



Item No: 16.1.1  
 File No: 16.55.1.30  
 Date: 20 March 2017  
 Attachment: A and B

**Meeting:** Council

**Title:** Community Land Management Plans and Leases and Licences Up-Date

**Responsible Manager:** General Manager, Heather Barclay

**Author:** Property & Contracts Officer, Allison Down,

**Key Focus Area 3 & 4:** Transparent and accountable local tier of Government that is respected for its forward thinking approaches and cross council collaborations; and, Healthy connected and inspired community

**Type of Report:** **Information Report**

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(d) being commercial information of a confidential nature the disclosure of which could reasonably expected to prejudice the commercial position of the person who supplied the information or that would confer a commercial advantage on a third party and that would, on balance, be contrary to the public interest.

### Recommendation

#### Pursuant to s90(3)(d)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public except the Council's Chief Executive Officer, Kiki Magro, the General Manager, Heather Barclay, Property and Contract Officer, Allison Down and the Protocol, Compliance & Governance Officer, Deb Bria be excluded from attendance at the meeting for the report on Lease and Licences.

The Council is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information that is commercial information of a confidential nature the disclosure of which could reasonably expected to prejudice the commercial position of the person who supplied the information or that would confer a commercial advantage on a third party and that would, on balance, be contrary to the public interest.

### Recommendation

That the Lease and Licence Up-Date Report, 20 March 2017, be received and noted.

## Recommendation

### Pursuant to s.91(7)

That having considered the Agenda Item, Lease and Licence Up-Date Report, 20 March 2017 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the report entitled Lease and Licence Up-Date Report, 20 March 2017 relevant to this Agenda Item be retained in confidence (excepting that Council authorises the release of the resolution / minutes) until the matters are resolved and that pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Council delegates to the Chief Executive Officer the review and power to revoke this Order.

and

That Council resolves to end its confidential deliberations pursuant to Section 90(2) of the *Local Government Act 1999* Council and re-admit the public.

## Summary

As Members are aware, Council has been reviewing a number of its obligations and duties in relation to a range of property matters. In essence this has involved reviewing the Community Land Management Plans and a number of leases and licences that are in place for community assets. This report provides an up-date on progress to date, as determined by Councils resolutions of 27 September 2016.

## Background

At its Ordinary Meeting on 27 September 2016, Council made a number of decisions in relation to its Community Land Management Plans (CLMP's) and Lease and Licences. The resolutions from that Council meeting are provided below and include details regarding the outcome of the resolution and an outline of action taken to date by the administration:

Council received a report on 21 November 2016 (attachment A) providing an update on progress of the Community Land Management Plans and Leases and Licences. The 4 November 2016 Weekly Round Up (Attachment B) also included a summary of the progress and activities to date.

A further report was provided to Council at its Ordinary meeting on 20 February 2017 where Council adopted an amended Community Land Management Plan (CLMP) No 4 Linear Park. This amendment was carried out after it was identified that the plans did not adequately identify Hamilton Reserve and Stewart Avenue Park.

This report outlines further progress in relation to the 20 September 2016 Council resolutions. It does not include commentary on those Council resolutions where Council 'received and noted' information provided. Specifically on resolutions **CNC130/16-17**, **CNC132/16-17** and **CNC133/16-17**.

### Decision resolutions requiring action from 27 September 2016

#### **CNC131/16-17**

*That Council adopts "in principle" the Draft Community Land Management Plans (Attachment A), and authorises Administration to seek community feedback on same for a period of not less than one month, with consultation including directly sending the draft CLMP's to all existing lessee's of Council land and property with the following global amendments;*

- *Remove acknowledgement notes*
- *Amend the references in legislative framework to "Council is committed to*

*considering opportunities and improvements to the land and its facilities where possible.*

Further to the abovementioned resolutions, the Community Land Management Plans were adopted by Council on 19 December 2016 following a period of consultation in accordance with the resolution. In addition to this, the Community Land Management Plan No 4 for Linear Reserve was subsequently further amended and adopted on 20 February 2017 following a minor amendment to address an administrative issue and to ensure consistency with the 2004 plan. This amendment did not result in a significant or material change.

