resourcing. In simple terms, they can move on and off jobs as required, to meet changing needs and priorities.
- Opportunity: Council's Construction Team take pride in their work and are motivated by delivering large projects which contribute to the community. Providing these opportunities, and demonstrating our internal capability is important for the development and retention of the Construction team.

Due to its demonstrated capability, and for the reasons outlined above, it is recommended that the car parks and access roads work package be delivered by Council's Construction Team.

4. Financial Implications

Based on the current estimate the total value of the Wilfred Taylor Nature Playspace and Supporting Infrastructure project is approximately $2.2 million.

The nature playspace ($1.3 million) will be funded by the state government.

At its meeting on 19 March 2019, Council committed up to $900,000 for supporting infrastructure including car parking, access roads, lighting and irrigated open space.

Based on current cost estimates, the full scope of work identified in the revised concept design can be delivered for $2.2 million. This includes a number of changes sought by the community as part of the engagement processes that place the project under further cost pressure.

As is often the case with large projects, value management will likely be required as the design is finalised and/or following the tender process, to ensure that the full project remains within budget.

This project involves the creation of new, replacement and removal of open space assets. This has been considered in the design development and will be included in our maintenance and asset management plans.

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Changes to the informal car parking location are not supported by the	Approximately 100 new trees are to be planted as part of the broader project and will assist in offsetting the removals.

broader community, particularly due to the required tree removals.	The opportunity to transplant trees impacted by the proposed car park is being investigated and appears positive. The location is supported by key Wilfred Taylor Reserve user groups.
Budget overruns	Cost management will likely be required as the design in finalised and/or following the tender process, to ensure that the full project remains within budget.

Opportunity	
Identify	**Maximising the opportunity**
Community involvement and ownership	There are a number of opportunities to involve the community in art work, planting, landscaping and events which will be further investigated as the project progresses.
Improve existing facilities within the site	Improvements to existing facilities have been included in the concept plan and costing. Any improvements that have been identified and not included in the current scope of works, have been considered in the separate but related draft Wilfred Taylor Reserve Master Plan (currently being developed).
Use the new space for community events	The concept design provides large open space areas that could be used for community events, including outdoor cinemas and festivals. Three-phase power and space for food trucks have also been allowed for in the concept plan.
Creation of an iconic regional playspace and promotion of Wilfred Taylor Reserve	Further improvements to the reserve would increase its attraction and potentially draw public from across Adelaide increasing tourism to the region, economic growth and address place making principles.

6. Additional information

Next Steps

Subject to Council approval, detailed design will continue and the open tender process for play and open space elements will be initiated.

Construction is expected to commence in late 2019 and take up to nine months to complete.

We will continue to investigate ways to involve the community in delivery of the playspace including planting days, art workshops, etc.

We will continue to provide project updates to Elected Members and the community at important milestones.

Attachment 1



COMMUNITY ENGAGEMENT FEEDBACK REPORT MAY 2019

WILFRED TAYLOR RESERVE NATURE PLAYSPACE

CITY OF ONKAPARINGA

INTRODUCTION

In 2017 Council endorsed the concept of a regional level playspace to be developed within Wilfred Taylor Reserve. The community was then engaged on a preliminary design of the playspace. Over 200 survey responses were completed through the engagement process and over 180 children and youth were consulted. Overall, 89% of respondents strongly agreed or agreed with the development of a nature playspace in Wilfred Taylor Reserve.

In June 2018, Council was successful in securing $1.3 million of State Government funding for the playspace. This was the only City of Onkaparinga led project to receive a State Government pre-election funding commitment that was then funded. Council has also committed up to $900,000 for supporting infrastructure such as car parking, access roads, lighting, irrigated open space.

Since securing the funding, Council has been working to develop the design with staff and consultants to ensure it incorporates community feedback and to finalise the concept design. In March 2019, Council endorsed the concept design for community engagement.

COMMUNITY ENGAGEMENT PURPOSE

The purpose of this community engagement was to:

- Promote the final concept design for the nature playspace to the local community.
- Give the community an opportunity to provide feedback on the final concept design.
- Allow for the mitigation of any major community concerns before finalising the detailed design and construction starts.
- Provide high level information about the next stages of the project regarding construction times and project completion.

The objectives are to:

- Ensure the community and stakeholders are aware of the project and kept informed about its progress.
- Ensure all previous community members/groups that provided feedback in 2017 are kept informed.
- Identify any community concerns with the design and adjust the design accordingly (subject to budget and scope constraints).
- Identify opportunities to involve the community throughout the construction process and build community ownership.

ENGAGEMENT TECHNIQUES

The engagement period was from 22 March to the 17 April 2019 and techniques used included:

- Your Say Survey and 'Tell Us Your Story' interactions.
- Email to identified stakeholders including local schools, community groups and business associations.
- Email to mailing list or community members who wanted to be kept informed from previous engagement.
- Presentation of the design to the Wilfred Taylor Reserve Master Plan Reference Group (i.e. all

sports and community clubs that currently lease facilities at the reserve).
- Temporary signs on site.
- 'Show and Tell' BBQ on site (14 April 12-2pm).
- Letterbox drop to residents/businesses within a designated area around the reserve.
- Promotion through Facebook and OnkaNow.

All communications sent out as part of the engagement provided a brief outline of the project and invited readers to visit the Your Say page to view the concept plans, find out more information and provide feedback through a short survey. The survey included the following questions:

1. How happy are you with the final concept design?
2. Please tell us why you chose that option.
3. How would you or your community group like to be involved?

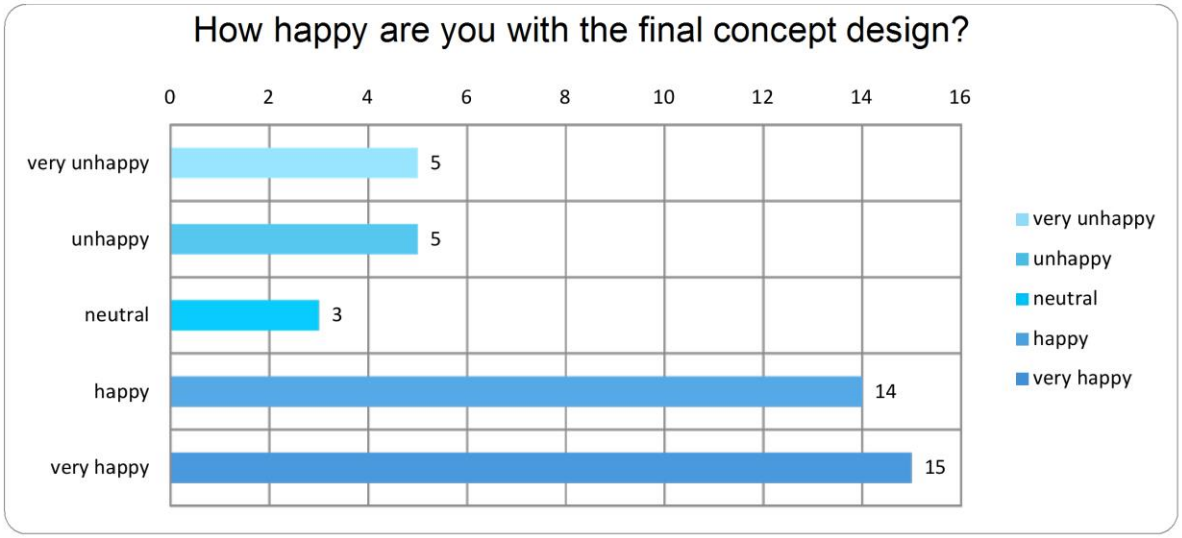
In additional to the Survey, 'Tell Us Your Story' on Your Say allows the community to share their experiences/stories of Wilfred Taylor Reserve. This feature will remain open throughout the project to allow for ongoing dialogue with the community. The feature asks visitors to *'Please take a few minutes to tell us what the Wilfred Taylor Reserve means to you.'*

SUMMARY OF COMMUNITY ENGAGEMENT OUTCOMES

Your Say Engagement and Survey

The survey was available on the Your Say page from 22 March to the 17 April 2019. Of the 1000 visitors to the Your Say page, 42 chose to complete the survey.

Approximately 70% of those who responded were happy or very happy with the concept. Positive comments praised the design for its unique features, variety of play for different ages and abilities and generally looking forward to it being completed.



10 respondents were unhappy or very unhappy with the concept and their comments provided in

question 2 were varied. There were individual comments regarding shade or heat of the stainless steel slide (shown in the concept drawing), not enough play features that were accessible to toddlers, older children or people with disabilities, the cost of the playspace, the consultation processes or changes to the reserve for dog walkers.

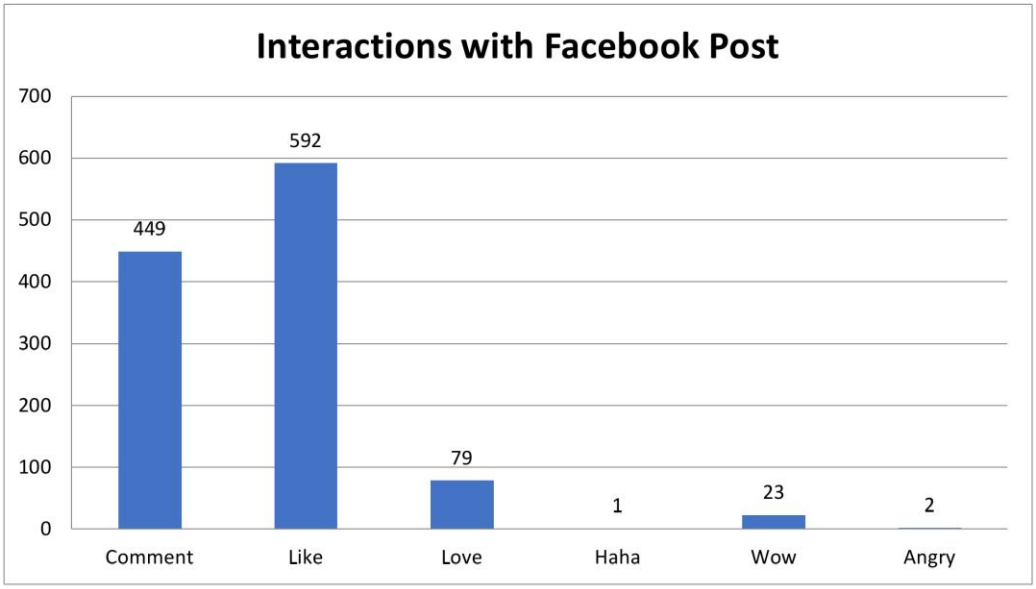
All feedback with staff comments and proposed changes are attached. Generally, no changes to the design are recommended other than to use a plastic slide instead of a stainless steel slide due to concerns over hot surfaces.

Of the 42 who completed the survey, only 19 responded to question 3: *How would you or your community group like to be involved?* Their interest was in planting days, general working bees or suggestions to involve schools or community groups in art work. The full answers are attached.

8 visitors chose to leave comments in the 'Tell us Your Story' feature during the engagement period. Comments ranged from general questions about the project to stories of how they currently use the reserve.

Social Media

The concept design and Your Say survey was promoted via the Council's Facebook page from 27 March 2019. The post reached 25,461 people, with 449 comments left and 697 reactions. Of the reactions, only 2 were negative/ angry (i.e 0.2%). See summary below of reactions. Comments left were mostly positive or people tagging friends to inform them about the project.



Show and Tell BBQ

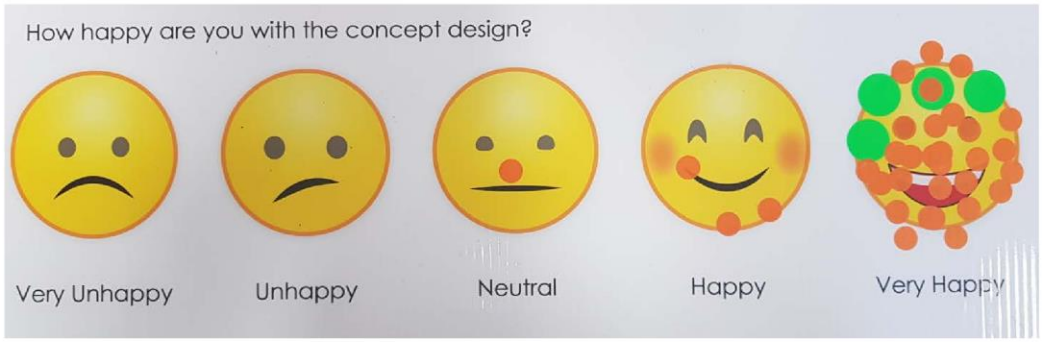
Approximately 150-200 people visited the display stall to view the concept design for the nature playspace and talk to Council staff about the project. There were many more in the park for parties,

picnics and the model train rides.

The Rotary Club of Morphett Vale ran a free BBQ adjacent the display stall. Over the 2 hours they gave away 250 sausages. The club also expressed an interest in contributing to the playspace project through a donation or volunteer hours. The project team will continue to keep in touch with the club as the project progresses.

Visitors were invited to write any feedback on a display board or leave a sticker on a poster with emojis to express how happy they were with the concept design (i.e. very unhappy to very happy).

In total, 36 people gave feedback through stickers on an emoji, with 32 Very Happy, 3 Happy and 1 Neutral. The visitor who left the neutral sticker also gave verbal feedback, expressing a desire for more challenging play pieces like at St Kilda Adventure Playground.



Most visitors were interested in the project and very happy to see it going ahead. Many gave positive feedback verbally but chose not to leave any written feedback or leave a sticker. Some took away information on the project or a Your Say flyer, intending to sign up to Your Say to give feedback online or just keep up to date with the project.

Fourteen (14) people left written feedback which generally related to more or improved toilets, facilities for dog owners, more picnicking areas or suggestions for the playground.

Some other minor concerns were raised through conversations with staff and related to car parking, traffic management on Wheatsheaf (linked to parking), and a resident raised concerns of noise travelling across the park.

Wilfred Taylor Reserve Master Plan Reference Group

The Wilfred Taylor Reserve Master Plan project has been running in parallel with the development of the playspace. The draft Master Plan has been developed in close consultation with a reference group which includes members of the key sports clubs and groups that use the reserve (e.g. Dog obedience club, soccer, netball, archery etc.). At a reference group meeting on 1 April 2019, Council staff presented the emerging draft master plan for Wilfred Taylor Reserve as well as the playspace concept design.

While none of the clubs raised concerns about the playspace concept design, there were some concerns raised regarding car parking by the Southern Vales Archery Club and Southern Districts

Kennel and Obedience Dog Club. The clubs would like to see more car parking located behind the mounding at the end of the archery field to service their clubs during peak periods. The proposed area is a natural open space with no infrastructure but a number of mature native and exotic trees that provides some amenity and landscape value to the reserve.

Ideally, the clubs would want this extra car parking to link their existing car park to the car park and access road in front of the railway club. However, linking all the car parks together would have major cost, traffic and park amenity implications. This proposal would create an internal road network within the reserve which would likely become congested during peak periods.

EVALUATION

Overall, the community engagement process was successful in achieving the objectives of informing the community and stakeholders of the project. 1000s of community members were made aware of the project through the Your Say website, letterbox drop and Facebook post. The table below outlines the amount of people that were made aware, informed or engaged with the project through Your Say.

Your Say page Visitor Traffic	Numbers for this engagement	Explanation
Aware Visitors	1000	Visited the project page
Informed Visitors	597	Visited the project page and clicked on something ie: concept design, FAQ's, image
Engaged visitors	50	Visited the project page and participated in a tool ie: survey, stories

The engagement also gave the opportunity for the community to express any concerns with the concept design that could be considered in the final stages of design development. While minimal concerns were raised there are some minor changes that can be made to the design to reflect community comments. Providing a plastic slide instead of steel is a simple way the project can respond to community concerns. The feedback also showed a priority for park amenities (i.e. seating and picnic tables). Therefore, the maximum number of seats and shelters will be provided within the budget and scope of the project. The concerns over car parking by the Dog and Archery club will also be addresses as best as possible within the project scope.

One of the objectives of the engagement was to identify opportunities to involve the community throughout the construction process and build community ownership. While the survey showed some support from the community, the most successful opportunity came from the Rotary Club of Morphett Vale. By involving them in the Show and Tell BBQ event, they became engaged with the project and showed strong interest in a continuing involvement.

SIGN OFF

All feedback reports are to be reviewed by the Engagement Unit.

Officer who prepared the document

Name: Erica Vidinis

Position Title: Project Leader

Reviewed by Community Engagement Advisor

Name: Paula Bugden Date: 6 May 2019

Responses and recommended changes to design considering community feedback

Survey Response to 'How happy are you with the final concept design?'	Survey Response to 'Please tell us why you chose that option.'	Staff Comments	Recommended Changes to Design
very unhappy	*I'm the process of making this you will no doubt have to remove a lot of established trees that are homes to our birds and possums and many other animals. Your play parks also don't cater for anyone over the age of 10 or adults do you could save a butt load of money by adding extra play equipment here and use the rest of the money to upgrade other parks around the area that desperately need it more. This is a gross over spend of money we don't need when the council can't even provide and maintain footpaths everywhere or roads or even greenwaste bins fortnightly and complain you have to money and I'm debt but want to waste it here where it's not needed*	Trees Council aims to avoid the removal of healthy trees in all projects as much as possible. A tree survey has been undertaken so that all trees can be considered in the design of the playspace, car parking and protected during the construction. There are over 30 existing trees within the playspace including 4 trees recognised as regulated. Of these, eight small trees in the playspace area will also be removed due to poor health. Over 100 additional trees will be planted as part of this project. It is expected that ten small to medium trees will be removed as part of the car park installation. Play for Older Children and Adults Additional consultation with older children has been undertaken to ensure they are catered for as much as possible. Ideas from the youth participation that have been included in the design are: o Flying fox o Challenging natural climbing and jumping elements (Possum Hang out) o Smooth path surfaces (i.e. asphalt) o Event space with power o Water play and birds nest swing o BBQs, shelters and seating Cost of Playspace The playspace is estimated to cost $1.3 million and has been funded by the State Government. Up to a further $900,000 will be invested by Council for the installation of additional car parks, irrigated open space, pathways, lighting and landscaping.	No changes recommended
unhappy	*There is not enough car parking space and existing carpark does not meet current needs. What about that huge vacant green area which is getting wasted?? While accommodating more space for children activities favorable please do not existing destroy trees! And what about existing dogs trail??*	Car Parking A car parking study was undertaken to better understand existing car park use and recommend how many additional car parks may be needed for the regional playspace. This has guided our planning of the proposed car park. While the 35 car parks will be removed near the toilets and model car club, 95 additional car parks will be provided in a new central car park and an additional 86 car parks in a new informal car park , a bus parking / drop off area, and an informal car park south of the model railway club. Disability access parking and bus parking / drop of will be provided near the toilet block and playspace entrance. Trees Council aims to avoid the removal of healthy trees in all projects as much as possible. A tree survey has been undertaken so that all trees can be considered in the design of the playspace, car parking and protected during the construction. There are over 30 existing trees within the playspace including 4 trees recognised as regulated. Of these, eight small trees in the playspace area will also be removed due to poor health. Over 100 additional trees will be planted as part of this project. It is expected that 13 small to medium trees will be removed as part of the construction of the central informal car park. Dog Trail One piece of the dog exercise equipment that is close to the new playground will be removed to reduce any conflicts between users. Otherwise, the dog trail will remain the same.	No changes recommended

unhappy	*It's awesome that there is finally going to be a nature play ground down south.* *But the majority of the equipment is for bigger kids.* *The south REALLY needs a larger area for 0-4year Olds (these are the children that use the parks the most Monday to Friday)*	Play for Younger Children 3 of the 5 play area are designed for younger children including the junior nature play (balancing, cubby building, musical instruments and sculptures), the farm village (slide, climbing equipment, 2 rockers, a tractor, 3 swings and a double see saw) and the Sand to Water play area. All these play areas are within a fenced area.	No changes recommended
very unhappy	*I get that nature play is the "on trend" thing to do but most kids under the age of 6 want swings slides and sandpits. And although you have included these it the concept plan the problem is going to be one baby swing one normal swing and a net swing, which I think are the worst, is not going to be enough for the amount of children that will be using this area. Next up a metal slid with no shade is going to be too hot to use in Australia for 80% of the year. Have you made room in the budget for shade over the play area? I'm sick of not being able to take my children to the park because there is no shade. It will take years for the proposed trees to create any shade.* *Young children are going to want to climb on the ropes and logs but are not going to be able to. Take Thalassa in Aberfoyle Park for example. My very adventurous 3 yr old tries to climb the logs there every week when we go and still can't master it. Older children don't care about parks as much even if that is what you are trying to aim for. Build a park for the people who are going to use it most. Stay at home carers with young children who go to parks regularly. We all have high hopes for this play area after Thalassa failed so please don't mess it up.*	Shade/Heat The playspace has been designed to make use of the natural shade provided by existing trees. Additional trees will be planted and new picnic shelters will also provide extra shade. Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images. Play for Younger Children 3 of the 5 play area are designed for younger children including the junior nature play (balancing, cubby building, musical instruments and sculptures), the farm village (slide, climbing equipment, 2 rockers, a tractor, 3 swings and a double see saw) and the Sand to Water play area. All these play areas are within a fenced area. The playspace provides 6 swings through the park as well as a carousel and flying fox.	Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images.
very unhappy	*How will this area be inclusive of children living with a disability. The pictures show children in wheelchairs observing play. Why cant climbing equip have ramps, paths that wheelchair friendly, paths that take wheelchairs into the areas safely. A wheelchair swing. We have so many children living in the southern area living with autism, will there be any safe a6reas or fences? The concept looks like it caters only for average functioning children. What a bout visually impaired children. Inclusion looks very different to this !*	Inclusive Play The concept design includes a number features to allow play to be accessible to people using wheelchairs or with limited mobility including: • All pathways are asphalt or compacted rubble which will be wheelchair friendly • DDA compliant car parking close to the playspace entrance • Accessible sand play deck • Accessible sensory garden • Accessible carousel • Accessible see saw • Birdsnest swings • Rubber softfall paths to provide access to some parts of the Possum Hangout and Farm Village to allow wheelchair access • DDA compliant seats and picnic tables with back and arm rests 3 of the 5 play areas are within a fenced area. The design has been reviewed by Touched By Olivier Foundation to ensure it considers inclusive play for people with varying disabilities.	No changes recommended
unhappy	*It doesn't look like there are any swings, or slides that toddlers can access easily via a ramp or stairs. And equipment they don't hit their head on when they climb up. A merry go round would be great too.*	The are 6 swings within the playspace The Farm Village Area provides a slide that is easily accessible There is a merry go round provided near the sensory garden	No changes recommended

very unhappy	*its 1 of a few places i can take my dogs off leash and listen to nature ,now it going to be ruined ,put it somewhere else like the old christies high school,theres enough land there to develope a playground in an area with lots of kids and easy access by bus and train .Leave Wilfred Taylor Reserve alone*	Dog use You will still be able to exercise your dog off leash at the Wilfred Taylor Reserve as long as you have effective voice command control over your dog (as per Council's bi-laws) One piece of the dog exercise equipment that is close to the new playground will be removed to reduce any conflicts between users. Otherwise, the dog trail will remain the same.	No changes recommended
very unhappy	*This Design is for older kids I can't see how toddlers can use this park.* *A metal slide is a bad design as it can't be used in the hottest part of the day.* *It would of been nice that you had the 'Have your say' before any design was drawn.*	Stainless steel slide Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images. Play for Younger Children 3 of the 5 play area are designed for younger children including the junior nature play (balancing, cubby building, musical instruments and sculptures), the farm village (slide, climbing equipment, 2 rockers, a tractor, 3 swings and a double see saw) and the Sand to Water play area. All these play areas are within a fenced area. Community Consultation The community had the opportunity to provide feedback on the draft concept designs through our extensive community engagement activities that took place in November 2017. This engagement captured feedback from a wide cross section of ages and demographics.	Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images.
unhappy	*Firstly and most importantly, I am VERY pleased to see the playground moved out of the creek bed. THANKYOU. Secondly, I feel that the words "nature Playspace" are less-than-honest spin to dress up a highly constructed and not-very natural looking playground as something more than that. I'm happy for a playground to go into Wilfred Taylor Reserve, and hope the children love it, but, in my opinion language matters, and the playground illustrated does not constitute a nature playspace.*	The definition of nature play can vary. This playspace has been designed using Nature Playspace Principles as defined by Nature Play SA. These are: • Listen to children's' voices • Stimulate the senses • Use Natural Elements • Create Seamless Connections • Incorporate a range of play spaces • Factor in Loose Parts • Model Sustainable practice	No changes recommended
unhappy	*Given that the Consultative Group didn't include shareholders responses for the Master Plan, you cannot be assured that they haven't passed on any and all feedback about the Playspace either.*	The master plan project has been running in parallel with the development of the playspace design. The playspace design was present to the Master Plan Reference Group at a meeting on 1 April 2019 as well as sent out via email when the consultation opened. Feedback received from this groups has been considered in the development of the playspace. .	No changes recommended
neutral	*Metal slides again, why? Whilst the design and concept is great, one mistake every council has made with these nature based playgrounds is the use of metal slides. With out shade over the whole area these slides are unusable on hot sunny days for kids in shorts. You could cook an egg on them! They need to be plastic slides which can be easily blended to fit the nature aspect with the use of forest green or brown colourings. This is even more important as a lot of toddlers are usually too small for everything else in the parks apart from the slide or swings.*	Stainless steel slide Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images.	Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images.

neutral	*1) Not enough provision for carparking. It seems like a lot of carparking will be lost under plan, and as it is there is not enough. Also carparking is not near playground, it seems a bit of a hike, not accessible for disabled. How do I get my elderly family to seating at the park? Need a 'standing' place for vehicles to drop goods, goodies and elderly parkside and then park.* *2) No interconnectivity to the rest of the Wilfred Taylor Reserve. Put signs in so families can see that there are plenty of short walks there and plenty of things to see, like the old mother trees and native bee hives.* *3) Have set bike tracks around the playground. Doesn't seem that there's any encouragement to do anything but play at the playground - not to encourage people to interact with the natural environment of the reserve.* *4) Would have appreciated more seating, not necessarily seats, but stumps and walls and things. Seems like there are only a handful of benches. Families go here, you need to sit, you need shelter from the sun.* *5) I really love the reserve has several separated shelters with tables so that parties can be had. Seems you've removed them almost entirely.*	Car Parking A car parking study was undertaken to better understand existing car park use and recommend how many additional car parks may be needed for the regional playspace. This has guided our planning of the proposed car park. While the 35 car parks will be removed near the toilets and model car club, 95 additional car parks will be provided in a new central car park and an additional 86 car parks in a new informal car park , a bus parking / drop off area, and an informal car park south of the model railway club. Disability access parking and bus parking / drop of will be provided near the toilet block and playspace entrance. Signage Signage will be included in the detailed design subject to budget availability. Improved signage throughout Wilfred Taylor Reserve has been noted in the developing draft master plan. Seating The concept design includes a variety of formal and informal seating opportunities. As much seating as practical will be provided within the available budget. Picnic Shelters As part of the concept design existing shelters have either been retained, replaced with new or replaced with larger shelters with tables and BBQs.	Include signage (subject to budget availability) As much seating as practical will be provided within the available budget.
neutral	*Concerned about the playground in the summer time, especially the metal slide. I t would be great to see a water activity section at the park.*	The playspace has been designed to make use of the natural shade provided by existing trees. Additional trees will be planted and new picnic shelters will also provide extra shade. Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images. Water play has been included in the Hills to Beach area	Plastic slides for the Possum Hangout and Farm Village are recommended instead of the stainless steel shown in the conceptual images.
happy	*OK*	noted	N/A
happy	*I think it looks great, but I think you are underestimating the amount of cars that will be coming. I understand - and would not want to see - more space used for car parks. But you may need to prepare for parking on wheat sheaf road becoming busy.*	Car Parking A car parking study was undertaken to better understand existing car park use and recommend how many additional car parks may be needed for the regional playspace. This has guided our planning of the proposed car park. While 35 car parks will be removed near the toilets and model car club, 90 additional car parks, bus parking/drop off area as well as an overflow area catering for up to 100 additional parks on event days will be provided along the southern edge of the reserve. Disability access parking will be provided near the toilet block and playspace entrance. The construction of a footpath along Wheatsheaf Road will be considered to allow for safer car parking along the road.	No changes recommended
happy	*Would love to see less dog walking areas/attention and more shaded picnic areas away from playground - just because we don't have kids and dogs doesn't mean we don't want to relax in our local parks. Having said that, overall a good plan that I'm looking forward to enjoying once the family-crush subsides!*	Picnic areas away from the playspace have been noted in the emerging draft master plan	No changes recommended

happy	*Please, please, please ensure there will be enough toilets to accommodate all the little people that will be visiting this reserve, it looks great and I am sure it will be well used. Also is there going to be table to sit at if people decide to stay for a picnic/barbeque?? I don't see any in the design and I only see one toilet at the far left side!!!* *Otherwise I cant wait for it to be completed.*	Toilets The existing toilets located in close proximity to the proposed playground have six cubicles, which include two men's, three female and one disabled with baby change facilities. They were last upgraded in 2010. Staff have found that this is equal to or more that other regional playspaces within Adelaide. It is also understood that the toilet at the model railway is made available when the trains run. Picnic Shelters As part of the concept design existing shelters have either been retained, replaced with new or replaced with larger shelters with tables and BBQs.	The toilets will be monitored for the first 12 months once the playground is constructed. If there is an identified need for expansion this could take place 2020/21. The existing toilet is tilt up and can be added to if required.
happy	*The playground sounds great. Marion council have a lot of newly developed playgrounds like this, so it is great to see Onkaparinga council following suit. I just wish that a skate park had been chosen too. The only decent skate park in the area is Seaford and that is a fair drive from happy valley.*	The installation of skate parks is not within the scope of the funding agreement with State government for this project. Location of skate facilities are guided by the Skate Facility Management Plan 2016-2021	No changes recommended
happy	*is the only way up onto the possum hangout and the farm village is with climbing on/with ropes. kids under 5 struggle with this and a normal ladder is also needed. the Hendrie street reserve is amazing but the only way up to the slide is by climbing these ropes and many grandparents/parents have to climb to help the little ones. would be so much easier if aswell as this option there was a ladder*	The Farm Village is designed to be accessible to younger children with various access points to the platforms that vary in difficulty and challenge. The Possum Hangout is designed to be more challenging with some lower play opportunites remaining accessible to all.	No changes recommended
happy	*The layout looks good with a good flow for traffic with the exit onto the existing roundabout. It's good to see the return of interesting playgrounds to "challenge" young ones. If this area is to be marketed as a flagship playspace, serious attention needs to be paid to addressing the unsavoury behaviour associated with the toilet block both during the day and after hours.*	The use of the toilet block will continue to be monitored with the upgrade of CCTV to be considered after the construction of the playspace	No changes recommended
happy	*Overall it looks very good, however given that there is likely to be some demand for use as a host site for children's parties, are there any plans to install BBQ's strategically placed so that parents can maintain a watchful eye over their children? Also; whilst trees provide excellent natural shade, the number of people being able to access that shade can be limited and the ability of trees to provide shelter from wet weather is also limited.*	Picnic Shelters As part of the concept design existing shelters have either been retained, replaced with new or replaced with larger shelters with tables and BBQs.	No changes recommended
happy	*It looks cool and will be good for the area. It looks like it will be fun and then people won't need technology.*	noted	N/A

happy	*Just a little concerned that still including slippery dip....simple for little ones. Also care with the water play....arguments over pump apparatus (seen at other playgrounds)*	noted	N/A
happy	*It looks good, my boys are a bit to old for that sort of playground now but we will still check it out.*	noted	N/A
happy	*at least your trying to improve one park*	noted	N/A
happy	*Looks like a very good all round plan that caters for many different groups. Disability needs and car parking seems to be well planned. I always worry about off-leash dogs around children. I can see this as a problem.*	Dog use You will still be able to exercise your dog off leash at the Wilfred Taylor Reserve, as long as you have effective voice command control over your dog and do not enter the playspace. (as per Council's bi-laws) One piece of the dog exercise equipment that is close to the new playground will be removed to reduce any conflicts between users. Otherwise, the dog trail will remain the same. This will be monitored once the playspace is open to ensure any conflicts are managed.	N/A
happy	*Concept includes much interactive play some challenging stuff for older kids lots of trees and some irrigated green areas. Looks like I want to come with my grandchildren*	noted	N/A
very happy	*Looks good!*	noted	N/A
very happy	*This type of park is very much needed in the Southern Suburbs of Adelaide! Can't wait!!!*	noted	N/A
very happy	*Nothing like it around the area. Looks amazing.*	noted	N/A
very happy	*Great to see something a little different being done with the open spaces in the council area. Hope to see more*	noted	N/A
very happy	*If it turns out anything like the concept drawings it will amazing!*	noted	N/A
very happy	*Great concept. Looks like all age groups have been considered. Well done Onka!*	noted	N/A
very happy	*I think this development is inclusive of all the people who use he park. I know I will be taking my grandchildren there and there will be something for them all they range in age from 13 to 1. It is something the area has needed for a long time.*	noted	N/A
very happy	*This looks fantastic, this is the way kids used to play.*	noted	N/A
very happy	*Great location and plans for the area, very much needed and appreciated!*	noted	N/A
very happy	*because it's staying in touch with nature so that children can still have imagination on their adventure.*	noted	N/A
very happy	*The designs for the new Playspace include something for all ages and interests. I can't wait for construction to begin.*	noted	N/A
very happy	*It is so good to see that you have included bike tracks (that go around in a circle) to suit pre-school age children. The only other new playground that has included this in recent times is the Jervois Street Playground at Plympton. Now I have somewhere local to go I can teach my 5 year old to ride whilst my 3 year old can play in the fenced area without escaping.*	noted	N/A

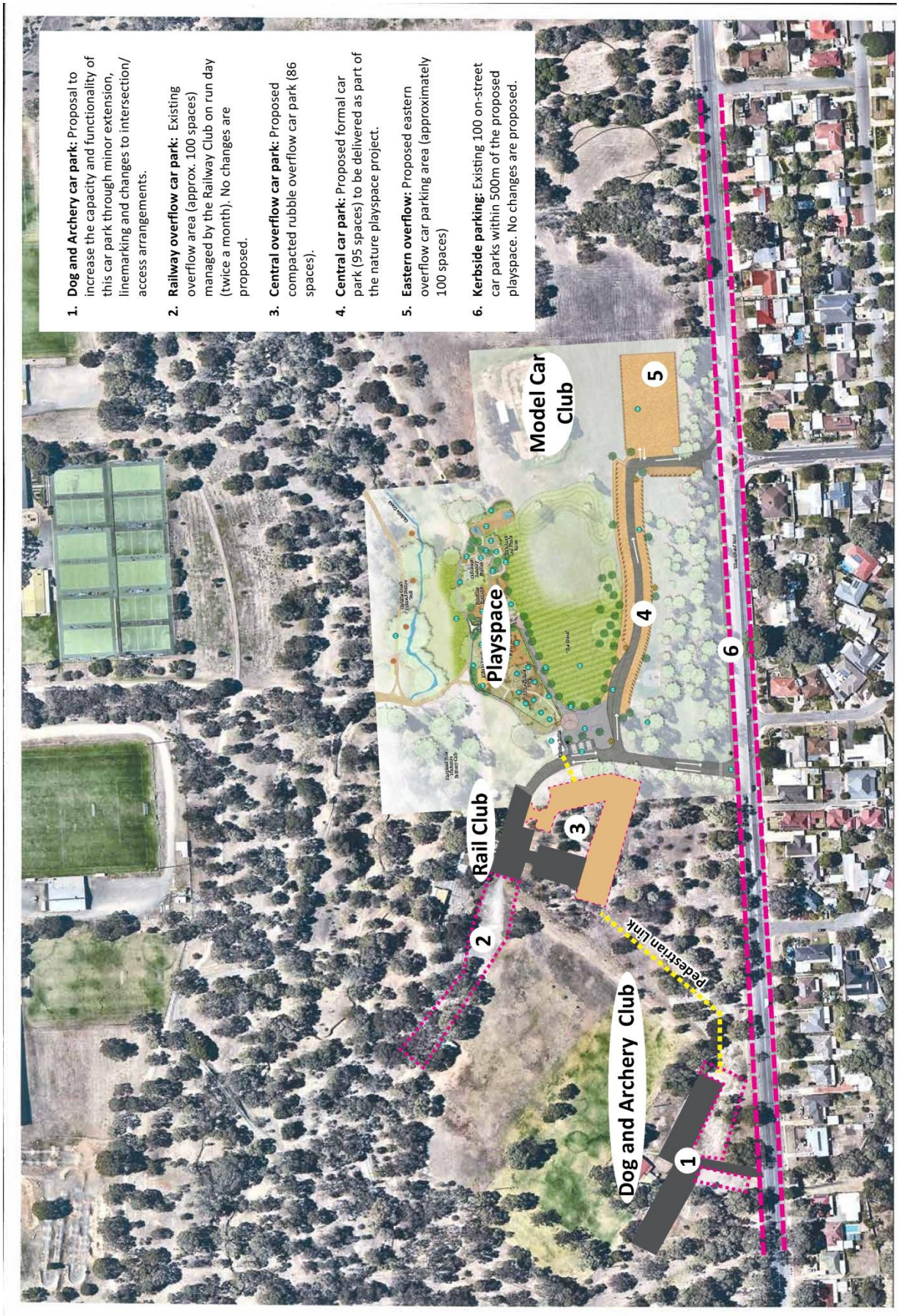
very happy	*Obviously much consultations and planning has happened. Very child friendly, safe and engaging play spaces. Inclusive, cultural heritage acknowledged, encourages physical activity and exploration. Teaches respect for environment. Supports families enjoying play together. Affordable activity for families. My only concerns and suggestions are regarding improved accessibility and inclusivity. Firstly I would advise a fence around whole play area not just part of it. Young children and children with disabilities will want to access all the play areas and this makes it safe for them as well as enabling families to relax and involve all their children in the experiences. Otherwise they are busy chasing and supervising younger or less able children and not able to fully engage in the activities. The second suggestion is to include a wheelchair swing in the plan. There are very few of these in metropolitan Adelaide and currently families must drive a long way for their child to enjoy a swing. I realise that some of the play equipment is accessible to people with limited mobility but lifting larger children onto these is often difficult.*	The concept design includes a number features to allow play to be accessible to people using wheelchairs or with limited mobility including: • All pathways are asphalt or compacted rubble which will be wheelchair friendly • DDA compliant car parking close to the playspace entrance • Accessible sand play deck • Accessible sensory garden • Accessible carousel • Accessible see saw • Birdsnest swings • Rubber softfall paths to provide access to some parts of the Possum Hangout and Farm Village to allow wheelchair access • DDA compliant seats and picnic tables with back and arm rests 3 of the 5 play areas are within a fenced area as a response to community feedback. Some areas have been left unfenced in order to keep a strong link between the playspace, creek and open space areas. The design has been reviewed by Touched By Olivier Foundation to ensure it considers inclusive play for people with varying disabilities. A Liberty Swing/ wheelchair swing has not been included in the plan due to cost, play value and limited requests for one from the community.	N/A
very happy	*It looks amazing with lots of different areas for play and discovery.*	noted	N/A
very happy	*Something for everyone* *Well set out* *Uses natural features*	noted	N/A

Responses to Question 3

How would you or your community group like to be involved?

1. Anyway I'm invited
2. Artwork
3. Could be promoted through community radio, TribeFM in Willunga
4. I could attend planting days or volunteer as a tour guide on open days.
5. I think it would be great to involve local schools and community groups in creating art works for the site. Our little one is a little too young to get involved now but will be approx 18 months when the Playspace is completed so the perfect age to start enjoying the junior playspace.
6. I will have to get back to you on that.
7. I would be happy to be involved in planting days.
8. I'd be willing to help out voluntarily at weekend working bees
9. I'm unsure, perhaps planting days. But think this is a good idea.
10. It would be good to have a day assigned where children and school groups can come down and help with the creation of a path. For example they could each have a brick or paver and they can put that into the cement, possibly with there name or favourite quote on it., I think it would be good to see children of the community within the path.
11. Maybe it depends how easy it will be.
12. nil
13. Not part of a community group
14. Not sure. I will ask our community when time comes. Tree planting is something we have done before
15. Planting day would be good
16. This is a nice invitation, thankyou. I'd be happy to participate in a planting day.
17. Use local business to donate childcare facilities to help participate
18. Wouldn't need planting days if you don't rip out established trees and shrubs that are already there and providing homes for animals
19. You could get local kids to paint a tile or something similar and use that as a feature in a walk way or similar.

Attachment 2



Wilfred Taylor Reserve - Informal Recreation Precinct - Current and proposed car parking - June 2019

Attachment 3



Attachment 4

WILFRED TAYLOR NATURE PLAY

PROJECT DELIVERY & PROCUREMENT OPTIONS CASE STUDY



Wilfred Taylor Nature Play

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Wilfred Taylor Nature Play

Introduction

In June 2018, Council was successful in securing $1.3 million of State Government funding for the development of a nature playspace at Wilfred Taylor Reserve. Subsequently Council committed up to $900,000 for supporting infrastructure such as car parking, access roads, lighting and irrigated open space.

On 19 March 2019 the concept design of the playspace and supporting infrastructure was presented to Council. At the meeting, part of the resolution was:

1. That a report be presented to Council in case study format outlining alternative delivery cost approaches, including but not limited to:

    - Normal tender process
    - Council as project manager, with different contractors for services, car park base preparation and sealing
    - Direct unsolicited approaches to potential contractors
    - Seeking potential contacts from recent large scale car parks done by private entities such as Aberfoyle Hub shopping centre.
    - Construct car park with council day labour staff.

This report addresses:

- Structure of the construction market in South Australia
- The categories of project undertaken by the City of Onkaparinga
- Project risk management, work packaging and pricing
- City of Onkaparinga's procurement policy and approaches

These considerations are then applied to recommend the following project delivery and procurement approach for the Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure project:

- Open tender for the playspace and open space work package
- Construction of the new roads car parks work package by the City of Onkaparinga Construction Team.

Wilfred Taylor Nature Play

1 Market structure and project classification

1.1 Structure of the market in South Australia

The structure of the construction market in South Australia is made up of a range of companies, from small contractors who provide one service (eg earthworks) to large multi-skilled/ discipline companies who can provide all work packages and project management required for a major project.

Companies are typically classified based on their capability and available resources which in turn determines the complexity, size and value of contracts they undertake.

The following section outlines construction companies and project classifications, and concludes by identifying which parts of the market Council generally engages.

Given the nature of the projects generally delivered by council, for the purposes of this report companies that undertake infrastructure projects (eg roads, drainage, streetscapes, car parks and open space) are used as examples, rather than companies that construct buildings (eg schools, hospital and offices).

1.1.1 Construction company classification

Construction companies may be classified within a construction tier. Their position within the tier classification is determined by an individual company's capability which considers (amongst others):

- Expertise
- Resources
- Systems (safety, environmental, risk and employee management)
- Finances

Tier One companies

- Tier One construction companies are widely considered the largest and most experienced in the industry and typically have a national presence.
- There are 6 contractors in Australia classified as Tier One including CPB Contractors, Lend Lease Infrastructure, Thiess, John Holland, Baulderstone, and Abigroup.
- These companies have the expertise, resources, technology and finances to take on large-scale projects valued in the hundreds of millions and even billions price range.
- Typically these companies undertake major commercial projects such as motorways, railways, hospitals, universities, office towers, and shopping centres.

Example projects within South Australia include the Southern Expressway Duplication and Darlington Upgrade Project.

- These companies are experienced in managing multiple large sub-contractors and employ dedicated project managers.
- These companies are experienced in managing multiple sub-contractors and employ dedicated project managers.
- Due to the nature of the projects undertaken these companies have:
    - Safety, environmental, risk and employee management certified systems in place
    - Large number of experienced and capable employees
    - Large overheads determined by number of employees, administration and equipment
    - Large company turnover (financial)
    - Fully insured, accredited and licenced to undertake all work packages
    - Equipment to undertake most work packages
- Council does not typically engage with Tier One companies

Tier Two companies

- Tier two companies are widely considered as large contractors with presence in most states.
- There are multiple companies which may be classed as Tier two including BMD, Hindmarsh Construction, Leed Engineering & Construction, Built Environs, Catcon, Bardavcol, and McConnell Dowell.
- These companies have the expertise, resources, technology and finances to take on large-scale major projects valued from $5 million to tens of millions.
- Typically these contractors undertake large scale engineering design and civil construction projects focusing on large scale commercial projects and small to mid-sized infrastructure projects. Example projects include the Victoria Square Redevelopment, McLaren Vale Overpass and the O-Bahn City Access Project.
- These companies are experienced in managing multiple sub-contractors and employ dedicated project managers.
- These companies have established ongoing relationships with sub –contractors and typically engage the same sub-contractors for works.

- Due to the nature of the projects undertaken these companies have:
    - Safety, environmental, risk and employee management certified systems in place
    - Large number of experienced and capable employees
    - Large overheads (lower then Tier One)
    - Large company turnover (financial) (lower then Tier One)
    - Fully insured, accredited and licenced to undertake all work packages
    - Equipment to undertake all work packages
- Council may engage with Tier two contractors on complex, high budget projects.