The Community Land Management Plans now comply with Council's obligation to review and maintain these plans and provide certainty and essential information for the community regarding the identity, use, purpose and relevant policies that apply to lands classified in these plans. Copies of the plans are provided on Council's website.

### **CNC134/16-17**

*That Council makes the following decisions in relation to the land and property portfolio strategic directions document (confidential draft) (Attachment C);*

- a) *Council adopts Option c), of Attachment C for **Walkerville Oval (lawn bowls area), 24 Smith Street, Walkerville.***

Option C of Attachment C for Walkerville Oval (lawn bowls are), 24 Smith Street Walkerville provided for:

*"Short term lease to the Club (say one or two years) pending reconsideration of the Walkerville Oval Precinct Master Plan.*

*Implications:*

- i. Will tidy up the current holding over scenario and ensure compliance with the LG Act and also provide the parties with time to consider the Precinct Master Plan*
- ii. Similar implication to the recommended option without the Council having more control*
- iii. RCLA minimum five year term must be excluded*
- iv. Will involve preparation and negotiation of a lease"*

#### Update

Administration met with the Walkerville Bowls Club in January 2017 and provided a draft lease for consideration, and again in March 2017 to receive feedback regarding the lease. Negotiations are progressing and the Club has verbally indicated that they are generally supportive of the lease conditions provided.

It is expected that negotiations will continue in March 2017 and be finalised in April 2017, with the Administration expecting to present a draft lease for adoption or otherwise to either the April or May 2017, Ordinary Council Meeting.

### **CNC135/16-17**

*That Administration provide a further report on a preliminary scope for a discussion paper concerning investigating future opportunities for **Smith Street and Fuller Street.***

#### Update

Ekistics have been engaged to assist the Council in commencing the development of a strategic property framework and action plan towards developing master plans for strategic sites around

the township. This project also takes into consideration the Levi Caravan Park and adjoining public reserve and the Walkerville Oval. A Councillor workshop is planned for 3<sup>rd</sup> April 2017, to workshop and consider the framework to progress this matter further.

### CNC136/16-17

*Council adopts Option a), of Attachment C for **Walkerville Oval, 24 Smith Street, Walkerville.***

The abovementioned resolution involved endorsing the following for Walkerville Oval (oval, cricket practice area, club rooms and old clubrooms / change rooms):

*“Grant short term one or two year occupancy use agreement (lease or licence) of the clubrooms and short term licence agreement for the user groups of the oval, cricket practice nets and change rooms to reflect the maintenance responsibilities and the times of use during the sporting seasons pending consideration of the Walkerville Oval Precinct Master Plan”*

Implications:

- i. Would ensure Council complies with LG Act and provide time to reconsider the Precinct Master Plan*
- ii. Terms of the leases or licences will need to be prepared and negotiated and consideration given to such things as maintenance, outgoings and rent, etc.*
- iii. Given this will be a significant change from the current lease arrangement with the Walkerville Sports Club, it may create some push back from the club due to a removal of their controlling rights to the larger site.*
- iv. The use of licence agreements over the fields will create a transparent management structure for the maintenance and use of the facility.”*

Update

Administration met with the Walkerville Sports Club in December 2016 and provided a draft proposed lease for buildings and draft proposed licence for the oval, for their consideration.

The Club has been canvassing their membership, with further meetings expected in March 2017.

To enable consideration of the outgoings on the licence areas, Council has recently been provided with costings for utilities. Further negotiations will be required to determine the arrangements for maintenance regime of the oval in order to support the sport codes.

Based on verbal advice to date, the Walkerville Sports Club is generally welcoming of the proposed lease and licence. Further meetings and discussions with the club are scheduled for March and April 2017 in order to progress the finalisation of the lease for buildings and licence for the oval.

It should be noted that it is expected that the complexities associated with the setting up of the Licence for the Oval would not see a draft lease and licence presented to Council before June 2017.