Tier Three companies

- Tier three companies are widely considered as medium to large contractors with a presence in one or more states.
- There are multiple companies which may be classed as Tier three including Urban Environs, Catcon, Kent Civil, DML, ANR, Civiltech, Nola, Camco, Outside Ideas, LCS landscapes and T&J.
- These companies have the expertise, resources, technology and finances to take on large-scale projects valued above $2 million up to the $5 million.
- Typically these companies are specialist providers and undertake civil construction or large landscape construction projects focusing commercial projects, small infrastructure projects and sizeable residential jobs. Example projects include Willunga Main Street, Pelzer Park Pityarilla Activity Hub, Aldinga Main Street and McLaren Vale Visitor Centre Car Park.
- These companies have the capacity to form bidding teams for larger work packages.
- These companies are experienced in managing sub-contractors and employ dedicated project managers.
- These companies have established ongoing relationships with sub –contractors and typically engage the same sub-contractors for works.
- Due to the nature of the projects undertaken these companies have:
    - Safety, environmental, risk and employee management certified systems in place
    - Large number of experienced and capable employees
    - Large overheads (lower then Tier Two)
    - Large company turnover (financial) (lower then Tier Two)

- Fully insured, accredited and licenced to undertake select work packages
- Equipment to undertake most work packages

- Council typically engages with Tier three companies on its large to major projects (above $1 million in value).

Tier Four companies

- Tier four companies are widely considered as medium to large companies with a presence within South Australia.
- These companies have the expertise, resources, technology and finances to take on projects valued above $200k up to $2 million. However they lack the financial capability to bid on and win larger work packages.
- They typically supply medium work packages in key areas such as road construction, civil works or landscape works. They may or may not have experience in working on major projects.
- They are capable sub-contractors supplying goods and services to tier two and tier three companies.
- Typically these companies undertake civil construction and landscape projects focusing small-scale commercial projects, and medium sized residential jobs. Example projects include stages of the Coast to Vines Trail and Benjamin Court Road Reconstruction.
- These companies are experienced in managing sub-contractors and employ dedicated project managers.
- These companies have established ongoing relationships with sub –contractors and typically engage the same sub-contractors for works.
- Due to the nature of the projects undertaken these companies have:

  - Safety, environmental, risk and employee management systems in place. Systems may or may not be certified.
  - Medium number of employees
  - Medium overheads (lower then Tier three)
  - Medium company turnover (financial) (lower then Tier three)
  - Insured, accredited and licenced to undertake select work packages
  - Equipment to undertake selected work packages

- Council typically engages with Tier four companies on medium scale projects.

Tier Five companies

- Tier five companies are smaller capacity companies that typically operate as sub-contractors to larger companies.
- These companies have the expertise, resources, technology and finances to take on projects valued below $200k. They lack the capability and financial capability to bid on and win larger work packages.
- They typically undertake work packages in select areas specialising in one discipline such as electrical, earthworks, paving or fencing.
- Typically these companies undertake small civil construction and small landscape projects. Example projects include the Rotary Park Event Infrastructure.
- These companies are less likely to be experienced in managing sub-contractors and may or may not employ dedicated project managers.
- Due to the nature of the projects undertaken these companies have:
    - Safety, environmental, risk and employee management systems in place for selected works. Systems may or may not be certified.
    - Small number of employees
    - Low overheads (lower then Tier four)
    - Low company turnover (financial) (lower then Tier four)
    - Insured, accredited and licenced to undertake select work packages
    - Equipment to undertake select work packages

Small contractors (sole operators or companies) that sit outside of this Tier structure have the opportunity to work on Council projects as sub-contractors to larger firms. This is targeted and measured as part of the **local business and industry support contribution** criteria included as part of quotation and tender evaluations. The tender evaluation plan provides a compulsory weighting for Local business and industry support contribution criteria.

1.1.2 City of Onkaparinga Construction Team

- In a market context, the City of Onkaparinga Construction team is comparable to a medium sized (Tier 3) company.
- The Construction team has the expertise, resources, and technology to take on civil projects valued at up to approximately $4million, based on the skillsets of its 30 staff and the resources available.

- Council typically utilise the Construction Team on selected civil infrastructure projects which form part of our Capital Works programs, and which fit the team's capabilities.
- They typically undertake all aspects of civil works including civil maintenance, drainage works, road reconstructions, demolition and earth works, intersection upgrades and coastal protection / rock revetment works. Example projects include Storey Avenue Detention Basin and Stormwater Upgrade, States Road Reconstruction, Frank Hilton Reserve Development, Port Noarlunga Oval Access Road, Morphett Vale Sports Club Car Park, Sellicks Beach Boat Ramp Rock revetment Wall and McLaren Vale Visitor Centre Car Park.
- The Team is experienced in managing sub-contractors and employ dedicated project managers (Construction Officers).
- The Team may engage Tier three or below companies as sub-contractors.
- Similar to the tier companies, the Construction Team still have the following:
    - Safety, environmental, risk and employee management systems in place.
    - Insured, accredited and licenced to undertake select work packages
    - Equipment to undertake selected work packages.

1.2 Project classifications

For the purpose of this discussion, and in the context of Council projects, projects are classified as major, large, medium or small based on the project budget.

1.2.1 Major project (above $3m)

- Complex project with multiple sub-contractors and high costs.
- Involves multiple disciplines working with multiple works packages.
- Involves multiple high profile stakeholders.
- Involves a primary contractor who undertakes the majority of works and manages multiple sub-contractors.
- Includes bespoke elements.
- Contractor engagement by Open tender.
- Typically not undertaken by the Council Construction Team.
- Typically undertaken by Tier Three Companies.
- Example projects include the Port Noarlunga South Coast Park (FAP2) and Aldinga Township.

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1.2.2 Large projects ($1 to $3m)

- Complex project with a primary contractor and multiple sub-contractors.
- Typically high cost.
- May involve multiple disciplines working with multiple works packages.
- Involves multiple stakeholders.
- Involves a primary contractor who undertakes the majority of works and manages sub-contractors.
- Includes bespoke or custom elements.
- Contractor engagement by Open tender.
- Typically undertaken by Tier Three Companies.
- Could be undertaken by Council's Construction Team.
- Example projects include Willunga Main Street, Frank Hilton Reserve.

1.2.3 Medium projects ($200k to $1m)

- Defined as a straight forward project with medium complexity.
- May involve multiple disciplines and work packages.
- Involves a primary contractor who undertakes majority of works with sub-contractors
- May include bespoke or custom elements.
- Contractor engagement by Open tender.
- May be undertaken by the Council Construction Team, Tier Three or Tier Four Companies
- Example projects include the McLaren Vale Visitor Centre Car Park, Beach Road Upgrade, Port Noarlunga Oval Access Road, and Morphett Vale Sports Club Car Park.

1.2.4 Small projects ($200k or less)

- Defined as a straight forward project with low complexity.
- Undertaken by a primary contractor who undertake the works. Sub-contractors may be engaged.
- No bespoke or custom elements.
- Contractor engagement by quote or Open tender.
- May be undertaken by Council Construction Team, Tier three or Tier four Companies.
- Example projects include the Rotary Park Event Infrastructure

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1.3 Summary

A review of recently completed construction projects within the City of Onkaparinga has confirmed that Council contracts Tier Three companies (or below), or employs the City of Onkaparinga Construction Team, on large and major projects.

Company capability and experience, financial capacity and WHS systems are key considerations in the procurement process due to the complexity and value of projects delivered.

2 Project risk & work packaging

Projects undertaken by Council can be broken down into the following phases:

- Project planning
- Project design and documentation
- Project delivery

Throughout each phase project risks, and the means to mitigate risks, are key considerations to ensure value for money is achieved and project outcomes are meet. To mitigate risks careful consideration is given to:

- **The structuring of work packages** – Planning how the project will be structured and delivered
- **Project management resourcing** – Determining who is best placed to manage the delivery of the project
- **Procurement approaches** – The best way to identify and secure the external resources (if required) to support delivery of the project
- **Contract management during and after the project** – The implications of different procurement and delivery and approaches.

Whilst presented sequentially above, in reality each of these considerations are interrelated and hence an integrated approach to project planning is required.

The following section outlines project risks, discusses the importance of project scoping and costing, and introduces work packages.

The section concludes by identifying how Council generally transfers risk. For the purpose of this discussion, project risks, work packages and pricing are discussed in the context of a typical large project (project value above $1m).

2.1 Project risk management

Whilst projects create opportunities and benefits for the community, they also expose Council to range of risks. Projects risks are identified and assessed based on project specific context and conditions and vary depending on the scope of services to be provided. For instance the project risks of a large regional playspace project will vary from a medium scale car park project.

To identify, analyse and control potential or anticipated risks Council undertakes a risk management process. The risk management process is a focus throughout the life of a

project including planning, design, work packaging, procurement and, construction and maintenance. The outcome of this process is a project specific risk mitigation plan which typically informs the:

- structuring of work packages
- procurement approach, including selecting capable contractors
- contract management.

The common areas of risk exposure to Council for a typical large project include:

2.1.1 Financial risk

Financial risks are associated with the potential for financial loss to occur during and after project delivery. Potential areas of risk exposure include:

- Contractors over price, meaning that value for money is not achieved
- Contractors under price, exposing Council to variation claims and eroded value for money
- Extra expenditure and increased project duration due to failure of scoping projects
- Contractor goes into administration.
- Contractor does not deliver.
- Disputes arising due to failure or defects in completed works.

2.1.2 Public safety risk

Public safety risks are associated with the likelihood of exposing the community and contractors to a hazard or harm at any stage of a project before, during or after construction.

Potential areas of risk exposure include:

- Personal injury or illness to workers, the public or bystanders due to shortcomings in work practices during the project
- Personal injury or illness to the general public due to failure of the infrastructure that has been delivered.

2.1.3 Delivery risk (reputation - socio/political risk)

Delivery risks are associated with likelihood of Council not delivering project outcomes as presented to the community and funding partners. Potential areas of risk exposure include:

- Non-delivery of projects
- Delay of projects resulting in timeline of project operation being pushed out

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- Restricted access to an area during and/or after construction due to delays or non-delivery
- Changed scope resulting in public criticism
- Community disappointments and negative media
- Complaints from ratepayers and project users

In general risks are mitigated by:

Project scoping and costing:

- Accurately scoping, designing and costing projects prior to approaching the market
- Producing accurate designs and specifications that guide costing
- Preparing cost estimates throughout the design process and pre-tender, with ongoing value management to ensure that the project remains within budget
- Clear definition of work packages and roles and responsibilities
- A procurement process which assessed contractor capacity, capability and value for money.

Work package definition:

- Ensuring the project is clearly documented with appropriate work packages prior to approaching the market

Tender assessment (procurement):

- Thorough assessment of tenders/prices submitted by contractors, ensuring Council uses ratepayers money appropriately
- Selecting the most capable company to undertake the works, taking into account contractor experience and available resources
- The selection of capable companies takes into account Work, Health Safety systems to ensure they meet Council requirements and implement these systems throughout the project.

Contract and project management:

- Balancing cost of project (capital cost) against cost to Council (operation cost – during and after project)
- Ensuring that project management and contract management are well resourced and are a focus throughout the project
- WHS inspections, reporting and necessary work quality approvals during and post construction

- On-site risk management.

These risk mitigation measures are discussed further below and in *Section 3 – Council's Procurement Policy and Approach.*

2.2 Summary

While risks are project specific, the resulting risk exposure to Council and how they are mitigated is common across council projects. The selection of the most capable contractor(s) to undertake the works is the main way to mitigate risk. Related to this, risks are further mitigated through the definition of appropriate work packages. Work packages are discussed in the following section.

2.3 Project scoping, design and costing

Projects are scoped during the project planning phase.

The project scope is costed and, if necessary, revised during the design phase.

Projects are generally costed when the concept plan is complete and then at the 30%, 80% and 100% stage of detailed design.

Depending on the nature and size of the project, cost estimates are either undertaken by an external quantity surveyor or by Council's internal cost estimator.

The majority of estimates prepared externally are vetted by Council's internal cost estimator.

The scope of projects is reviewed at various points in the design process to ensure that the project remains within budget and that value for money is being achieved.

If the costs are above budget either additional funds are sought or the project is "value managed" by altering the scope. Scope changes could include the removal of items, reducing the size/area of project elements, changes to materials and/or reduced service standards.

All scope changes are made considering whole of life costs. For example, a change to a lower cost material may result in an increased maintenance burden and/or reduced asset life and would therefore be avoided.

Understanding of the scope and cost (value) of the work informs what resources are required to deliver the project and how the project is divided into work packages to support its delivery.

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2.4 Work packages

Defining work packages is a critical step in the project planning and procurement phases of the project to ensure that the most appropriate contractors are engaged to deliver the project in a way which achieves the key project objectives of time (schedule), cost (value for money) and quality.

Work packages are a defined deliverables with a specific project scope, which assist in:

- Identifying and securing the required resources
- Project scheduling
- Managing delivery of the project (project and contract management)
- Ensure construction contractors have a clear understanding of their roles and responsibilities
- Managing various project risks (quality, cost and schedule).

Work packages can be scheduled, cost estimated, managed, monitored, and controlled.

Typically work packages are broken down into manageable units of work based on geographical area, discipline, construction task or the time needed to accomplish them. While work packages are task orientated they are impacted by a number of elements including:

- Nature of work (grouping of like work)
- Current demand of services with the market (availability of companies to undertake works)
- Whether the project is to be delivered on a fast-track schedule
- The size, complexity and profile of the project
- Risk assessment including the requirements and approach to allocation of risk
- The requirements funding partners.

How work packages are defined and delivered in turn impacts on tender pricing and the project management burden to Council. The burden placed on Council includes:

- Financial - contract price council pays
- Operational - costs to Council (procurement, contract administration, staff resources)
- Project management - costs to Council
- Risk exposure - financial, delivery and design risks
- Accountability – clear understanding of roles and responsibilities
- Ongoing - defects liability and maintenance management.

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Work packaging helps manage and assign project risk.

It is critical that work package scopes and costs are clearly defined and documented to avoid "interface issues" where elements of work are not included in any work package, or it is not clear which package it is in.

The following are examples of how a project may be packaged for a large project:

Scenario 1

One work package, where all work and project management is included in one contract

Scenario 2

Three work packages, where the work is broken down into broad trade disciplines. For example civil works, landscaping and services

Scenario 3

Five work packages, where the project is further broken down into specific trades. For example earthworks, concrete works, paving, landscaping, electrical and lighting.

The implications of each scenario are discussed below in relation to:

- Procurement and contract management
- Project management
- Contractor capability and capacity
- Experience working together (teams / contractors)
- Council's risk exposure (financial, public safety, delivery, operation)
- Increased contract cost due to risk transfer/assignment.

In reality, any project can be broken into as many projects as desirable. However the contract management, project management and project risk multiply as the number of packages increase.

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2.4.1 Contract administration

One work package is the simplest as it results in one tender process and one contract.

Under this process there is typically one procurement process, primary contractor, and contract and defects liability period.

Construction risks are managed by the primary contractor. In the event of a construction issue/dispute, responsibility is with the primary contractor.

As the number of work packages increase, the number of procurement processes, contracts and the administrative time to manage the processes and contracts all multiply. See the images on the following page which illustrate this.

In the event of contract dispute, responsibility may rest with multiple parties or, multiple parties may blame each other.

Under Scenario 1, Council deals with one party, and it is their role to manage disputes with other contractors. Ultimately the primary contractor is responsible – contractually and financially.

In the event of dispute under Scenario 2 and Three, Council may have to deal with multiple parties in an attempt to resolve the issue. If responsibly is not clear, or the matter cannot be resolved, the responsibility/liability may rest with Council.

Each contract has a defects liability and maintenance period. The periods can vary based on the type of work/service. Contracts cannot be finalised (closed) until these periods end.

Under Scenario 1, there is one overarching defects and maintenance period, with all responsibility resting with the one principal contractor. Again, if there are matters to be addressed Council deals with the Primary Contractor, who then liaising with others.

Under Scenario 2 and 3, there will likely be multiple defects/maintenance periods (potentially of different durations) required ongoing monitoring and liaison with multiple parties.

In summary, the greater the number of works packages, the greater the contract administration and dispute resolution burden upon Council. This in turn impacts on our project and contract administration costs and financial exposure in the event that disputes are not successfully resolved.

2.4.2 Project management

Project management responsibility and approach is impacted on by work packaging.

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The images on page 22 illustrate the project management responsibility under each scenario.

Under Scenario 1, the principal contractor would employ a project manager to manage delivery of the project. They are responsible for managing all of their staff, all sub-contractors and the works they deliver. From a WHS perspective, the principal contractor has full control of the project site, and manages it day to day. This includes all site inductions and incident reporting.

The role of Council's Project Officer is to liaise directly with the external Project Manager to ensure that the project is being delivered as agreed (quality, cost and time).

Under scenario one, and as a general guide, Council's Construction Manager would visit the site once or twice and day (start and/or end), or if an issue arises that requires their input.

Under Scenario 2, there is generally a project manager (or key contact) for each work package. Therefore the role of Council's Construction Manager immediately changes, as they are elevated to the role of principal project manager for the whole project and are responsible for co-ordinating the various work packages and their associated project managers. From a WHS perspective the site is a Council work site, not a contractor work site, and hence the associated risks rest with Council rather than a third party.

Under this scenario Council's Construction Officer is required to spend more time on site each day, overseeing works and resolving on-site issues. They are effectively on the ground and hands on.

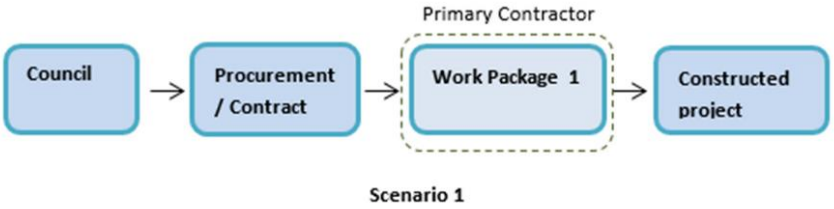
The role and impact on Council's Project Management Officer is increased further under Scenario Three, in that there may not be a project manager for each work package. Under this scenario Council's Project Officer is likely to be on the project full-time.

This would therefore likely require the employing an additional Construction Officer to oversee the other PCW projects that are the responsibility of the Council's Construction Team to deliver.

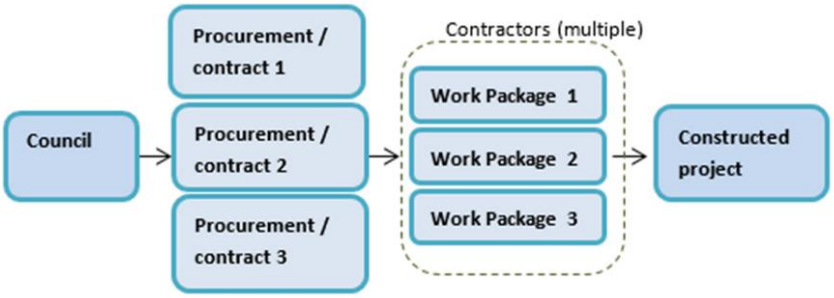
In summary, the greater the number of work packages, the greater the project management role for Council's Construction Officer and the increased likelihood that the Construction Team would need to employ additional staff to ensure delivery of Council's broader PCW Program

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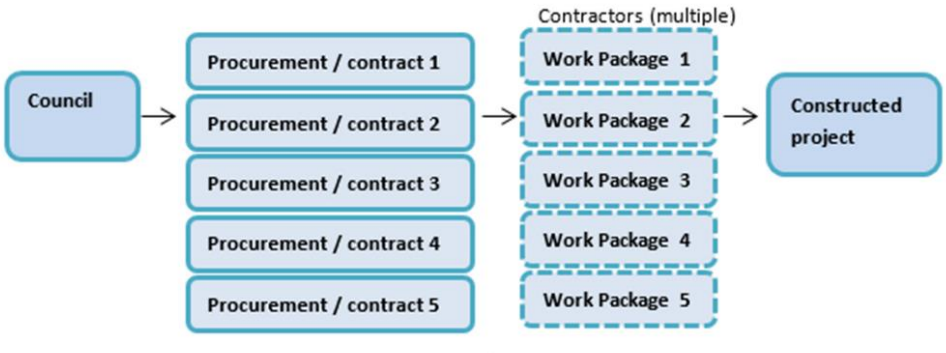
Figure 1: Procurement/contract scenarios



Scenario 1



Scenario 2



Scenario 3

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2.4.3 Contractor capability and capacity

A review of recently completed construction projects within the City of Onkaparinga has confirmed that Council contracts Tier Three companies (or below), or employs the City of Onkaparinga Construction Team, on large and major projects.

Company capability and experience, financial capacity and WHS systems are key considerations in the procurement process due to the complexity and value of projects delivered.

Large works packages, as envisaged under Scenario 1, are attractive to Tier Three and Four companies. By contracting larger firms, Council benefits from their skills, experience, resources (plant and equipment), financial capacity and WHS systems.

These capabilities reduce as the size of the company reduces.

The size of the potential contractor is related to the size of the work package.

The more work packages the greater the exposure to risk associated with engaging contractors without the capability or capacity to deliver the required work.

2.4.4 Existing working relationships

The benefits of a construction team that has experience working together is invaluable on large/major projects and is central to project success.

The major benefit of one work package (Scenario 1) is that the principal contractor either has the majority of the required tradespeople in-house, or has existing relationships with sub-contractors that have worked with them previously. In all likelihood, team members have worked together previously to deliver projects. Basically they come as a readymade team.

This experience and familiarity contributes positively to work efficiency, co-operation, safety and aids dispute resolution.

The strength and experience of the team (principal and sub-contractors) is assessed as part of the procurement process.

The external (principal) project manager is ultimately responsible for leading/managing the project and its people.

The more the project is broken down into work packages, the more the benefits described above are reduced.

The risks associated with contractors that are not familiar with each other are significant. A lack of co-operation, focus on safely of the individual vs collective, and unwillingness or inability to resolve issues in a positive way all impact on project quality, time and cost.

The smaller the contractor, the less likely they are to have experience on large work sites with large workforces and multiple trades.

The impact on Council's Construction Officer and Contracts Administration Team of ineffective teams are significant.

The Construction Officer will have to invest more time and energy in achieving the desired efficiencies and/or resolving tension on-site.

2.4.5 Council's risk exposure (financial, public safety, delivery, operation)

As discussed above, the number of work packages impacts on Council's:

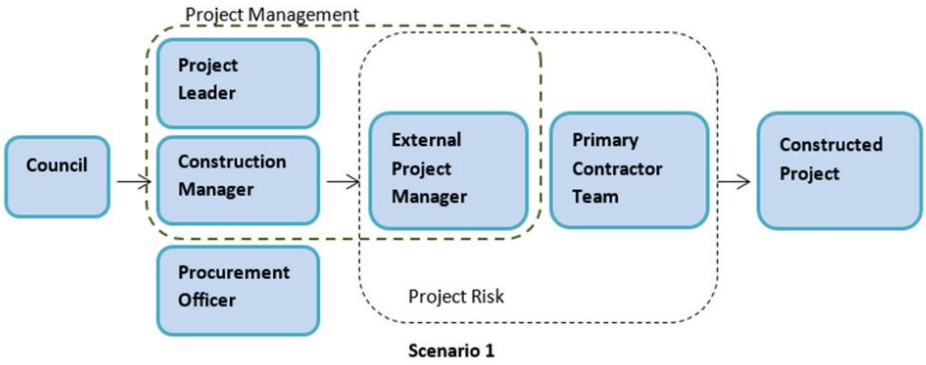
- Contract management burden and risk exposure
- Project management role and the capacity within the Construction Team
- Ability to attract contractors with the capability and capacity to deliver the projects or work package
- Ability to capitalise on the existing working relationships of contractors.

As shown depicted in the images on the following page, the greater the number of work packages the greater Council's exposure to the financial, public safety and delivery risks identified early in this paper.

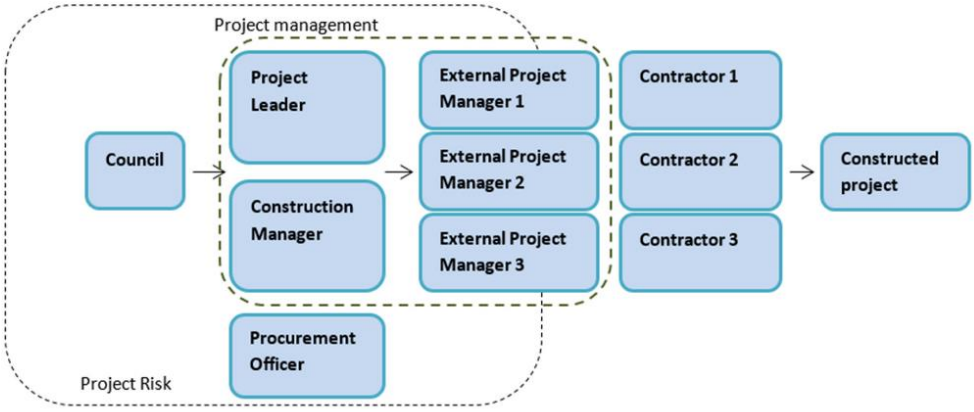
Work packages effectively assist in transferring risk exposure to a 3rd party and subsequently allows Council and the 3rd party to track risk at the level of work packages. However, complete transfer of risk to a 3rd party as presented below and discussed in previous sections may result in higher upfront costs to Council.

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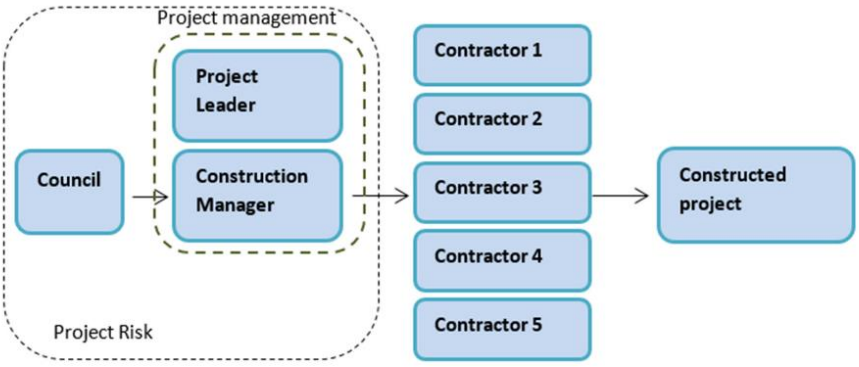
Figure 2: Project management and project risk



Scenario 1



Scenario 2



Scenario 3

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2.4.6 Contract price

The level of project management, contract management and risk exposure a contractor is responsible for is ultimately reflected in their tender/contract price.

As discussed above, under Scenario 1 there is one contract and one external project manager. The responsibilities and risks associated with project management, management of contracts with subcontractors and general dispute resolution, rest with the primary contractor. Effectively these responsibilities and risks are transferred from Council to a third party.

The principal contractor builds the cost of these responsibilities into their price together with a "risk margin" to cover themselves (in part) for potential financial exposure.

Under Scenario 2, Council takes on more of these responsibilities and risks as the number of contracts and Council's project management role increases. The project management allowance and risk margins built into tender prices would generally be less than under Scenario 1.

Under Scenario 3, all responsibilities and risks are taken on by Council and associated costs (real or potential) rest with Council, rather than being built into the contract price.

Under Scenario 1, whilst the upfront cost to Council may be higher, the fewer the work packages (contracts) the lesser the risk and project management burden to Council.

As illustrated by the dashed boxes in the three scenarios shown at **Figure 2** the project risk "burden" shifts between Council and the contractors under the different work packaging arrangements.

The selection of a work package approach should balance costs, risk transfer and the project management burden to Council.

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2.5 Summary

In summary, whilst work packages are defined to support project delivery and success, work packaging is a risk management/mitigation measure in itself.

The table below provides a summary of the previous discussion.

Table 1

Items	Scenario 1 1 work package	Scenario 2 3 work packages	Scenario 3 5 work packages
Contract administration burden	Low	Medium	High
Project management burden	Low	Medium	High
Contractor capability and capacity	Higher	Medium	Lower
Experience working together (teams / contractors	Higher	Medium	Lower
Council's risk exposure (financial, public safety, delivery, operation)	Lower	Medium	Higher
Increased contract cost due to risk transfer	Higher	Medium	Lower
Increased cost to Council due to project management, contract management and exposure to financial risk	Low	Medium	High

Work packages assist in transferring responsibility (and associated) risk to a contractor who has the capability to manage that risk whilst delivering the desired project outcomes.

In general, the greater the number of work packages, the increased likelihood that Council will be exposed to the identified project risks (financial, public safety, delivery).

Whilst the upfront cost to Council may be higher, the fewer the work packages (contracts) the lesser the risk and project management burden to Council.

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As demonstrated and discussed above, risk exposure, work packages and costs are project specific and key consideration for the delivery of council projects. To ensure Council delivers projects in which value for money is achieved and project outcomes are meet risks must be mitigated. How risks are mitigated across council projects is common are includes:

- The selection of the most capable company to undertake the works
- The selection work packages approach. While Scenario 3may have lower upfront costs there is additional costs to council created by the management of multiple contracts and procurement activities.
- The selection of a work package approach should balance costs, risk transfer and the project management burden to Council.

3 Council's procurement policy & approach

3.1 Procurement policy & approaches

The City of Onkaparinga Procurement Policy is a commitment to being a Council of excellence; reviewing service efficiency, effectiveness and compliance with the law and becoming an actively learning organisation. In compliance with section 49 of the Local Government Act 1999 (Act), Council should refer to the procurement policy when acquiring works, goods and services.

Council's Procurement Policy seeks to demonstrate accountability and responsibility of Council to ratepayers by ensuring:

Council aims to achieve effective and advantageous procurement outcomes by:

- *enhancing value for money through fair, competitive, non-discriminatory procurement*
- *promoting the use of resources in an efficient, effective and ethical manner*
- *making decisions with probity, accountability and transparency*
- *advancing and/or working within Council's economic, social and environmental policies*
- *providing reasonable opportunity for competitive local businesses to supply to Council*
- *appropriately managing risk and*
- *ensuring compliance with relevant legislation*

Local business and industry support contribution criteria are included as part of quotation and tender evaluations. The tender evaluation plan provides a compulsory weighting to assess the local business and industry support contribution.

The following section outlines how Councils policy supports the delivery of work packages where the most capable company in the market can respond and in a way in which council manages risk exposure while ensuring value for money.

3.1.1 Procurement approach

Before selecting a procurement approach and proceeding to market, the value of the project must first be determined via a cost estimate. The accuracy of the estimate is influenced by the extent and accuracy of the project design.

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How the project will be packaged (work packages) is then confirmed. Work packages are discussed in detail in Section 2.

Once a value of the work package(s) has been determined the appropriate procurement approach is selected as outlined in council's *'Methods of Procurement Procedure'* and Table 2.

The '*Methods of Procurement Procedure'* considers a number of other factors, including:

- *potentially achieving greater value for money*
- *cost of an open market approach versus the value of the acquisition and the potential benefits;*
- *the known size of the market and the number of competent suppliers;*
- *the Council's leverage in the marketplace;*
- *a global assessment of the risks associated with the relevant activity and /or project, including the risk profile of the procurement and any risks associated with the preferred procurement method*

Selection of an approach is to be in accord with the methods outlined in the following table:

Table 2 – Procurement methods

Procurement Method		Value of Purchase (excl GST)
1	Request for Quotation, with a minimum of 1 written quotation.	Up to $20,000
2	Request for Quotation, with a minimum of 3 written quotations. Or Request for Expression of Interest, Request for Proposal or Request for Tender. In either option, at least one supplier must be located within City of Onkaparinga council area (if known).	$20,001 up to $200,000
3	Open Tender (Request for Expression of Interest (REOI), Request for Proposal (RFP) or Request for Tender (RFT)) which must be publicly advertised	Over $200,000

Departure from the Procurement approaches listed in the table above may occur if the approaches above are deemed not practicable. Exemption must be approved by either the Chief Executive Officer or responsible Director or Manager in accordance with delegated financial authority prior to any approach to market.

3.2 Assessment of submissions (decision making)

The City of Onkaparinga has set procedures for assessing submissions (quotes and tenders). The procedures outlined in the Tender Evaluation Plan has been established to ensure the Council's Procurement policy aims are meet and that decision making is fair and transparent.

The procedure is a 5 step evaluation process combining mandatory criteria and qualitative evaluation criteria which allows council to manage risk exposure while ensuring value for money.

The following section outlines the evaluation process, highlighting how council manages risk exposure while ensuring value for money.

3.2.1 Evaluation objectives and process

The evaluation plan and assessment process are confidential documents. Only the project team and approving officers are aware of the contents.

The plan complies with the following council documents:

- *Procurement Policy;*
- *Relevant evaluation procedure or process; and*
- *The Conditions of Tendering.*

The objectives of this Plan are to:

- *Evaluate tenders in accordance with the methods and criteria stated in request documents;*
- *Maintain confidentiality;*
- *Maintain probity;*
- *Exclude any tenders which do not conform;*
- *Recommend a preferred tenderer.*

The evaluation process consists of the following stages:

- *Mandatory Evaluation Criteria Assessment;*
- *Qualitative Evaluation Criteria Assessment;*

Wilfred Taylor Nature Play

- *Negotiation;*
- *Conferences, interviews or presentations;*
- *Due diligence, reference or referee checks.*

Each stage, excluding the Conferences, interviews or presentations must be undertaken to determine a preferred tenderer and awarding a contract.

The mandatory criteria are the criteria which a tender must demonstrate compliance otherwise that tender may be deemed as non-conforming. Examples of mandatory criteria include the following, noting that the appropriate criteria will be selected based on the nature of the project:

- *Public Liability Insurance ($20 million)*
- *Products Liability Insurance*
- *Professional Indemnity Insurance ($5 million)*
- *Contract Works insurance*
- *Motor Vehicle Insurance (Third Party Property)*
- *Return to Work SA Registration*
- *Work Health & Safety Management System and Risk Identification*
- *Environmental Management System*
- *Quality Management System*
- *Trade Registration and/or Licencing*

Criteria are chosen based on complexity and risks of the project with some listed above not being relevant to project such as contract work insurance. Any changes to the criteria must be approved prior to going to market.

Compliance with the mandatory criteria is required to mitigate risk, and ensure a capable contractor is selected. Risk is mitigated by ensuring:

- Potential companies comply with the City of Onkaparinga safety and WHS processes
- Potential companies are insured for the work packages to be undertaken

Qualitative evaluation criteria are the criteria on which a tender is assessed against and scored. Score are entered into a matrix which scores the tenders out of 100.

Wilfred Taylor Nature Play

The qualitative criteria and their weightings are:

Table 3

Criteria		Weighting
Demonstrated Experience	To assess the tenderer's experience with similar work, service and/or projects	%
Expertise/Resources	To assess the tenderer has the necessary expertise to perform the contract To assess whether the tenderer has the necessary plant or equipment to perform the contract	%
Methodology	To assess the methods of work proposed To assess the construction program proposed To assess the Respondent's understanding of the project outcomes and/or scope of work	%
Current Commitments	To assess the tenderer's availability to perform the work within the times stated in the specification and whether their current commitments may affect that availability	%
Price	To assess whether price provides value for money	%
Local Business Support *Compulsory Qualitative Criteria*	To assess benefits to Local or Regional economy	%
Total Weighting		**100%**

These criteria ensure potential companies meet the project outcomes, have the relevant skills and can deliver the project to the project budget. They are chosen based on complexity and risks of the project and must be relevant to the project outcomes. Additional criteria may be included such as Value Adds and functionality. Cost and Local Business Support are mandatory criteria.

Each criterion is weighted dependent on the project requirements eg experience and methodology may have a high weighting for complex projects. High score means the submission is considered as proficient is all areas and therefore reduces the risk exposure for council.

Depending on the results following qualitative criteria evaluation, the Panel may:

- *shortlist tenderers to progress to any or all of the remaining stages of evaluation; or*
- *recommend a preferred supplier without further evaluation.*

Following the qualitative evaluation process, negotiation, conferences, interviews or presentations are undertaken to discuss deficiencies or omissions in a tender. Finally due diligence, reference or referee checks are undertaken.

There will at times be exceptions dealt with on a case by case basis when seeking standalone primary contractors. In some cases the highest score may not be selected due to the outcomes of these steps (eg questioning experience, unfavourable reference checks, and cost evaluation). For instance and by way of example Old Coach Road was awarded to the second highest scoring tenderer who provided a lower tender price. To achieve value for money Council applied greater supervision to manage our risk and achieve the same outcome at a far reduced price.

At each stage value for money is considered by assessing the following procurement principles:

- *the contribution to Council's long term plan and strategic direction*
- *any relevant direct and indirect benefits to Council, both tangible and intangible*
- *efficiency and effectiveness of the proposed procurement activity*
- *the performance history, and quality, scope of services and support of each prospective supplier*
- *fitness for purpose of the proposed goods or service*
- *whole of life costs*
- *Council's internal administration costs*
- *technical compliance issues*
- *risk exposure*
- *the value of any associated environmental benefits.*

The Contracts Officer will prepare a Tender Evaluation Report which will detail the procurement process and make a recommendation as to the preferred tenderer. The report is used to obtain approval to award the contract from an authorised delegate.

3.3 Tender pricing

As outlined in the previous section, the tender price is one of a number of criteria use to select the most capable contractor to deliver the project.

Wilfred Taylor Nature Play

Over reliance on price can expose Council to significant project risk.

Tender pricing is rigorously interrogated as part of the tender assessment process and tenderers are required to breakdown their prices as per a Council defined pricing schedule to assist in this process.

Submitted prices are cross checked against pre-tender costs estimates and recent projects to ensure value for money is being provided.

The price a construction company submits for a project is structured in consideration of their profit and risk margins (amongst others), capability to undertake the work (financial, experience, capacity, staff and equipment) and the quality of council documentation provided for costing.

As an example the considerations for pricing a project are outlined below and are reflective of typical large project. Key considerations include:

Profit margin

- Includes profit, but also allow for risk. Margins will alter depending on the project classification, complexity, completeness of documents provided and the construction companies risk analysis.
- Lead contractors put a margin on sub-contractors due to project management burden they create, and because of the financial risk of ultimately being responsible for their sub-contractors work/product.

Overheads

- Includes any safety, environmental, risk and employee management certified systems the company has in place.
- Includes all accreditations, insurances and registrations the company has in place (CAL Accreditation, SafeWorkSA, EPA, Builders Licence, and electrical licence).
- Includes all costs occurred by companies for running and maintaining equipment and vehicles

Labour

- Labour costs charged to a project are determined by industry rates, companies margin and salary relationship, anticipated work program and complexity of a project. Projects with a higher complexity generally incur higher labour costs.

- Experience and repetition of works does not necessarily mean efficiency of labour and lower rates. Efficiency of labour is a combination of project documentation, project management and contractor relationships.
- Experience and repetition or works does not necessarily mean good quality work and high labour costs. Quality is an outcome of a people and product relationship.
- Labour costs charged to a project do not reflect an individual contractor's salary. Salary is determined by the combination of hourly rates, skill level and experience

Materials

- Material costs are subject to industry demand and availability. For instance concrete and steel prices typically increase when large infrastructure projects are being undertaken.
- Rates for material are interrogated by council during procurement to ensure they provide value for money.
- Rates supplied by companies during procurement included labour costs.

Council documentation

- Clear scope of works and clear documentation reduces the risk to council and lessens the chance of inflated prices eg better clarity, better scope, better price.
- To minimise risks of inflated prices documentation (including drawings and specification) are reviewed internally for approval before being let for tender. The review includes cost estimates (internal or external).

3.4 Summary

As demonstrated and discussed above, contractor pricing is contingent on a number of considerations from company overheads to labour costs.

4 Wilfred Taylor Reserve Nature Playspace and supporting infrastructure procurement

4.1 Wilfred Taylor Reserve Nature Playspace and supporting infrastructure project scope

In June 2018, Council was successful in securing $1.3 million of State Government funding for the development of a nature playspace at Wilfred Taylor Reserve. Subsequently Council committed up to $900,000 for supporting infrastructure such as car parking, access roads, lighting and irrigated open space.

With the securing of state government funding there is an expectation to deliver a high quality community playspace on time and to budget simultaneously with the supporting infrastructure. Thus the delivery of the Wilfred Taylor Reserve nature playspace and supporting infrastructure has inherent political risks which must be managed.

The following section outlines the scope of each project, the work packages required to deliver the project and the recommended delivery method.

With respect to the Wilfred Taylor Reserve Nature Playspace and Supporting Infrastructure project, the project consists of three main elements:

- Playspace (State government funded)
- Open space (Council funded)
- Carparks and access road (Council funded).

The elements are broken down further in the table below.

Table 4

Element	Budget	Work elements
Playspace	$1.3m State government funded	• Civil (demolition, earthworks, base preparation, concrete, bitumen) • Landscape (planting, turf, furniture, WSUD elements, pavement, bridge, nature play, edging, rock work) • BBQ supply and installation • Park shelters supply and installation • Play equipment (custom, off the shelf) • Electrical (lighting, power) • Irrigation • Plumbing (drink fountains, mains connections) • Signage • Fencing • Public Art
Landscaping works (supporting infrastructure)	$0.3m Council funded	• Civil (Earthworks, base preparations, concrete, bitumen) • Landscape (planting, turf, furniture) • Electrical (lighting, power) • Irrigation • Signage • Bollards/ fencing
Car parking and access road (supporting infrastructure)	$0.6m Council funded	• Earthworks • Base preparation • Kerbing • Concrete edging, • Road construction (asphalt and compacted rubble) • Traffic management signage

4.2 Proposed Work Packages

As described earlier in this report, work packages are defined taking into consideration:

- Value for money
- Skills and capability of contractors to deliver the project

- Project risk
- Project management burden
- Contract management burden

The WTR Nature Playspace and Supporting Infrastructure Project is a major project in the context of its budget, size, profile and complexity.

Construction of a regional playspace is a specialised area that requires a contractor who has extensive experience and licences to deliver bespoke, playspaces.

Subject to approval from Council, it is proposed to procure and deliver the project via two work packages, as follows:

- Playspace and open space [Estimate of contract value: $1.6million]
- Car parks and access road [Estimate of contract value: $0.6million].

4.2.1 Playspace and open space

The playspace and open space elements have been grouped together due to similarities in the project elements (eg landscaping, electrical, irrigation and signage) and the existence of multi-disciplined construction companies that have the experience and capability to form a project team to deliver a diverse package of work.

Further, the playspace and open space areas have a very close relationship in a spatial and infrastructure sense, and hence their delivery by the one principal contractor has the potential to create efficiencies and manage project risks.

In line with the City of Onkaparinga Procurement Policy an open tender process must be conducted for purchases (work packages) over $200,000 in value.

The benefits of this large work package are that council has the potential to:

- Attract companies with the specialist experience, expertise, capability and resources required to deliver be-spoke and unique regional playspaces.
- Deliver value for money through an open competitive tender process - noting the relationship between price and the factors outlined above eg capability
- Manage project risk, particularly financial and delivery risk, through risk transfer to a principal contractor
- Manage the project management and contract management burdens to council through entering into a single contract with a principal contractor who is responsible for overall management of the project and the associated sub-contractors

- Meet the expectations of the state government (as funding partner) with respect to procurement policies and protocols
- Create opportunities for local suppliers and businesses as compulsory local business and industry support contribution criteria are included as part of the tender evaluation
- Create operational and costs efficiencies during the 12 month defects liability and maintenance period as council only has to engage with one contractor for all outstanding matters.

In response to elements in the resolution of 19 March 2019, direct (unsolicited) approaches will be made to potential (suitable) contractors, including seeking contacts from recent large scale playground and open space projects delivered by the private sector. These contractors will be invited to participate in the open tender process.

With reference to Council's Procurement Policy, there are insufficient grounds to warrant a select tender process where only selected companies are invited to submit for the work. This would generate little benefit and may limit our ability to achieve value for money.

Council's Construction Team do not have the skills, experience or capability to undertaken this work package.

As is discussed in Section 2 of this report, breaking the project down into smaller work packages of lesser value, with Council as project manager for multiple contractors, increases the financial and delivery risk to Council.

Further, and interrelated, this approach also increases Council's project and contract management burden. It is likely that the Construction Team would have to employ a dedicated Construction Officer to manage the project in order to ensure that there are not delays to other PCW projects managed by the Construction Team. These increased risks and burdens will more than likely offset any cost savings (real or assumed) achieved through engaging multiple contractors.

4.2.2 Car parks and access road

In a market context, the City of Onkaparinga Construction Team is comparable to a medium sized company.

Based on the skillsets of its 30 staff and the resources available, the Construction Team has the expertise, resources, and technology to take on civil projects valued up to approximately $4million.

Wilfred Taylor Nature Play

Council typically engages the Construction Team on selected civil infrastructure projects which form part of Council's Capital Works programs, and which fit the Team's capabilities.

The Team undertake all aspects of civil works including civil maintenance, drainage works, road reconstructions, demolition and earth works, intersection upgrades and coastal protection / rock revetment works. Example projects include McLaren Vale Visitor Information Centre car park, Storey Avenue detention basin and stormwater upgrade, States Road reconstruction, Frank Hilton Reserve development, Port Noarlunga Oval access road, Morphett Vale Sports Club car park and Sellicks Beach boat ramp rock revetment wall.

As can be seen from the list of competed projects above, the Construction Team has successfully completed a number of access road and car park projects.

Due to this, and the reasons outlined below, it is recommended that the car parks work package be delivered by Council's Construction Team.

- *Cost competitiveness:* Analysis of the costs of project delivered by the Construction Team against similar projects delivered by the private sector demonstrate that the Team is cost competitive and delivers value for money.
- *Quality:* Projects delivered by the Construction Team are of comparable (or higher) quality to infrastructure delivered by the private sector.
- *Flexibility:* Given they are part of Council, the Construction Team is relatively flexible with respect to work programing and project resourcing. In simple terms, they can move on and off jobs as required to meet priorities.
- *Opportunity:* Council's Construction Team take pride in their work and are motivated by delivering large projects which contribute to the community. Providing these opportunities, and demonstrating our internal capability is important for the development and retention of the Team.

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9.8 Draft Terms of Reference for Low Income Reference Group

This is a new proposal, concept or issue.

Director:	Philomena Taylor, Director Community Relations
Contact Number:	8384 0569
Attachments:	1. Draft terms of reference for Low Income Reference Group (2 pages)

1. Purpose

The purpose of this report is to seek endorsement of the draft Terms of Reference and the appointment of one or more proxies for the Low Income Reference Group.

2. Recommendations

1. **That Council approve the draft terms of reference for Low Income Reference Group (attachment 1 to the agenda report).**
2. **That Council appoint Cr/s…… as proxy/ies to the Low Income Reference Group in accordance with the Terms of Reference.**

3. Background.

The following Motion was passed at Council on 16 April 2019

1. *That Council establish a Low Income Reference Group comprising Elected Members and relevant Council staff to inform the development of the Community Capacity Strategy and Onkaparinga 2035, and in particular to address issues facing low income residents, including but not limited to, those with disabilities, older residents, socially isolated, culturally and linguistically diverse, Aboriginal and youth.*
2. *That Terms of Reference for the Low income Reference Group be developed to clearly define the purpose and expectations of the group and that the Terms of Reference come back to Council for endorsement.*
3. *That staff representatives be nominated by the CEO.*
4. *That Cr Alayna de Graaf be appointed as Chairperson, with the following elected members:*

   Mayor Erin Thompson

   Cr Bill Jamieson Cr Marion Themeliotis

   to be members of the group.
5. *That a report on progress of the work undertaken by the reference group be presented to Council on a quarterly basis.*

The Low Income Reference Group met on Tuesday 25 June 2019 to develop the Terms of Reference and they are presented in this report.

Attachment 1

Terms of Reference
City of Onkaparinga Low Income Reference Group

Purpose

The purpose of the City of Onkaparinga Low Income Reference Group (LIRG) is to fulfil Council's resolution of 16 April 2019, that a group be established to inform the development of the Community Capacity Strategic Plan and revised Onkaparinga 2035, and in particular to address issues facing 'low income residents, including but not limited to those with disabilities, older residents, socially isolated, culturally and linguistically diverse, Aboriginal and youth'.

It will do so a manner consistent with the Australian Council of Social Services five primary determinants of poverty:

1. Education and lifelong learning
2. Access to work and income
3. Affordable housing and shelter
4. Health and wellbeing
5. Affordable services

Presentations and communications (not limited to written correspondence) from external parties (including interested individuals) in relation to the purpose of the group will be welcome.

The group is informal with no legal status or financial delegation and is not subject to Local Government Proceedings or Meeting Regulations.

Term

The term of the Low Income Reference Group will be for the length of the existing council term.

Membership

Per Council resolution, membership will comprise:

- Councillor Alayna de Graaf (Chair)
- Councillor Marion Themeliotis
- Mayor Erin Thompson
- Councillor William Jamieson

Attendance (as nominated by the CEO), by the following staff members:

- Director Community Relations
- Manager Community Capacity
- Manager Libraries and Community Centres
- Manager Strategic Futures

Quorum

The meetings will only be conducted when a quorum, comprising a minimum of three Elected Members, can attend.

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Terms of Reference
City of Onkaparinga Low Income Reference Group

The Council will nominate one or more Elected Member/s who can act as proxies and attend meetings when a quorum is otherwise not achievable.

Meeting Frequency and Protocols

To be held directly before each meeting of the Strategic Directions Committee, pending elected member availability meeting the quorum.

The standard format of the agenda will comprise the following:

- **Action Item Review** (progress report from last meeting)
- **Correspondence Received** (tabling of letters or comments from stakeholders, interested parties and individuals)
- **Community Communication** (presentations or informal input from invited stakeholders, interested parties and individuals)
- **Strategic Directions** (seeking input and/or informing the progress of Community Capacity Strategic Plan or review of Onkaparinga 2035)
- **Other Business** (including items for next agenda)
- **Agreed Outcomes** (actions arising from the meeting)

The Terms of Reference may only be updated at a Council meeting.

Agendas and any background information required will be provided by staff at least three days prior to a meeting.

Recommendations to Council will be made by consensus of the group.

Standard conflict of interest requirements apply in all meetings and will be noted in the meeting notes.

Meeting Notes

Meeting notes will be available publicly on the Council website.

Reporting

A report on progress of the work undertaken by the reference group will be presented to Council on a quarterly basis.

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9.9 Infrastructure SA Discussion Paper Submission

This is a new proposal, concept or issue.

Manager:	Daniel Jellings, Manager Strategic Futures
Report Author:	Ben Calder, Senior Strategic Planner
Contact Number:	8384 0686
Attachments:	1. Draft submission (9 pages)

1. Purpose

This report presents a draft submission on the Infrastructure SA Discussion Paper for Council's consideration.

2. Recommendations

That Council:

1. **Approves the draft submission prepared in response to Infrastructure SA's Discussion Paper as contained in attachment 1 to the agenda report.**

   OR

2. **Subject to the following amendments (……..) approves the draft submission prepared in response to Infrastructure SA's Discussion Paper as contained in attachment 1 to the agenda report.**

3. Background

Infrastructure SA was established under the *Infrastructure SA Act 2018* to provide independent advice to government on infrastructure planning, investment, delivery and optimisation.

Infrastructure SA is seeking feedback on development of a 20 year State Infrastructure Strategy, which will *'identify the future infrastructure needs for industries, businesses and communities to thrive'*.

It has released a Discussion Paper on key challenges and opportunities and invited feedback until Wednesday 31 July. The paper is available from: https://infrastructure.sa.gov.au/our-work/20-year-strategy/discussion-paper.

In order to meet the timeline a draft submission has been prepared and submitted with advice that it will be updated following Council's consideration at this meeting. Elected members were advised of this approach via Weekly News (19 July 2019).

The draft submission forms attachment 1. It draws upon recent council submissions on land use planning and our state and federal election priorities. In addition to presenting a number of priority projects for the city, the draft submission highlights the:

- need better coordination of transport and land-use planning
- benefits of shared use of school facilities, such as playing fields
- importance of waste and recycling as essential services

- need for major investment in sporting infrastructure to keep pace with urban growth
- challenge infill development poses for existing infrastructure, including how augmentation is funded
- need for both climate change mitigation and adaptation to be considered across the infrastructure lifecycle.

The Strategy is expected to be released in early 2020.

4. Financial Implications

The submission highlights our challenges in meeting the infrastructure needs of a growing population.

5. Risk and Opportunity Management

Opportunity	
Identify	**Maximising the opportunity**
The infrastructure needs of our city are recognised and responded to in the 20 year State Infrastructure Strategy	Providing input into the discussion paper stage maximises the opportunity for our infrastructure challenges and needs to be addressed in the development of the strategy.

Attachment 1

Submission

Response to Infrastructure SA Discussion Paper

Note: This submission is a currently a draft. It is due to be considered by Council at its meeting on 20 August 2019. A final version will be provided following Council's consideration.

Our draft submission has been prepared in response to the issues raised and questions posed by the discussion paper. We have organised the submission around themes, rather than responding to each individual question posed in the discussion paper.

Overview

The City of Onkaparinga is South Australia's most populous council with 171,489 residents. We will continue to experience significant growth over coming years. This will pose significant challenges for infrastructure planning and provision.

We are the SA's largest council and continue to experience significant growth.

We welcome the development of the 20 Year State Infrastructure Strategy and the following stated aims for its development:

- developing and publishing a pipeline of projects that have been rigorously assessed and prioritised
- optimising current assets through better asset management
- better integration of land use and infrastructure planning.

It is highly desirable that assessment and prioritisation processes for projects, including the relevant assumptions, are transparent and open to scrutiny. Transparency in the prioritisation process is likely to foster confidence for industry, all levels of government and the community, resulting in better outcomes.

It is important that the infrastructure strategy does not just focus on 'big ticket' projects. Improving how we plan for, provide and manage smaller local infrastructure also offers significant opportunities. In order to achieve this, the strategy needs to be holistic and consider the broad context of infrastructure needs rather than focused on project delivery.

Transport

More than half our working population leave our city to travel to work. This is one of the key drivers that will shape transport infrastructure needs into the future, along with the region's changing population density.

Integrated land use and transport planning

An increased population will require more diverse forms of housing, and better utilisation of our existing housing areas, centres and remaining large (greenfield) development sites. Planning will need to focus on integrated transport and movement opportunities, which provide equitable access and better choice of transport for our communities. Outer areas of Adelaide such as the City of Onkaparinga are transitioning from a low density form to a more compact one.

Cities require fast, efficient, reliable, clean, safe and accessible public transport networks, integrated with various forms of active travel, in order to be sustainable. Early planning of public transport services, including local bus services, is critical and should be a key element that defines the structure of new neighbourhoods and supports the revitalisation of medium density residential areas.

An integrated planning approach will allow for increased residential densities, a better mix of land uses, more connected communities, and more desirable walking and cycling options.

Better public transport options, particularly at rail stations, will help reduce our reliance on private car use, and reduce demand for car parking in our city. The focus should not just be on inner and middle Adelaide. Outer Adelaide must not be left with a legacy of disadvantage.

Our position

Better integration of infrastructure and land-use planning is essential.

Major transport facilities and strategic transport routes should be shown on key land use planning overlays (such as the Planning and Design Code) and supported by appropriate policy to manage the interface and potential conflicts. Every effort should be made to accommodate strategic infrastructure, while minimising disruption to local residents.

Our land use planning system needs to ensure that proposed large greenfield developments comprehensively model the traffic impacts on the surrounding existing road network, including state and local government owned roads. There needs to be clear trigger points where a new development potentially influences the role and function of an adjacent road sufficiently for it to be substantially upgraded.

Public transport

In addition to investment in road infrastructure, higher quality and more frequent public transport services are required.

There is a need to develop incentives for people to choose to use public transport especially relative to other modes and:

- prioritise public transport with the road space (e.g. priority bus lanes)
- provide more cross-region public transport links
- have public transport planned and established to support new developments from the beginning.

We must also support behavioural change programs to encourage people to use public transport.

An agnostic view of technology when it comes to public transport is desirable (i.e. working out where people want to go before applying the solution). This could include the potential use of autonomous electric vehicles, fixed light rail and trackless trams. Road and transit corridor planning should consider including technological redundancies that would enable these options as they advance.

Our transport infrastructure planning considerations should also include other critical user groups, such as tourism and industry (freight).

Major road projects

Council acknowledges the state government's recent investments in and commitments to such as the Candy Road – Lander Road – Main South Road intersection, and the duplication of Flagstaff Hill Road. These address key local needs that improve intra- and inter-suburban connectivity and better utilise major roadways such as the Southern Expressway.

However major road infrastructure upgrades (such as the duplication of Main South Road and Victor Harbor Road) need to consider the impact on local transport/road networks both during the planning stage and following implementation.

Key southern transport priorities

- Implementing both proposed stages of the Main South Road duplication from Seaford to Sellicks Beach. Council supports the Main South Road Action Group in its preference for removing roundabouts on this fast-moving roadway.
- Development of a southbound access to the Southern Expressway at Old Reynella, including improved access at Majors Road.
- Appropriate management of freight throughout the McLaren Vale Region.
- Duplication of the Victor Harbour Road.
- Future connection between Doctors Road and Panalatinga Road at Hackham (requiring that the proposed sale of this corridor be abandoned).
- Completing the widening of Flagstaff Road to four lanes.
- Address congestion issues along the Dyson Road/Murray Road/Saltfleet Street/Commercial Road corridor in Port Noarlunga.
- Extension of the Seaford Rail line to Aldinga (when viable).
- Improved bus services that more effectively meet the demands of our residents
- Ensuring appropriate connections to Lonsdale for heavy vehicles and freight are maintained.

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Sport and recreation

Our position

Major investment in sporting infrastructure is needed to keep pace with urban growth.

A major investment in sporting infrastructure over the next 20 years will be needed to help meet service level pressures emerging in fast-growing suburbs of council's metropolitan south. In addition to new facilities upgrades to existing facilities will be needed. The upgrades include the provision of female change room facilities.

We recognise that a number of existing state funding programs support investment in local sporting infrastructure. These programs should continue and ideally be expanded into the future.

Key projects need for our region include:

Wilfred Taylor Reserve

Wilfred Taylor Reserve is a 60-hectare regional open space which supports a diverse range of organised sports and informal recreation. Upgrades to the sports facilities and other open space assets are needed. This includes improvements to the existing and ageing sports facilities and playing surfaces that support basketball, soccer, rugby and netball.

The state government made a commitment prior to the election to develop a significant nature play facility on the site. This is in currently in design and accelerated activity at the reserve will act as a catalyst for sports upgrades.

Aldinga Sports Park

The City of Onkaparinga's southern district is the area's fastest-growing, by a significant margin. A new regional facility will be required to support the demand for sport resulting from this growth. Expediting the development of soccer sporting facilities is needed as the first stage of future development of the sporting complex. This project will develop in concert with the adjacent new Aldinga school and Renewal SA's nearby residential developments.

Coast Park

Coast Park is an important recreational and tourism asset for metropolitan Adelaide. Ongoing collaboration with the South Australian Government to develop this asset has been crucial and needs to continue. Witton Bluff remains a problematic section that would require cooperation between governments to resolve.

Waste and recycling

Waste and recycling utilities are often overlooked in land use and infrastructure planning. We welcome the reference to waste and recycling services in the discussion paper.

Interstate, there have been instances of forced relocation of waste and recycling facilities that provide critical infrastructure to the local waste and recycling industry, as result of urban encroachment and poor planning decisions. It is important that relevant infrastructure is protected from such threats in South Australia.

In light of recent local, national and global developments in waste and recycling it is also important to views these utilities as economic opportunities rather than simply essential services.

Recycling processing infrastructure – Southern Adelaide

Kerbside recycling is an essential service. The community expects that the materials collected are meaningfully recycled and their resources recovered.

Over the last 24 months we have seen significant disruptions to kerbside recycling across Australia. International markets for commodities have fallen significantly. In addition, a major national processor in Victoria was recently unable to receive recyclables for an extended period, forcing a number of Victorian councils to send recyclables to landfill. These events have highlighted the need for development of local markets for recyclables, sector-wide contingency planning and additional infrastructure capacity in South Australia.

The Southern Region Waste Resource Authority (SRWRA) is a regional subsidiary of the cities of Holdfast Bay, Marion and Onkaparinga.

Our position

We welcome recognition that waste and recycling is an essential service – and an economic opportunity.

It has developed a business case for the construction and operation of a materials recovery facility (MRF) to sort kerbside recyclables at its Seaford Heights site. This would create up to 37 ongoing jobs and have capacity to process approximately 60,000 tonnes of recyclables per annum.

There is also the opportunity to attract complementary businesses to the site that can use these materials or to establish a circular economy by creating products that councils themselves require.

SRWRA is seeking government support towards the construction of the MRF and for to support the attraction and co-location of compatible circular economy industries to the SRWRA site. More information on this request to government can be provided separately.

Procurement

Government procurement has an important role to play in supporting local markets for recyclables. South Australian councils and the Local Government Association are trialling procurement targets to increase the use of recycled materials in our operations.

If this was also supported by targets in state government infrastructure projects it would encourage further innovation in local industry, including potentially collaboration with university-based research partners working in this area.

Education

Shared facilities

As identified in the discussion paper, community use and access to school grounds and facilities offers an efficient way of sharing costs, increasing utilisation and providing higher quality facilities. These arrangements are relevant to a range of school infrastructure including libraries, halls, indoor recreation facilities and playing fields.

We have long advocated for this option to be explored further, and are actively engaged in facility-sharing discussions with local schools, as mentioned earlier in this submission in relation to the Aldinga Sports Park and Southern Sporting Complex.

This is equally relevant both for the planning of new infrastructure and the management of existing facilities. It is a particularly important discussion in context of the state government's South Australian Sport and Recreation Infrastructure Plan currently in development.

Our position

The shared use of school facilities will provide more efficient asset planning and utilisation.

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Building resilience to climate change

We support the need to build resilience to climate change as part of infrastructure provision and planning. However, it is equally important for climate change mitigation.

The Infrastructure Strategy should align with the Climate Change Strategy being developed by the Department for Environment and Water. Ideally, it would include agreed emissions scenarios to enable informed consideration of what this could mean for infrastructure design in light of sea level rise and impacts on rainfall, heat waves and storm events.

Reducing heat load

Providing cool spaces and mitigating heat loads will become increasingly important. This requires a coordinated approach to infrastructure planning and asset management, particularly with investment in roads and other 'hard' infrastructure.

Councils are trialling innovative methods in road building and maintenance to increase the use of recycled materials and to decrease the heat load in urban areas. Trials include the use of granulated rubber mix, toners and plastic waste, and the application of cooler paints. With the carbon emissions from concrete alone said to amount to 8 per cent of global emissions (the same as transport), this is an area that can have both climate mitigation and adaptation outcomes.

Lifecycle considerations

Infrastructure planning should give greater consideration to whole-of-asset-life costs and environmental impacts. Infrastructure design needs to give greater consideration to the end-of-asset life in order to allow for repurposing, recycling and avoiding waste generation.

Our position

Climate change adaptation and mitigation must be considered at all stages of the infrastructure life cycle.

Infrastructure design will need to become more innovative to consider the embodied energy of its materials. Infrastructure SA could provide a link between university research in this area such as the CRC for Low Carbon Living. Industry and government specifications could also be further encouraged. Similarly, the circular economy model mentioned previously would support this ambition.

Sea level monitoring

Accurate long-term measuring of sea levels is essential to understand the actual rise rate. The tide gauge at Port Stanvac was removed in November 2010 to allow Mobil Refining Australia to decommission the oil refinery. According to the National Tidal Centre, its re-establishment near Port Stanvac is still being investigated in 2019. The Bureau of Meteorology has signalled the importance of this monitoring station to our understanding of sea level rise on the southern coastline.

Green infrastructure

Council has undertaken significant work identifying and mitigating the impact of increasing urban heat on our disadvantaged populations. This has led to some innovative approaches to street tree planting, which we hope to expand through access to the 'Greener Neighbourhood Grant Program'. We commend the government for implementing the fund and suggest that urban greenery – whether through street trees, parks or other spaces – be considered critical urban infrastructure alongside roads, stormwater, street lighting, etc.

Water management

Stormwater management

Increased intensity of rainfall events pose significant challenges for our infrastructure. This compounds pressures already being felt through infill development. The ongoing trend to fewer but more intense rain events also presents a challenge for water-dependent businesses in our region.

Flood mitigation

Investment in flood mitigation should be incorporated into all major infrastructure projects where appropriate. For example, SA Water has identified an opportunity to incorporate additional works into required infrastructure upgrades to the Mount Bold Reservoir, which would provide downstream flood protection in the case of extreme rain events. However, funding for the additional flood mitigation component of the works has not been confirmed.

Not all addition infrastructure investments require expensive engineering solutions. As one example, the management of the culturally and environmentally important Aldinga Washpool presents an opportunity to restore natural water flows that would preserve a cultural asset, ease stormwater pressure and potentially help meet stormwater needs of future development in the surrounding area. Enhancement, restoration or mimicry of natural processes can complement built infrastructure investments for mutual advantages to the natural and built environments.

Waste water

We provide community waste water management systems (CWMS) in Clarendon, Morphett Vale, McLaren Flat, McLaren Vale, Willunga, Maslin Beach and Sellicks Beach. However some areas within our city do not have access to either SA Water's wastewater network or our CWMS. We have long advocated that access to SA Water's wastewater network will provide best outcomes for these communities and the environment. This should occur via a holistic waste water planning exercise for all of Sellicks Beach and the southern portion of Aldinga Beach.

Our position

Infill development and climate change are challenging our existing stormwater infrastructure.

Water recycling – institutional arrangements

Adelaide has a proud history of innovative water recycling and is considered a leader in this field. In looking to the future, we may be better served by an integration of water management functions to capitalise on our expertise and to increase the resilience of our urban areas and surrounding primary production zones.

The water network in its entirety from supply, drainage and health is currently serviced by SA Water, the Stormwater Authority, the Environment Protection Authority, the Department of Environment and Water, private water recycling companies, Natural Resource Management Boards and local government. The current fragmentation of roles and responsibilities is a potential barrier to an efficient and integrated water network across Adelaide.

The Melbourne Water model is an example of institutional arrangement worthy of investigation. Melbourne Water has been particularly successful in delivering water sensitive design outcomes and water recycling. The urgency of this issue will grow as current rainfall trends continue to intensify.

Infrastructure funding

Our position

The augmentation of existing infrastructure presents major funding challenges for local government.

As identified in the discussion paper, the method for funding retrospective augmentation of infrastructure is critical to the strategy's development. Based on our projected land supply and current consumption rates, there is some 10-15 years' supply of residential zoned land. Moving to 'infill' development creates issues with infrastructure, particularly roads and stormwater, and to some further extent provision of open space.

We note that the *Planning, Development and Infrastructure Act 2016* will provide for a new legislative mechanism and a suite of financial tools to assess infrastructure requirements and delivery options. These need to be reflected in the development of the strategy.

The strategy must not be used as a means of shifting further responsibility for infrastructure onto councils. The local government sector already manages huge volumes of infrastructure assets, many on behalf of other governments. The management arrangements of any new infrastructure proposals should be considered in a cooperative fashion that has community need and value for money at its centre.

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9.10 Submission to state government: Housing and Homelessness Strategic Intent

This is a new proposal, concept or issue.

Report Author:	Ynys Onsman, Team Leader Strategic Services
Contact Number:	82840138
Attachments:	1. Housing and Homelessness Taskforce - Strategic Intent (1 page) 2. Letter to Housing SA responding to engagement (4 pages)

1. Purpose

To provide Council with information about the State Government's Housing and Homelessness Taskforce's Strategic Intent, and to seek endorsement of a letter to Housing SA's CEO Michael Buchan in response.

2. Recommendation

That Council approve the letter to SA Housing Authority outlining council's observations on emerging trends in housing and homelessness in our City, and comments on issues of significance to Council in the Strategic Intent (per the letter drafted at attachment 2 to the agenda report).

3. Background

In December 2018, the Minister for Human Services, Hon. Michelle Lensink, MLC, appointed a Housing and Homelessness Taskforce through Housing SA, consisting of key representatives from across the housing and homelessness sector. The taskforce has developed a Strategic Intent (see attachment 1), described as a 'roadmap' for a ten-year State Housing and Homelessness Strategy.

The Strategy will seek to cover housing issues faced by South Australians from homelessness through to home ownership. Due for release by 31 December 2019, it will consider issues such as:

- Providing support to people in crisis and experiencing homelessness
- Providing subsidised housing and support for complex needs and vulnerable groups, including Aboriginal housing
- Delivering affordable and appropriate housing for rent
- Home ownership in the private market.

As a precursor to the full Strategy, the one page summary Strategic Intent includes a vision where 'all South Australians have access to appropriate and affordable housing that contributes to social inclusion and economic participation'. This is supported by the four outcomes described below, along with objectives, principles and initiative areas for exploration.

Customer at centre	Effective and efficient industry	Matching the right supply to demand	Targeted support
Meeting the housing needs of customers and community to support life opportunity	A high-performing sector and industry that delivers good customer outcomes.	A well-functioning and resilient housing market that supports housing choice and supply	People are supported out of crisis or homelessness to maintain and improve their housing outcomes.

Engagement on the Strategic Intent is now open via the state government's engagement platform, YourSay. Feedback is being sought from service providers, community members and any other party with an interest in the Strategy's development. The engagement has been promoted to service providers in our area via staff networks, and to our community via our YourSay page and a Facebook post.

A summary of the feedback will be provided to the Taskforce, and help inform the Strategy's actions.

While Council does not have a direct role in the provision of housing, there are many ways in which the services and infrastructure it provides are connected to the housing eco-system.

Further, our residents stand to benefit from a federal and state level focus on housing which takes this 'whole system', customer-centric approach.

As such, the letter at attachment 2 provides evidence of the challenges faced by our residents, along with comment on specific 'initiative areas for exploration' that could have direct impact on Council's operations.

The letter comments on the housing data for our City which indicates that, like many other South Australians, our residents are increasingly experiencing mortgage stress, rental stress, and for some lower income or otherwise vulnerable residents in certain suburbs, serious risk of homelessness.

This is further evidenced by anecdotal observations from our rangers, librarians and community centre operators.

The letter also highlights two initiative areas for exploration from the Strategic Intent of direct relevance to council:

- increase to design standards for new homes, which we support insofar as it reduces living costs for our residents
- impacts of transferring management of further public housing stock to Community Housing Organisations (CHOs), which we don't support due to the mandatory 75 per cent rate rebate CHOs receive.

The Housing and homelessness Strategy is taking a new and holistic approach to reforming the way people can access the kind of home that meets their particular circumstances. Given the increasingly challenges faced by our residents, it is important to take this opportunity to submit our feedback and add Council's voice to the conversation.

4. Financial Implications

This report and its recommended actions will not result in financial implications.

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Lost rate revenue as a result of increased transfer of public housing stock to CHOs	The letter highlights academic evidence that rate rebates for CHOs are not necessary for positive outcomes from public housing stock transfers.

Opportunity	
Identify	**Maximising the opportunity**
Highlight the growing challenges our residents face in securing appropriate housing.	The letter includes both city-wide data on housing issues, and observations from frontline staff who witness or respond to residents likely to be experiencing housing vulnerability.
Support the 'whole-system' approach to addressing housing challenges.	The letter supports the Taskforce's intent to address the housing system as a whole, acknowledging the interrelationships and connections by multiple service providers and levels of government that affect residents' housing experiences.

Attachment 1

South Australia's Housing, Homelessness and Support Strategy Strategic Intent 2019

Vision

All South Australians have access to appropriate and affordable housing that contributes to social inclusion and economic participation.

OUTCOMES

CUSTOMER AT CENTRE	EFFECTIVE AND EFFICIENT INDUSTRY	MATCHING THE RIGHT SUPPLY TO DEMAND	TARGETED SUPPORT
Meeting the housing needs of customers and community to support life opportunity.	A high-performing sector and industry that delivers good customer outcomes.	A well-functioning and resilient housing market that supports housing choice and supply.	People are supported out of crisis or homelessness to maintain and improve their housing outcomes.

OBJECTIVES

- Streamlined and simplified access
- Increase inclusion and economic participation
- Consumer voice embedded in their decision making
- People achieving their housing aspirations
- More flexibility and responsiveness to meet culturally appropriate supply and service needs.

- Well regulated and governed
- Market coverage
- Building the industry and skills for the future
- Joined up systems
- System viability
- Best use of subsidy.

- Increased housing options and choice
- Attracting private investment
- Integrated planning and delivery
- Innovation - new models
- Housing as economic infrastructure
- Addressing specific regional needs
- Place making and renewal.

- Prevention and early intervention
- Services tailored to need
- Safety and stability
- Reward for positive outcomes
- Options to facilitate housing pathways
- Services and housing alignment.

PRINCIPLES – HOW WE WORK TOGETHER

Collaborative • Customer-Focussed • Fair and Equitable • Transparent and Accountable • Responsive • Simple • Sustainable and Future Focussed

INITIATIVE AREAS FOR EXPLORATION

- Improve cultural inclusivity and responsiveness of the housing system for Aboriginal people
- Enhance consumer voice in decision making
- Modernise and reform the private rental market, ensuring balanced rights of tenants and landlords
- Develop innovative approaches to make private rental more accessible and affordable
- Increase security of rental tenancies, including longer term leases
- Deliver an Aboriginal Housing Strategy and implement its actions
- Create opportunities for tenant employment
- Improve the accessibility of services and information
- Culturally and socially inclusive housing designs and communities
- Consider a new social contract with tenants for mutual obligation
- Support the mobility and housing choice of customers.

- Maximise the use of SDA funding and other funding streams such as CRA and NRAS
- Investigate options to address the core issues raised in the 2018 SAHT Triennial Review
- Community education programs and communications around housing problems and solutions
- Review and improve the transparency of financial models, charges and subsidy within the housing system
- Critically examine the role of the SA Housing Authority and other stakeholders in the system
- Implement changes to state-based regulation/legislation to support the new Strategy.

- Develop innovative, creative and modern forms of supply to meet future need
- Explore initiatives, financing and incentives to attract new housing developers and developments
- Support people to live in different ways, including creative non-bricks and mortar options
- Encourage solutions to increase the supply of affordable rental options
- Consider lifting the minimum standard for new homes to the Livable Housing Design Guidelines – Silver Level
- Investigate benefits and impacts of transferring management of further housing stock from public to community housing
- Examine property costs and its impact on housing supply
- Clarify the housing provider of last resort and the funding required for this role
- Link infrastructure, planning and transport investment with affordable housing.

- Reform the homelessness system, sector, supports and funding
- Investigate new housing options for children leaving residential care
- Develop customised housing and support options for a range of people
- Reorientation of the domestic violence system to enable women to stay safely in their own home
- Work with financiers to increase home purchase options for low-income earners
- Develop a consistent framework for providing supports regardless of the asset type/provider
- Increase the focus on prevention and early intervention for those in housing stress and/or at risk of homelessness
- Tackle the root causes of rough sleeping
- Develop flexible and tailored support packages for those at risk
- Address the usage of motels for emergency accommodation.

Our Ref: 4942243

27 July 2019

Michael Buchan
SA Housing Authority
GPO Box 1669
ADELAIDE SA 5001

Dear Mr Buchan

Housing Homelessness and Support Strategy – Strategic Intent 2019

Thank you for the opportunity to provide feedback on the Housing and Homelessness Task Force's Strategic Intent.

The City of Onkaparinga is the largest metropolitan council in South Australia, and our estimated 175,000 residents come from a broad range of social and economic circumstances. We believe our city is a fantastic place to live, but like many other areas, there are growing challenges in relation to homelessness, affordable rental properties, and affordable home ownership.

We strongly support the Strategic Intent's vision where 'All South Australians have access to appropriate and affordable housing that contributes to social inclusion and economic participation'. We appreciate that the Strategic Intent takes a 'whole system' perspective for people at every stage of the housing journey, and believe our residents would greatly benefit if the Strategic Intent's four outcomes can be achieved.

Our comments are as follows:

Emerging needs in housing
The City of Onkaparinga monitors wellbeing trends across our city, including measures relating to housing. The data shows our residents are increasingly experiencing challenges across the housing system, from homelessness through to mortgage stress. Between 20-11-2016:

- Rates of homelessness per 10,000 people increased by 7.6%
- Those at risk of becoming homeless (living in marginalised housing) increased by 5.3%
- Proportion of residents in rental stress increased by 14.6%
- Proportion of residents in mortgage stress increased by 1.8%

Like much of greater Adelaide, this has happened in an environment where social housing stock has decreased, with the proportion of households renting social housing

falling by 16.7 per cent from 2011-2016. Affordable home ownership is also out of reach for many, with the median house price increasing by 16.7 per cent from 2009-10 to 2016-17, with a median sale price of $350,000 in 2016-17.

The reality of what these figures mean for our residents is seen by staff providing services such as libraries, community centres and community safety.

Community rangers
Our community rangers encounter people in vulnerable housing situations through attending to dog related complaints, as well as illegal camping and parking complaints. They report seeing increasing numbers of people sleeping rough in tents or their cars, often men with multiple health issues. They also witness overcrowded housing.

Rangers provide referrals to appropriate support services, and work collaboratively with the Southern Community Safety Committee to find ways to improve community safety, including for those sleeping rough. However, there are limited support services outside of the Adelaide CBD for people with complex needs, and help isn't as accessible as it could be.

Libraries
As experienced in other states and around the world, public library services are increasingly used by people at risk of or experiencing homelessness. While it's difficult to ascertain whether someone is experiencing homelessness through observation alone, our libraries have seen:

- An increase in people who stay at the library for long periods of time without accessing any library services, particularly during inclement weather conditions
- A seasonal spike in people sleeping rough in undercover areas outside one of our libraries
- An increase in people using public computers and free wi-fi, and requesting librarian support to access online government services such as Centrelink and other support services.

Community centres
While our community centres don't provide direct housing support, they do refer those in need to relevant organisations, provide Foodbank vouchers, and provide low cost meals and activities.

Our community centre staff report seeing an increase in homelessness, predominately amongst men who are often experiencing multiple issues requiring on-going support. There is also an increase in single older women becoming homeless and sleeping in their cars.

Centres have also seen a marked increase in people on the edge of homelessness, typically families who can't afford basics such as electricity or food once they've paid for rent. Another small but growing cohort is single men with children seeking accommodation support, for which there are very limited options.

More responsive and inclusive housing system
It is not Council's role to provide direct support for those experiencing homelessness or housing stress, however we believe safe public spaces and commitment to safety, such as that provided by libraries, community centres and rangers, provide respite for those struggling with housing needs. As such, we would welcome the Housing and Homelessness' Strategy's acknowledgement that many services Council provides interact with and provide support for people throughout the housing system.

The Taskforce notes that 'housing provision is bigger than any one agency' and requires a 'structured response across multiple sectors'. Council strongly supports this notion and works closely with service providers and other levels of government in our City, acting as information provider and co-ordinator to secure better outcomes for our community.

Most important things to council in the Strategic Intent
Overall, we believe the ambitions of the strategic intent represent what we would like to see our residents experience when it comes to housing, across the spectrum from homelessness to home buyer. Two initiatives of specific relevance to council are around design standards, and transfer of public housing stock.

Design standards
Council has a role to help set development policy in partnership with the state government through the *Planning, Development and Infrastructure Act 2016*. This in turn affects the broader housing eco-system.

Our desire is for neighbourhoods that offer a range of affordable and varied housing choices, close to local employment, good public transport, quality open space and local services.

While we aim to encourage more diverse housing options through development policy, from our observations the market preference is for larger, three bedroom homes due to associated costs of obtaining homeownership and resale value, which in turn discourages developers from offering different (and potentially more affordable) options, such as one bedroom homes that could better suit our aging population or a single person wanting to enter the housing market.

As such, we believe any holistic approach to the housing system should consider how to encourage diversity of built form in the long term.

Specific to the Strategic Intent:

- We encourage the state government to consider market interventions that would incentivise the delivery of greater housing choice (in particular, smaller homes).
- We support any increase to design standards for new homes that would result in reduced living costs for our residents.
- We support passive design approaches which drive better environmental outcomes and reduce cost of living.

Transfer of public housing stock
There is one 'initiative area' of concern to Council as it directly affects our ability to sufficiently rate to serve our resident population.

- Investigate benefits and impacts of transferring management of further housing stock from public to community housing

Increasing Housing SA stock transfers to community housing organisations (CHOs) is a financial risk for local government. Properties transferred to CHOs become eligible for 75 per cent mandatory rate rebates. This leads to loss of revenue which affects both cash flow and overall budget position for council, restricting the level of service we can offer our community.

While we appreciate the important work CHOs do and see the benefits of transferring stock to community managed and owned housing, we note that 'there is no evidence of transferred stock in other nations being made exempt from local rates, taxes and charges', and that 'rate rebates for community provided housing are a major issue…in practice not every state and territory requires local government to provide them'

Thank you for the opportunity to comment. I would welcome the opportunity to speak further with you on our city's experiences, as the Housing and Homelessness Strategy is developed.

Yours sincerely

Erin Thompson
Mayor

9.11 Old Reynella Former Winery Site - Draft Development Plan Amendment for consultation approval

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

Manager:	Renée Mitchell, Manager Development Services
Report Author:	Heidi Lacis, Development Policy Planner
Contact Number:	8384 0671
Attachments:	1. Option A: Draft Old Reynella former winery site Development Plan Amendment (125 pages) Provided under separate cover 2. Option B insert (Public buffer zone) (6 pages) Will be provided under separate cover 3. Option C insert (Private buffer zone) (6 pages) Will be provided under separate cover) 4. Concept Plan Map Onka/30 showing buffer zone (1 page)

1. Purpose

To seek approval from Council to commence consultation in accordance with Section 25 of the *Development Act 1993* on the draft Old Reynella former winery site Development Plan Amendment (DPA).

The draft DPA is for the former Accolade Winery site on the south-western corner of Reynell Road and Panalatinga Road, Old Reynella. The DPA was considered at the Strategic Directions Committee meeting of 6 August 2019 and resolved:

That the DPA for consultation comes back to Council for approval with an amendment that includes a concept for a buffer zone on the edge of the lower density residential interface.

This report responds to the above resolution.

2. Recommendations

That Council:

1. **Approves commencement of consultation on the draft Old Reynella former winery site Development Plan Amendment as contained in attachment 1 (described as Option A in this report) to the agenda report, for an eight week period from 2 September 2019 through to 29 October 2019 in accordance with Section 25 of the *Development Act 1993*.**
2. **Notes consultation will be undertaken in accordance with the Community Engagement Strategy, contained in attachment 2 to the agenda report approved by the Strategic Directions Committee on 3 October 2017.**
3. **Delegates to the Chief Executive Officer, or his nominee, the authority to make any necessary changes to the draft Old Reynella Former Winery Site Development Plan Amendment prior to commencing consultation, providing the changes are minor in nature and the policy intent is maintained.**

3. Background

At its meeting of 6 August 2019, the Strategic Directions Committee (SDC) considered the Draft Old Reynella Former Winery Site Draft Development Plan Amendment (DPA) to commence public consultation in accordance with Section 25 of the *Development Act 1993*.

The agenda item (7.4) and minutes are available here.

SDC resolved 'that the DPA for consultation comes back to Council for approval with an amendment that includes a concept for a buffer zone on the edge of the lower density residential interface.'

In response to the resolution, two options have been considered that facilitate a buffer zone, on either public land (Option A) or on private land (Option B).

Accordingly, this report presents three options that may achieve a buffer and a transitional interface between the existing lower density residential area to the west and south of the site, and any new residential uses under the proposed DPA zoning.

While two options have been presented that address the resolution seeking a buffer zone, it is recommended that the original draft DPA (as proposed to SDC on 6 August 2019 and contained in attachment 1/Option A) be approved for public consultation; the proposed provision of housing at a lower density and scale (being 'like for like') at the residential interface will satisfy the amenity requirements of the existing adjoining residents and provide a transition area to any medium density development that may be developed on the site in the future.

4. Financial Implications

This is an externally funded DPA. All investigations have been funded by the proponent including the costs associated with undertaking community engagement

5. Additional information

As the SDC resolution does not specify whether the form of the buffer, information about both public land or private land solutions are provided.

The proposed Residential Zone on the site is approximately 15 hectares. A total of 12.5% public open space is required to be provided as part of the residential development (either in the form of land, monetary contribution or a combination of both), which equates to approximately 1.87ha.

In order to be useable for public open space purposes, council would require any proposed buffer zone in this area on public land to: be in a suitable location, of a suitable dimension, accommodate recreation facilities and spaces for recreation activities.

Buffers, or landscape buffers, are generally provided in urban planning to mitigate the impacts of different or incompatible land uses, such as between commercial/industry uses adjoining residential uses. This example currently exists on the south-east corner of the Tarac site between the Bunnings and the existing residential area.

Although features such as reserves, parks, watercourses, vegetation management areas, steep land and other environmental and social land characteristics may

function as a buffer to residential development, these areas are always provided and planned for reasons other than to provide a buffer between one residential land use and another residential land use.

There are no requirements in council's Development Plan to provide a buffer between a residential use and another residential use.

The provision of a buffer zone (or a transitional interface) between the existing lower density residential area and any new residential uses to achieve a continued level of amenity for existing residents may be achieved via one of the three options as detailed below.

Option A (Draft DPA as presented at SDC 6 August 2019)

The draft DPA as presented to SDC at the 6 August 2019 meeting is considered to appropriately accommodate the existing residents' amenity in that the draft DPA seeks a transition area where new, masterplanned development is at a similar scale and density. Further, to continue to provide a high level of amenity, new development and existing dwellings would be rear boundary to rear boundary, being garden to garden.

This option will also provide the opportunity for public open space and pedestrian linkages to be well planned for and to be designed to be in the best possible locations for safety and maintenance.

The draft DPA provides for a diversity of housing that will align more closely with changing household composition enabling the young and the elderly to remain in the area. Allowing and encouraging a range of housing choice to meet changing household needs supports the targets of The 30 Year Plan for Greater Adelaide 2017 (in line with employment opportunities and appropriate infill) and forms the basis of the Statement of Intent, as agreed to by the Minister for Planning July 2018.

The current policy concept supports a transition of density, providing for the densest development furthest from the existing houses and grading down to traditional suburban densities at the interface with existing dwellings.

The 'Lower Density Residential Interface' area will accommodate housing at a lower scale than other parts of the site, but still be flexible enough to offer a range of housing styles at a lower density.

The Concept Plan and the draft DPA has been thoroughly and holistically considered, albeit the land division layout has yet to be determined.

This site represents a 'change site' that has been identified as a catalyst for innovative and integrated housing development types and styles new to this area.

It is considered that locking in a 'buffer zone' along the western and southern boundaries of the site severely limits the opportunities for design innovation for land division, pedestrian links, street networks, urban design and open space on this part of the site.

Option B: Public buffer zone

A buffer zone on public land would necessarily be in the form of a large, linear area of approximately 0.72 hectares assuming the provision of a 10 metre-wide buffer to the western boundary at approximately 470 metres in length and southern boundary of approximately 250 metres in length.

This linear shape would limit how the open space can be designed and used by the public, and may also potentially impact the remaining open space provided for new residents in the balance of the development.

Various CPTED (Crime Prevention Through Environmental Design) issues that would need to be addressed should this option be endorsed; as the existing properties generally turn their backs onto this area, there is limited surveillance opportunities and the potential for an unsafe area to be created, that may lead to graffiti, crime, rubbish dumping, and noise and nuisance from unsocial behaviours.

It is not clear in the resolution if the existing vines are to be retained in the buffer. If they are to be retained council maintenance would be required to ensure minimisation of vermin and pests (foxes/rodents/birds), overgrowth of swards (grassed areas between vine rows) and general health and vigour of the vines; accessibility of machinery for mowing, irrigation and pruning is also a consideration. Similar issues also exist if the buffer were to be planted with vegetation of some height.

Cr Martin Bray discussed with staff his vision of a buffer zone between residential areas, as experienced in Canberra. The aerial photo below (Figure 1) and street view image (Figure 2) illustrates a typical example of a buffer zone in Canberra understood to be the basis for Cr Bray's vision.



Figure 1: Aerial image of public open space network in the suburb of Kambah in Canberra, ACT



Figure 2: View looking south from the cul-de-sac head of Icely Place toward the open space network. Kambah in Canberra, ACT

The Canberra examples are part of a wider master-planned regional open space and pedestrian/cycle path network and in the order of 20 metres in width. While the Canberra example has some obvious amenity and lifestyle benefits, it would not be achievable in the subject scenario of Old Reynella where we would be seeking to 'retro fit' this solution into an existing situation.

Option C: Private buffer zone

A buffer zone on private land may achieve the outcome sought by the SDC's resolution. A landscape buffer at the rear of the new, deeper residential allotments adjoining the existing dwellings would result in an effective amenity buffer.

This option essentially is an extended, private, rear yard that is preserved for landscaping and planting and without any built structures within it.

The landscaped buffer would be managed via a Land Management Agreement (LMA) registered on each of the new titles. The LMA would describe the obligations of the purchaser to establish and maintain a vegetated buffer of say 10 metres in the rear of the property. It would be negotiated via a development application that is lodged for the land division. The LMA is enforceable by council and remains with the land in perpetuity, regardless of ownership.

A landscaped buffer requirement as part of an LMA in this case would:

- would require a designated area at the rear of each allotment of 10 metres from the property boundary
- result in a minimum 500 sq m allotment containing the 10 metre landscape buffer with the balance of the site being a minimum 375 sq m
- be contained on private land
- be maintained by the owners of the land
- contain no outbuildings (or pools or structures of any kind) to be constructed in the buffer
- not incur graffiti or vandalism as there are no fences fronting public land
- provide a dedicated green corridor through the site that will assist with meeting council's tree canopy targets, without the responsibility of maintenance or cost to council.

As stated above, even though council does not contain any formal 'buffer zones' in between residential areas, there is a good example of an LMA with a 15 metre

landscaped buffer at the rear of the larger residential properties in the Home Business Policy Area in the Urban Employment Zone in Dolphin Boulevard/Meadow Bank Way, Aldinga Beach. This buffer is there to act as a buffer for noise and amenity impacts to the abutting residential properties to the north, fronting Blue Bay Avenue, Aldinga Beach (see Figure 3 and 4 below).



Figure 3: 15m landscaped buffer at the rear of properties in Dolphin Boulevard/Meadow Bank Way, Aldinga Beach

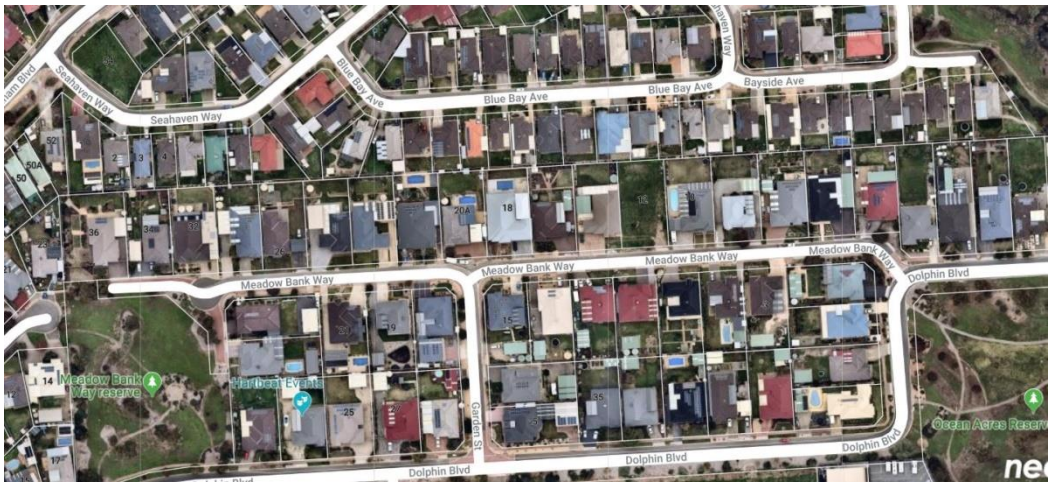


Figure 4: Aerial image of 15m landscaped buffer at the rear of properties in Dolphin Boulevard/Meadow Bank Way, Aldinga Beach

This option however would be responsible for a significant amount (40+) of larger allotments, more than was likely envisaged for this site, as the Draft DPA seeks to provide a diversity of housing choice that is currently lacking in the immediate area.

This option does not impact on the public open space that would be required to be provided for the balance of the residential development.

Notwithstanding this, it is still envisaged that the residential dwelling types and styles are 'like for like' at the lower density residential interface area.

Summary of Options

Below is a summary of the positive and negative aspects of each of the three options for consideration:

Option	Pros	Cons
Option A (Draft DPA as presented at SDC 6 August 2019)	Provides a transition area for masterplanned development at a similar scale and density to existing residents.	Existing residents may still want a dedicated buffer.
	Public open space and pedestrian linkages to be well planned and designed	Some structures may still be built within the rear building setback areas thus reducing the potential for trees planting and landscaping.
	Provides for a diversity of housing plus lower scale and density at transition area	
	Will not limit opportunities to master plan the entire site with innovative design solutions	
	Provides certainty for council and landowner to proceed with DPA as per our discussions with DPTI	
Option B (Public buffer zone)	Will address concerns by the residents who will be most impacted by new development.	May reduce the total amount of open space in the development, with new residents negatively impacted.
	Will provide a dedicated vegetated buffer	A linear arrangement will limit how the space is designed and used.
		May not be considered as public open space.
		Potential to create an unsafe space that can lead to graffiti, crime, rubbish dumping, and noise and nuisance from unsocial behaviours.
		Additional maintenance costs incurred by council.
		Setting a precedent for a 'buffer zone' between residential areas.
		Landowner may withdraw DPA from council process and seek Ministerial approval (council loses influence over DPA outcomes)

Option	Pros	Cons
Option C (Private buffer zone)	Will provide a dedicated vegetated buffer	Significant amount of larger (traditional allotments) reducing housing diversity and choice on site.
	Will be contained on private land	May set a community expectation for a 'buffer zone' between residential areas.
	Will be maintained by the owners of the land	Landowner may withdraw DPA from council process and seek Ministerial approval (council loses influence over DPA outcomes)
	Will not incur graffiti or vandalism as there are no fences fronting public land.	
	Will provide a dedicated green corridor through the site that will assist with meeting council's tree canopy targets, without the responsibility of maintenance or cost to council.	

Attachment 1

Provided under separate cover

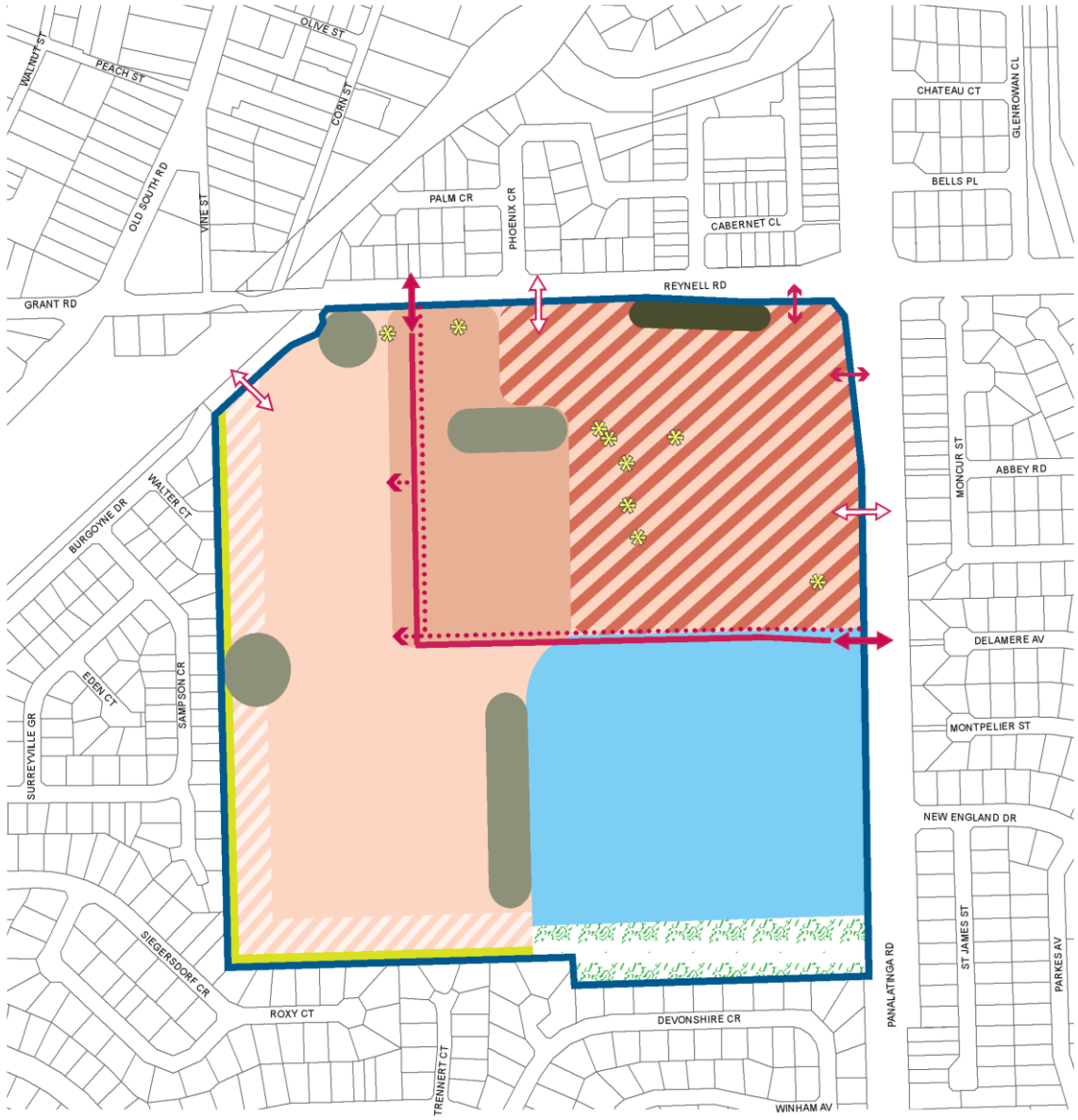
Attachment 2

To be provided under separate cover

Attachment 3

To be provided under separate cover

Attachment 4



Concept Plan Map Onka/30

OLD REYNELLA

ONKAPARINGA COUNCIL

9.12 Elected Member Electronic and Media Communications Protocols Policy

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

Director:	Alison Hancock, Director Corporate and City Services
Report Author:	Therese Brunotte, Senior Governance Officer
Contact Number:	8301 7228
Attachments:	1. Draft Elected Member Electronic and Media Communications Protocols Policy (8 pages)

1. Purpose

This report provides the draft Elected Member Electronic and Media Communications Protocols Policy for consideration and adoption by Council.

2. Recommendation

That Council adopt the Elected Member Electronic and Media Communications Protocols Policy as per attachment 1 to the agenda report.

3. Background

The Elected Member Electronic and Media Communications Protocols Policy has been drafted to provide elected members with guidance of the legislative protocols and legal considerations regarding electronic communication.

An elected member session was held on Tuesday 23 July in response to Council's resolution of 11 December 2018. The elected member session incorporated a training component which provided members with advice and guidance on the pitfalls and impacts of social media.

4. Financial Implications

There are no financial implications in adopting this policy.

5. Risk and Opportunity Management

Risk	
Identify	**Mitigation**
Transparency and accountability	The policy provides clear guidance to elected members in relation to proper use of electronic communication systems in the conduct of Council business.
Infringing legislative requirements and legal obligations	The policy outlines management of the associated risks of using electronic communications to provide a dependable and consistent communications environment and ensure Council discharges its legislative obligations under the *State Records Act 1997, Freedom of Information Act 1991* and the

	Independent Commissioner Against Corruption Act 2012.

Opportunity	
Identify	**Maximising the opportunity**
Use of new technologies to communicate with the community.	Allows elected members to embrace new and emerging technologies to improve and expand the way Council communicates with the community in a safe and informed approach.

6. Additional information

Current and new electronic communication technologies provide opportunities for sharing information and conducting business. However the use of electronic communication methods also requires the effective management of the associated risks to ensure a dependable and consistent communications environment and to raise awareness of any potential legal considerations regarding communication.

Feedback

The following feedback on the policy has been received from one elected member.

- No definition of 'media' – in response to this comment we have included a definition of media in the policy.
- Page 6 paragraph 6 under Media communication protocols - change the word 'required' to 'requested'. Should Council, after consideration, approve this change of wording it will be included in the policy.

Attachment 1

Elected Member electronic and media communications protocols policy

Contents

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Uncontrolled once removed from webpage or Onkanet (printed or downloaded).
Before using a printed or downloaded copy, verify that it is the current version.

Elected Member Electronic and Media Communications Protocol Policy

1 Preamble

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 City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

2 Policy purpose

The purpose of this policy is to provide Elected Members with a framework for proper use of our electronic communication systems in the conduct of Council business and sets out the desired behaviours and protocols when engaging with the community and the media.

3 Scope

This policy applies to Elected Members when they use council's corporate email system, equipment and services, use of social media and when communicating as an Elected Member with the media.

4 Definitions

Electronic communication includes but is not limited to:

- Email
- Mobile phones
- Internet sites and pages
- Electronic journals and texts
- Social media

Social media means all current and future social media channels, digital platforms, online forums or messaging apps where people can comment, view, contribute, create, forward, post, upload and share content. Social Networks (e.g Facebook), Microblogs (e.g Twitter), Podcasts and video (e.g YouTube) are all types of Social Media.

Media means, for the purpose of this policy, the more traditional forms of media such as TV, radio and newspapers.

Council Business means the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions.

Official record means a record made or received by the Council in the conduct of its business. This includes records made or received by an elected member in the conduct of the business of their office, but does not include records that are merely transitory or temporary in nature or that are personal or private in nature.

Transitory record means a record is transitory in nature if it is of little or no continuing value to the Council and only needs to be kept for a limited or short

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period of time, such as a few hours or a few days.

Defamation means to publish a statement which is or is likely to cause the ordinary, reasonable member of the community to think less of the targeted person or to injure that person in his or her trade, credit or reputation.

Material means data, information, text, graphics, animations, speech, videos and music or other sound, accessible electronically, including any combination or selection of any of these.

5 Use of electronic communication

5.1 Email

In 2014, the Ombudsman considered the matter of elected member emails and the use of private email addresses to carry out council business and found that the practice was contrary to good record-keeping practice.

The Independent Commissioner Against Corruption, stated publicly on 22 March 2017 that 'the use of private email accounts for official business "*might amount to corruption*", as that term is defined under the *Independent Commissioner Against Corruption Act 2012* ("the ICAC Act")'.

Council email addresses are provided to all elected members for the purpose of carrying out council related business and the council email addresses must be used by members for that purpose.

5.2 Social media

Council engagement with social media is intended to enhance communication between the City of Onkaparinga and its residents and other stakeholders.

If an elected member wishes to manage their own personal or Councillor social media presence, they should include a disclaimer at the top of the site/page that states the views portrayed are their own, and do not necessarily represent the position of the Council. It is recommended that elected members create a separate 'Councillor' page to use for council business in an official capacity.

All engagements in social media should ensure that the content of any interaction:

- is accurate e.g. factual information about a particular council matter or service.
- is factually correct and complies with council policies.
- does not breach any confidentiality requirements .
- does not make an official announcement unless you are authorised to do so.
- is objective and impartial, ensuring that personal comment on Council decisions and other matters, clearly indicate that it is a private view
- avoids making comments that could be perceived as criticising policies or decisions of Council or its administration.

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- ensures you do not endorse any political affinity or allegiance using a council email address or other social media connected with council.

5.3 Security and access

Elected members are required to ensure that all passwords, accounts, software and data are adequately protected.

Elected members must not:

- share their council related passwords with another person.
- allow another person to access any council network.
- breach or attempt to breach computer or network security measures
- allow another person to log-in to their social media account.

Forced password changes are built into the council system and individuals are responsible for the security and ensuring regular changing of their password(s).

5.4 Unlawful Activities

Elected members are not to access, like, share or send material that is prohibited or potentially prohibited, provocative, offensive, abusive, sexist, racist or pornographic. This includes not forwarding to others any material/content of this nature that is received.

It is considered unacceptable to create, share, endorse send or forward content material or comments that:

- contains threats of violence or other unwelcome or harassing behaviour.
- contains personal opinions that may be considered defamatory or derogatory about other elected members and/or staff of the city of Onkaparinga and/or members of the community.
- may breach the Council's Code of Conduct for Council Members.
- breaches any legislation or any Council policy.
- promote illegal activities.

Elected members are personally responsible and legally responsible for the content (posts, message and comments) that they publish on any social media platforms.

5.5 Confidential Messages

Care should be taken when sending messages or information electronically as messages may be intercepted, forwarded or otherwise transmitted to someone other than the intended recipient.

Accordingly, elected members are advised to be very cautious about committing totally private, sensitive or confidential messages to electronic communication.

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5.6 Access and disclosure

Elected members should be aware that email messages, even if expressed to be confidential, may have to be disclosed in court proceedings, Freedom of Information requests, or investigations by the Ombudsman or Independent Commission Against Corruption. It may be necessary for relevant staff to access and/or disclose electronic information and communications in order to comply with a legislative obligation or upon appropriate formal request (e.g. Code of Conduct investigation).

The elected member and the Chief Executive Officer will be notified if records are to be accessed by staff unless there is a duty of confidence (e.g. Independent Commission Against Corruption Investigation).

Official records whether paper or electronic belong to the council not the elected member.

5.7 Defamation

For the purpose of defamation law, 'publication' is very broad and includes any means whatsoever that we use to communicate with each other, including social media and email. A statement made electronically is, by its very distribution, published. A statement is also published if it is simply received electronically and forwarded electronically. The Council is at risk of being sued for any defamatory material stored, reproduced or transmitted via any of our facilities. Likewise, an individual may also be sued.

5.8 Copyright

Not all information on the Internet is in the public domain or freely available for use without proper regard to rules of copyright. Much of the information is subject to copyright protection under Australian law. Elected members are required to make themselves aware and abide by relevant provisions of the *Copyright Act* as they apply to sharing of content on social media and ensure that no copyrighted or trademarked material is published without the permission of the creator or copyright owner.

Any material reproduced outside permitted uses or without the permission of the owner may be unlawful and may result in legal action against the elected member and the council.

5.9 Records management

All emails that concern council related matters are regarded as official records and belong to the council.

Elected members shall ensure that official records in any format are forwarded to the Information Governance team to be captured into council's records management system in accordance with the *State Records Act 1997.*

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6 Media communication protocols

Media is an important source of information for the community and can assist Council in its leadership and advocacy role. It is the policy of the council to communicate openly and honestly with the media in order to maintain its commitment as an open and accountable organisation.

The Mayor and the Chief Executive Officer (CEO) are exclusively authorised to speak publicly on behalf of Council.

Enquiries relating to corporate or operational matters are usually responded to by the CEO or appointed delegate, depending on the issue.

Enquiries relating to a Council decision or policy matter before Council on which a decision is pending, are usually responded to by the Mayor, depending on the issue.

Certain issues may require a response from both the organisation and the Mayor. The CEO will determine if this is necessary.

Elected members may make public comment on their own point of view. If an elected member intends to speak or write to the media or speak publicly it is required that they:

- advise the Mayor and the CEO of their intention to make comments to the media, or as soon as practical after the media contact (if it was not possible before making comments), to ensure the organisation is informed of the information provided to the media
- ensure they make it very clear that they are expressing their own point of view and not on behalf of the Council
- ensure that their comments are not vexatious
- ensure that the comments are respectful to Council's decisions and other elected members
- consider if the information they intend to provide is contradictory to a Council decision, and therefore their reasons for the comments
- ensure that the information they are providing is informed and factual
- do not provide confidential information to the media or community.

These provisions do not and are not intended to curtail or restrict in any way the rights of elected members to express their personal views in public, as long as care is taken not to convey the impression that such views are made on behalf of the Council.

Other spokespeople may be authorised to speak at the discretion of the CEO or the Mayor.

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7 Breach of the conditions of this policy

In circumstances where an elected member breaches conditions of this policy, Council reserves the right to restrict the use or access to the technology, equipment or services and to maintain that restriction at its discretion, and may invoke other disciplinary action or sanctions under the Council Member Code of Conduct.

8 Relevant legislation and references

State Records Act 1997
Local Government Act 1999
Elected member allowance and benefits procedure 2018
Code of Conduct for Council Members
Code of Practice – proceedings of meetings

9 Further information

This policy is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website www.onkaparingacity.com.au.

10 Document control

Author (to whom changes are to be recommended):			
Position	**Name**		
Senior Governance Officer	Therese Brunotte		
Stakeholders (audience):			
Public Relations Elected members			
Reviewed by:			
Position	**Name**	**Date reviewed**	
Team Leader Civic Governance Manager Corporate Information Director Corporate and City Services	Karyn Ryan Desma Morris Alison Hancock	20/09/2018 14/11/2018 19/11/2018	
Approved by (document owner):			
Position / Group	**Name**	**Approval date**	**Approval ECM number**

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Council	NA		
Current version:			
Current version number	**Release date**	**Review cycle**	
V0.1		Review every 2 years from the Approval date.	
History:			
Date	**Author**	**Version**	**Nature of change**
Document location:			
Published location			**Original in ECM**
Onkanet and public website			

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9.13 Council and Committee Reporting Schedule

This is a regular or standard report.

Manager:	Alison Hancock, Director Corporate and City Services
Report Author:	Sue Hammond, Senior Governance Officer
Contact Number:	8384 0747
Attachments:	1. Reporting Schedule (3 pages)

1. Purpose

This report provides an update on the reporting for upcoming Council and Committee meetings.

2. Recommendation

That Council note the agenda report and Reporting Schedule (attachment 1 to the agenda report).

3. Background

This report is provided as per the following resolution of Council at its meeting of 21 March 2017:

That the item "Updated Work Program" from the agenda of the Strategic Directions Committee be duplicated as a monthly agenda item for Council meetings.

As the Reporting Schedule is a guide only and subject to change, members are encouraged to utilise the Elected Member website for an up to date version of the Reporting Schedule.

Attachment 1

Report Schedule
as at 12 August 2019

CEOPMC meeting 22/8/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT

SDC Meeting 03/09/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Council and Committee Reporting Schedule	Luke, Jonathan	GO
Sport and Active Recreation Strategy - service levels	Morrissey, Matthew	GO
EM Session: CWMS & Divestment Project	James, Julian	FA

CEOPMC meeting 5/9/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF	DW	STATUS

ARVEC Meeting 09/09/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Kerbside service compliance review scope	Rose, Joshua	CS
2019 Committee Reporting Schedule (Work plan)	Brown, Kathryn	GO
Internal audit quarterly update	Mirovitskaya, Elena	GO
Placement of Council's insurance portfolio	Brown, Kathryn	GO
Risk management update	Mirovitskaya, Elena	GO

Council meeting 17/9/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
LGA Circular procurement pilot project	Calder, Benjamin	OS
Activation of Foreshore and Coastal Areas - engagement outcomes	Mrotek, Adam	GO
Appointment of CAP Members	Mitchell, Renee	GO
Audit, Risk, Value and Efficiency Committee meeting minutes of 9/9/19	Hammond, Susan	GO
Code of Practice - Proceedings of meetings	Brunotte, Therese	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Elected member training and development policy	Brunotte, Therese	GO
Final Tourism Strategic Plan 2019-23- 4 year implementation	Bennett, Johanna	GO
Strategic Directions Committee meeting minutes of 3/9/19	Hammond, Susan	GO
CONFIDENTIAL - St Vincent Recreation Centre	Berry, Alexander	FA
Quarterly Financial Statement including Budget review 4	Eckermann, Diane	FA

CEOPMC meeting 19/9/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT

CEOPMC meeting 26/9/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT

ARVEC SPECIAL Meeting 30/09/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
External Audit Completion Letter	Carter, Kevin	FA
External Audit Interim Letter	Carter, Kevin	FA
Final Annual Financial Statements including Management Representation Letter	Carter, Kevin	FA
In Camera Meeting with External Auditors (before Committee meeting)	Carter, Kevin	FA
Review of Auditor Independence and Legislative Compliance	Carter, Kevin	FA

SDC Meeting 01/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Wilfred Taylor Master Plan Community Engagement Outcomes	Carr, Nicholas	CS
Aldinga Renewal SA Land Ministerial DPA submission	Luke, Jonathan	GO
Council and Committee Reporting Schedule	Luke, Jonathan	GO
Infrastructure Schemes - Information for noting	Jones, Craig	GO
Lonsdale Residential (Ministerial) DPA submission	Jones, Craig	GO
Submission to the Discussion Paper on Proposed Changes to Renewable Energy Policy in the Planning and Design Code	Jones, Craig	GO

Council meeting 15/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Audit, Risk, Value and Efficiency Committee meeting minutes of 30/9/19	Hammond, Susan	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Strategic Directions Committee meeting minutes of 1/10/19	Hammond, Susan	GO

ARVEC Meeting 21/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
2019 Committee Reporting Schedule (Work plan)	Brown, Kathryn	GO
2019 Presiding Member's Report	Mirovitskaya, Elena	GO
ARVEC Annual Performance Review results	Mirovitskaya, Elena	GO
LGAMLS risk management review results	Brown, Kathryn	GO
Quarterly Performance Improvement Report	King, Cameron	GO
Regional Authorities Annual Reports - Southern Regional Waste Resource Authority (SRWRA) and Council Solutions (CoSol)	Carter, Kevin	FA

SDC Meeting 05/11/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
7.7 Council and Committee Reporting Schedule	Luke, Jonathan	GO
Old Reynella former Winery site DPA Public Meeting	Lacis, Heidi	GO
Submission on draft P&D Code - Metropolitan Adelaide	Luke, Jonathan	GO
Submission on Draft P&D Code - regional council areas	Jones, Craig	GO
Willunga Planning Policy Review Consultation Outcomes and Recommendations for approval	Bali Dogra, Divya	GO

Council meeting 19/11/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Port Noarlunga Sports Ground - club room replacement	Norris, Geoffrey	CS
Sports and Active Recreation Strategy (SARS)	Norris, Geoffrey	CS
UCI International Standard BMX facility	Norris, Geoffrey	CS
Audit, Risk, Value and Efficiency Committee meeting minutes of 21/10/19	Hammond, Susan	GO
Code of Practice - access to meetings and documents	Brunotte, Therese	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Strategic Directions Committee meeting minutes of 5/11/19	Hammond, Susan	GO
1. Rate rebates mandatory 2019-20	Murrell, Joan	FA
2. Rate rebates discretionary 2019-20	Murrell, Joan	FA
Council Solutions Regional Authority 2018-19 Annual Report	Carter, Kevin	FA
draft 2018-19 City of Onkaparinga Annual Report	Sghendo, Sonia-Marie	FA
draft general purpose financial statements for year ended 30 June 2019	Carter, Kevin	FA
Quarterly Financial Statement including Budget review 1	Eckermann, Diane	FA
Southern Region Waste Resource Authority 2018-19 Annual Report	Carter, Kevin	FA

ARVEC Meeting 02/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
2019 Committee Reporting Schedule (Work plan)	Brown, Kathryn	GO
Internal audit quarterly update	Mirovitskaya, Elena	GO
Risk management update	Mirovitskaya, Elena	GO
Work Health and Safety activities update	Stott, Christian	GO
Implementation of External Audit Actions - progress report	Carter, Kevin	FA

SDC Meeting 03/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Community Capacity Strategic Plan	Hamdorf, Pamela-Sue	OS
Disability Access and Inclusion Plan	Webb, Emma	OS
Sport and Active Recreation Strategy - draft strategic direction and role statements	Ranson, Terra Lea	OS
Council and Committee Reporting Schedule	Luke, Jonathan	GO
Local Area Plan recommendations	Luke, Jonathan	GO
Old Reynella Former Winery Site Draft DPA and SCPA Report for approval	Lacis, Heidi	GO
Sport and Active Recreation Strategy - Sports Assets Work Plan	Morrissey, Matthew	GO

Council meeting 10/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Audit, Risk, Value and Efficiency Committee meeting minutes of 2/12/19	Hammond, Susan	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Strategic Directions Committee meeting minutes of 3/12/19	Hammond, Susan	GO
Review of Long Term Financial Plan	Eckermann, Diane	FA

10. Nominations to external bodies

Nil.

11. Questions on notice

11.1 Questions on notice - Cr Brown - Club funding and requirements for funding towards water costs

Background

In a prior term of council the football clubs were impacted with costs to water their ovals and impacts of the dry seasons. There were council workshops on the request for council to fund them and feasibility. As a result the council viewed the costs of some clubs paying for players to play and agreed to fund the football clubs on the undertaking they provided their profit and loss sheets for each financial year to understand their financial capacity and if need be help advise on how to improve it. The condition of funding would only be provided if this condition was met each year and stopped if not.

Other clubs that have a high need of water funding are seeking a similar level of support from council

Questions

1. What process is in place to assist other clubs that have high use of water?
2. If there is no process how can council provide a process that views an option to share this support and manage impacts
3. How many football clubs return their annual profit and loss sheets each year?
4. How many football clubs have not returned their annual profit and loss sheets annually?
5. How many football clubs has council refused to pay the annual water fee from none return of their annual profit and loss sheets?
6. What management process is in place to ensure the council requirements of this agreement are met?

The responses to these questions will be provided in the minutes of this meeting.

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11.2 Question on Notice - Cr Themeliotis - Transparency across council

What transparency measures across Council have been implemented in the last 18 months?

The response to this question will be provided in the minutes of this meeting.

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11.3 Questions on notice - Cr de Graaf - Tree guards and storm water - Christie Creek

Background

BTCD have contacted me and advised that (better together Christie downs) Clean Up Our Creek who are working in this area have:

- Picked up over 800 tree guards at least 30% of which were floating around the nearby bush or lodged in the Christie Creek waterway;
- It has been reported that cost so far of BTCD volunteers who are cleaning up the creek is 465 volunteer hours which using Adelaide Mount Lofty Natural Resources Board in-kind valuation of volunteer hours at $40.25 = $18,354 spent just on the direct clean up. This figure does not include the grant provided (which does not pay volunteers) of just under $10,000 nor volunteer hours spent in project design, management, leaflet distribution or rubbish sorting. As at least 1/3 of the clean-up has involved volunteers removing or extracting tree guards from creek this has cost community members a minimum of $6000.
- Other groups who also do this type of volunteering cleaning up are: (Adopt A Spot, Our Coast Our Mission, Sea Shepard & Trash hero to name a few) . Photo below of tree guards collected from Christie Creek.



Figure 1 Some of the tree guards collected between 26/5/19 and 7/6/19

Questions

Who is responsible for maintaining the waterways like Christie Creek and others..?

Who cleans out the storm water drains and is there a schedule of how often that is done?

Who plants the new trees along these areas?

We heard from the Better Together Clean up our Creek deputations last month – has council made a response to the issues they raised?

With the plastic tree guards – can we ban those, like the plastic straws and balloons have been banned?

Can you provide a quote on an alternative to the tree guards – assuming it is council who uses those.

Tree Guards:

Christie creek catchment area defined by Brodie Road Morphett Vale and Sa Waste Water treatment plant O'Sullivan Beach

1. When did Council or its contractor's last plant trees within the stated area?

2. Did these trees have plastic tree guards placed around them?
3. Please indicate the cost/benefit analysis undertaken before decision was made to install plastic tree guards along Christie Creek?
4. Who is responsible for removing tree guards and what is the schedule around that?
5. If council has a plan to remove the tree guards asap – what is that detail?
6. Please provide cost comparison between plastic tree guards and environmentally friendly options. Also comment on cost to the environment of continuing to use the plastic ones.

Storm water

Before the June 2019

Can you please tell us when the last audit of storm water infrastructure feeding into Christie Creek was carried out?

Before the Onkaparinga Council meeting can you please tell us when the last audit of sewage infrastructure located near Christie Creek was carried out?

Please tell us any issues that were highlighted as a result of these audits?

Can you please provide a schedule and details of any repair, maintenance or cleaning undertaken on of any gross pollutant traps (or similar infrastructure such as the netting across creek behind O'Sullivan Beach Primary School) located on or feeding into Christie Creek between Brodie Road Morphett Vale and SA Waste Water Treatment plant?

Can you please provide a schedule and details of any repair, maintenance or cleaning undertaken on any storm water infrastructure located on or feeding into Christie Creek between Brodie Road Morphett Vale and SA Waste Water Treatment plant?

The responses to these questions will be provided in the minutes of this meeting.

11.4 Questions on notice - Cr de Graaf - Wearing Street Plans

Background

Wearing Street has become established as a hub for aquatics classes and recreational kayaking and approximately 6000 students or more are trained in aquatics in this area. The area is also known for its Aboriginal Heritage and environmental and ecological attraction. The Fleurieu Fringe Festival put together by local person Kylea Hartley also won a Fringe Award for a great fringe event. The area has appeal for ecological sustainability, events, aquatics training and Art in Sauerbier House.

Questions

With Council's plans to develop wearing street –

What feasibility studies were done to determine the "target market" to best determine how to develop that area to best suit the people who use it extensively? Can a copy be attached?

Where a local marine biologist Mike Arbon has made a suggestion to extend the beach line back, to create more of a beach front – by extending it to the foot of the bridge, this would seem to be a good suggestion. Please provide a copy of the engineers report or other report that is saying the beach cannot be extended further back and why?

It may be worth undertaking more reports on how to extend the beach back to cater better for the aquatics users. Can this be investigated for secondary opinions?

At present how many major events have been held on Wearing Street in the last 5 years, and how many are booked, or are being investigated for the future?

I have been of the belief that aquatics teachers teach their classes in the water, on the very small beach front – is there any evidence, or research results that show teachers would instead be choosing to teach aquatics classes or any other classes on the proposed new grass areas?

The responses to these questions will be provided in the minutes of this meeting.

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12. Motions

12.1 Notice of Motion - Cr Themeliotis - Minkarra Dog Park Lighting

That Council investigate lighting options at Minkarra Dog Park and that the findings be reported back to Council at its November Council meeting.

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12.2 Notice of Motion - Cr Bray - Wildlife advisory speed signs

Background

Don Chapman of Willunga has provided the following information:

According to their website, AAMI's examination of almost 20,000 claims reported in 2015 shows that animal collisions peak between June and August, and surge in July, posing a serious danger to drivers and animals.

AAMI's claims data shows that nine in ten Australian drivers who have collided with an animal hit a kangaroo.

Their website recommends that "South Australian drivers should avoid driving at night, if possible, as it's hard to see animals. They also need to be attentive when behind the wheel at dawn and dusk as this is generally when wildlife, particularly kangaroos, are most active." Further, it said that "the majority of animal related crashes happen towards the end of the week with Friday being the worst day for animal collisions."

It should be noted that smaller animal collisions, such as with Koalas may not be reported to an insurance company, and there may be a significant number of these.

A petition to Council on the subject of kangaroo road kills is currently being circulated among residents of Silver Sands and Aldinga South to reduce the speed limit of 80kms on a 400 metres stretch of Norman Road because recently there were four kangaroos killed in one week trying to cross between the Aldinga Scrub Conservation Park and The Washpool.

However, reducing speed limits on 80kph roads may have the effect during the day of putting motorists at risk of heavy fines if they inadvertently drive to the road conditions.

Current, wildlife warning signs lack a suggested speed for the danger period, dusk to dawn. Such a suggested speed may be useful as it would take into account stopping distances based on sight lines characteristic of the curves of the road in question.

Graphic (impact) wildlife advisory signs and Graphic (impact) 3 part wildlife advisory speed signs, have been used in Tasmania and in other locations in Australia. The photo (attachment 1) is from Tasmania.

The use of such signs may have the dual benefit of a defacto night time reduced speed limit and protect wildlife.

Motion

1. **That Council request the state government authorise a trial of three part wildlife advisory signs on Piggott Range Road, Coxs Hill Road and Norman Road as per attachment 1.**
2. **That Council be advised through a report to the Strategic Directions Committee on the response from the state government.**
3. **That the trial if approved collects empirical evidence consisting of average speed monitoring at night before and after installation at appropriate locations.**
4. **That the results of any trial come back to Council as a report and are forwarded to the state government.**

Attachment 1



12.3 Notice of Motion - Cr Jamieson - Pedestrian Actuated Crossing Commercial Road Seaford Meadows

Background

The proposed Hickinbotham residential development located to the north of Seaford Meadows will create over 600 new allotments. This will likely generate a significant increase in pedestrian and cycling movements across Commercial Road, between the coast and the development site.

Given the potential increase in pedestrian and cycling volumes associated with the development, and in the interest of protecting vulnerable road users, it would be advantageous for a proposed pedestrian crossing to be upgraded to a pedestrian actuated crossing (PAC) that is fully controlled by traffic lights. This will provide an increased level of protection to pedestrians and recreational cyclists looking to cross Commercial Road.

Attachment 1 provides some brief details on PAC's.

Given that any proposed PAC will be located on Commercial Road, which is under the care, control and management of the Department of Transport, Planning and Infrastructure (DPTI), the final decision to endorse such a treatment type will reside with DPTI as the long term asset owner.

Motion

That council seek support from the Hickinbotham group and jointly advocate to the Department for Planning, Transport and Infrastructure (DPTI) for the installation of a pedestrian actuated crossing (PAC) at an appropriate location on Commercial Road, as part of the current masterplan discussions being undertaken, as well as part of any future detailed development approvals required for the site.

Attachment 1



Pedestrian actuated crossings have white road markings and are controlled by traffic lights. Large round metal push buttons are located on both sides of the crossing. Push button crossings operate 24 hours a day, 7 days a week throughout the year.

13. Petitions

13.1 Petition requesting council install and maintain an automated external defibrillator at the Woodcroft Community Centre

This is a receiving report for a petition.

Report Author:	Stuart Purves, Manager Libraries and Community Centres
Contact Number:	8384 0740
Attachments:	1. Petition (4 pages)

1. Purpose

A petition containing fifty three (53) signatures has been received (attachment 1) requesting Council install and maintain an Automated External Defibrillator at the Woodcroft Community Centre facility for all users of the Woodcroft Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Customer Service office.

2. Recommendations

1. **That the petition be received.**
2. **That the matter be investigated and a further report be presented to Council at its 15 October 2019 meeting.**
3. **That the head petitioner be notified of Council's decision.**

3. Background

The petition (attachment 1) received on 29 July 2019 has been submitted by the users of the Woodcroft Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council Office seeking Council to fund and maintain an Automated External Defibrillator unit at the Woodcroft Community Centre complex, with the intention that this be available to all users of the facility. The Woodcroft Community Centre is a council owned complex located at 175 Bains Road, Morphett Vale. The facility is a community hub that provides a wide range of services and support to the local community. Council's community services at this site include the Woodcroft Library, Woodcroft Customer Service Office and the Woodcroft Morphett Vale Neighbourhood Centre which is managed by an independent community board of management. The petition notes that the Woodcroft Morphett Vale Neighbourhood Centre is fundraising for an Automated External Defibrillator to be installed in the centre, the petition seeks that Council should provide this equipment for the facility. The petition states that other councils who operate/manage or lease community centres provide this infrastructure for all users.

4. Financial Implications

There are no financial implications in receiving this petition.

5. Risk and Opportunity Management

Petitions provide a way of the public informing Council of their needs and concerns and/or to provide information that may assist or influence Council's decision on a matter.

A further report will be presented to Council to provide additional information in relation to the options for the provision of Automated External Defibrillators in council facilities including the financial and risk management implications, and an analysis of how other local government authorities manage Automated External Defibrillators in their community.

Attachment 1

Petition

To the Mayor and Councillors of the City of Onkaparinga

Petition contact person:	IAN MATTHEWS
Telephone:	(08) 83260236
Address:	4 HERMITAGE AVE, MORPHETT VALE 5162
Email:	25menchat@gmail.com
Date:	17/07/2019

The petition of: Users of the Woodcroft/Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council Office Draws attention of the Council The need for the Council to provide as a resource to all users of the Woodcroft Morphett Vale Neighbourhood Centre and the Woodcroft Library the provision of an AED defibrillator within the centre.

The petitioners therefore request that the Council: install and maintain an AED defibrillator for the use of all users of the Woodcroft/Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council Office.

Background

Sudden Cardiac Arrest is one of the leading causes of death in Australia. However it is treatable. In most cases the key to survival is prompt defibrillation, which is most effective when carried out within three minutes of a Sudden Cardiac Arrest.

Sudden cardiac arrest can happen to anyone, anywhere, anytime. And when it happens, time is of the essence: For every minute that passes without CPR and defibrillation, chances of survival decrease by 10%. Currently, only 1 in 10 survives a cardiac arrest outside of hospital. If a defibrillator is applied within the first few minutes of cardiac arrest, survival chances can be as high as 70%.

Currently the Woodcroft/Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council office does not have access in its public spaces with an AED defibrillator. Currently the Neighbourhood centre is fundraising for a unit to be installed in the centre, but we believe that the City of Onkaparinga should provide this first aid resource for all users of the centre in a location within the public areas. Other councils who operate/manage or lease community centres provide this infrastructure for all users.

Name	Address	Signature
I. Matthews	4 Hermitage Ave, Morphett Vale 5162	
A. SLATER	1 Martinique Dve. SEAFORD RISE 5169	
D. FLETCHER	3 LANCELEY CT, TROTT PARK SA 5158	
R- McMAHON	609 MAIN 5TH RD OLD NOARLUNGA	
K. TROINSE	99 ELIZABETH RD CHRISTIE DOWNS	
C. GRIVELL	101 ELIZABETH RD CHRISTIE DOWNS	
P. KENNETT	20 ABBOTT AVE MCLAREN VALE	
L. R LOOKER	7 Kenney ST christies Beach	
P. HARDWICK	9 Pedro Ave mpv	

Once submitted to Council this petition will become a public document and may be published in a Council or Committee agenda 1

The petition of: Users of the Woodcroft/Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council Office Draws attention of the Council The need for the Council to provide as a resource to all users of the Woodcroft Morphett Vale Neighbourhood Centre and the Woodcroft Library the provision of an AED defibrillator within the centre.

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Name	Address	Signature
GLEN SMITH	47 LYNTON TERRACE SEAFORD 5169	
Darryl Looker	7 Kenney St Christies Beach 5165	
Ron FORST	12 CHRISTINA AVE CHRISTIES DOWNS 5164	
ERIC BUDWORTH.	7. CECILIA RD., CHRISTIE DOWNS 5164.	
ARTHUR W DAVIES	8 CHETNELL COURT MORPHETT VALE 5162	
Peter E. Hannington	81/50 WOODCROFT DRIVE MORPHETT VALE 5162	
Alan Brindley	21 Fox Ave, CHRISTIES BEACH 5165	
GRAEME LAMBERT	UNIT 1 11-15 VENNING ST M/VALE 5162	
Bob GEORGE	4 DUVAL Dr. MORPHETT VALE 5162	
RHONDA BUDWORTH	7 Cecilia Rd Christie Downs 5164	
YVONNE DUFFY	1/39 CHYNOWETH AVE MACKNIAM.	
Danuta Nansen	22 Ashton Rise Huntfield Hts	
Carol Dawson	40 GARDNER ST PLYMPTON	
Trevor Dawson	" " "	
CORAL SUTTON	ASHTON RISE HUNTFIELD HEIGHTS	
MAY WHEELER	145/177 PIMPALA RD WOODCROFT	

Once submitted to Council this petition will become a public document and may be published in a Council or Committee agenda 2

The petition of: Users of the Woodcroft/Morphett Vale Neighbourhood Centre, Woodcroft Library and Woodcroft Council Office Draws attention of the Council The need for the Council to provide as a resource to all users of the Woodcroft Morphett Vale Neighbourhood Centre and the Woodcroft Library the provision of an AED defibrillator within the centre.

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Name	Address	Signature
J. KITSON	6 HEREFORD LANE WOODCROFT.	
M. Allen	36 Bains Road Morphett Vale	
J. PISIMI	10 THE GLENN, MORPHETT VALE	
C BETHELSEN	35 DORSON AVE WOODCROFT	
G DREWETT	4 Emmerson DR Morphett Vale	
ALAN CHILD	2 GREENSBOROUGH CT, ONKAPARINGA HILLS	
Belinda Gregory	10 Saphire Road Morphett Vale	
BRIAN	2/17 GILBERTSON AVE	
Barbara	9 Drumborg Crt Woodcroft	
K Weller	Morphett Vale/Woodcroft Neigbourhood Centre	
R. Barlage	Woodcroft	
M. Jacobs	Woodcroft 36 Bains Rd. M. Vale	
E.A. JAEDE	11 FREEMAN AVE MORPHETT VALE 5162	
M & R MOLTRAM	9 GRAHAM AVE HACKHAM S.A.	
V Wendland	56 Kenswood R. Morphett Vale	
R.B. Renner	42 Concord Drive O.-Reneilla	

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Name	Address	Signature
W. Vollmann	27 ALLWORTH DRIVE HAPPY VAL	W. Vollmann
WALTRAUD	GLENHELEN R. MORTHET VALE	W. Gruenmangel
Gisela Stein	Flamingo Glen S. Rise	G. Stein
Rosemarie Roller	U 84/4 THE Braes Close Reynella	R. Roller
R. EHRLICH	9. 150 ELIZABETH Rd MORPHETTVALE	R. Ehrlich
E STAHL	U17 100 MURRAY RD PT NORRLUNGA	E. Stahl
H. Kaiser	16 Lanrimah Rd. Morphett Vale 5162	H. Kaiser
H. Zemkus	50 Corvette Rd. Seaford 5169	Horst Zemkus
O. Mertens	Seaford Rise	O. & R Mertens
J. Zemkus	50 Corvette Rd. Seaford 5169	J. Zemkus
D. miller	AL Dingos	Dora miller
D Teder	26 Cardiff St Woodville West	D Teder.

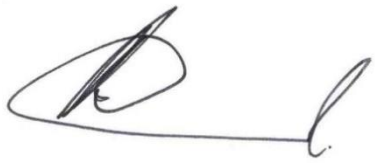
Once submitted to Council this petition will become a public document and may be published in a Council or Committee agenda 3

14. Urgent business

15. Confidential items

Confidential Clause

If Council so determines items 15.1 to 15.3 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on grounds contained in the Recommendations below.



Mark Dowd
Chief Executive Officer

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15.1 Kerbside Recycling Contract

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 information at the meeting on the following grounds:

Section 90(3)(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which -

(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and

(ii) would, on balance, be contrary to the public interest;

and

Section 90(3)(h) legal advice.

c. accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

2. Confidential

3. a. That the matter of Kerbside Recycling Contract having been considered by the Council in confidence under sections 90(2) and 90(3)(d) & 90(3)(h) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7)and (9) of the *Local Government Act 1999* that the agenda report, discussion and minutes of the Council relating to discussion of the subject matter be kept confidential until the expiry of our kerbside recycling processing contract in 2024, or to the expiry date of any related contracts entered into in relation to this matter, whichever date is the latter with the exception of the details of the name of Council's recycling processor, in order to allow our community to be informed.

b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.

c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999,* Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

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15.2 Information Communication Technology (ICT) Reform Project Steering Committee appointment of independent member

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 report at the meeting on the following grounds:

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

c. accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

2. 5 - Confidential

6. a. That the matter of ICT Reform Project Steering Committee member appointment having been considered in confidence under Sections 90(2) and 90(3)(a) of the *Local Government Act 1999* an order be made under the provisions of Section 91(7)and (9) of the *Local Government Act 1999* that the ICT Reform Project Steering Committee independent member appointment and the minutes and the report of the Council relating to discussion of the subject matter be kept confidential until all parties are notified of the outcome of Council's deliberations in respect to the appointment of the independent Ordinary Member.

b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.

c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

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15.3 Audit, Risk, Value and Efficiency Committee meeting confidential minutes of 29 July 2019

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 report at the meeting on the following grounds:

Section 90(3)(e) matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person; as the information to be received or considered affects the security of council as the information relates to council's internal financial system management and security access arrangements.

c. accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

2. Confidential

3 a. That the matter of Audit, Risk, Value and Efficiency Committee confidential minutes of 29 July 2019 having been considered by the Council in confidence under sections 90(2) and 90(3)(e) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7)and (9) of the *Local Government Act 1999* that the agenda report, discussion and minutes of the Council relating to discussion of the subject matter be kept confidential until agreed actions have been implemented or 30 June 2020, whichever comes first.

b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.

c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

16. Closure

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor: **Date**:

Meeting name: **Agenda item no:**

1. I have identified a conflict of interest as:

MATERIAL ☐ ACTUAL ☐ PERCEIVED ☐

MATERIAL: Conflict arises when a councillor or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

ACTUAL: Conflict arises when there is a conflict between a councillor's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

PERCEIVED: Conflict arises in relation to a matter to be discussed at a meeting of council, if a councillor could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

2. The nature of my conflict of interest is as follows:

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

3. I intend to deal with my conflict of interest in the following transparent and accountable way:

☐ I intend to **leave** the meeting

OR

☐ I intend to **stay** in the meeting *(complete part 4)*

4. The reason I intend to stay in the meeting and consider this matter is as follows:

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

Governance use only: Member voted FOR/AGAINST the motion.

Ordinary Business Matters

A **material**, **actual** or **perceived** Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

The following ordinary business matters are prescribed under Regulation 8AAA of the *Local Government (General) Regulations 2013.*

(a) the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act

(b) the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)

(c) the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act

(d) the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act

(e) the adoption or revision of an annual business plan

(f) the adoption or revision of a budget

(g) the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration

(h) a discussion or decision of a matter at a meeting of a council if the matter—

(i) relates to a matter that was discussed before a meeting of a subsidiary or committee of the council

(ii) the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.

(2) For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.

Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest **actual** or **perceived** in a matter to be discussed at a meeting of council **by reason only of**:

- an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party
- membership of a community group, sporting club or similar organisation (as long as the member **is not** an office holder for the group, club or organisation)
- the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school
- a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

For example: If your **only** involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are NOT required to declare your intere