### CNC137/16-17

*Council adopts Option a), of Attachment C for **Creswell Reserve Sports and Recreation.***

The abovementioned resolution involved endorsing the following for Creswell reserve Sports and Recreation (Walkerville Lawn Tennis Club).

*“New five year lease (consider 5 + 5) and clarify lease area.*

Implications:

- i. Locks up the site to the tenant for five years which is not particularly long.
- ii. If 5 + 5 then Council need to publicly consult pursuant to section 202 LG Act and in any event, will be required to comply with its Disposal of Land Policy.
- iii. Need to consider terms of lease and such things as responsibility for outgoings and maintenance and whether there will be a rent payable.
- iv. Will involve negotiating a new lease. This needs to be dealt with quickly, given that the lease expired on 30 September 2016.
- v. If five years or less, no requirement to publicly consult.
- vi. Any lease must be authorised by the community land management plan for this site.
- vii. Given the circumstances, a direct negotiation as per paragraph 6.5.5 of Council's Disposal of Land Policy would be suitable"

Update

Admiistrarion met with the Club in December 2016 and February 2017 and provided a draft lease for consideration. The Club has received the Draft Lease and negotiations are progressing and it is expected that a Lease will be presented to Council for adoption in either April or May 2017.

**CNC138/16-17**

*Council adopts Option a), of Attachment C for **Levi Park, 1A Harris Street, Vale Park.***

The abovementioned resolution involved endorsing the following for Levi Park (the Caravan Park and camping ground), 1A Harris Street, Vale Park.

*"Develop a draft scope of works / brief for a Master Plan for Levi Park. This process should include testing the market via a Request for Proposal (RFP) process to determine the management options available.*

Implications:

- i. Will provide Council with numerous options to consider.
- ii. Council has already resolved in its resolution dated 17 August 2015 to test the market via an open tender process for the management of the Levi Caravan Park site and advised the existing manager.
- iii. Needs to be completed long before 30 November 2020."

Update

Ekistics have been engaged to assist the Council in commencing the development of a strategic property framework and action plan towards developing master plans for strategic sites around the township. This project also takes into consideration the Walkerville Oval precinct and the Smith Street and Fuller Street site. A Councillor workshop is planned for 3<sup>rd</sup> April 2017, to workshop and consider the framework and action plan to progress this matter.

**CNC139/16-17**

*Council adopts Option a), of Attachment C for **Walkerville Oval 13 Alfred Street, Walkerville.***

The abovementioned resolution involved endorsing the following for (Pre-Kindy) Walkerville Oval 13 Alfred Street, Walkerville.

*“Short term lease (1 year – with up to an additional 12 month notice period to vacate) while Council considers the Walkerville Oval Precinct Master Plan and tests the market for provision of childcare in the Town of Walkerville by open tender for the lease of the premises for the purpose of childcare being operated at the premises in accordance with Council’s 18 May 2015 resolution.*

Implications:

- i. Will provide Council with numerous options to consider.*
- ii. Will provide Council with options and complies with the LG Act and Council’s resolution.*
- iii. Short term lease will require exclusion from the minimum five year term in the RCLA.*
- iv. Will tidy up the current holding over scenario and ensure compliance with the LG Act also provide the parties with time to consider the Precinct Master Plan.*
- v. Council commitment to give existing tenant 12 months’ notice to vacate the premises if not successful in the tender process is fair and reasonable given the length of existing tenancy and the fact that it is a small business and a going concern that may decide to relocate and continue operating.”*

Update

Administration met with the tenants in December 2016 and provided a draft proposed lease for consideration. A formal valuation of the property is currently being prepared and will be used as part of the preparation to take the childcare facility to open market. Officers are finalising the tender documentation now with a view to tendering week commencing 27 March 2017.

**CNC140/16-17**

**Council adopts Option a), of Attachment C for *Levi Oval, 1A Harris Street, Vale Park***

*“Enter into a short term licence agreement with the current tenant while awaiting the outcome of master plan process in relation to Levi Park as per Council’s resolution on 17 August 2015.*

Implications:

- i. It will tidy up the current holding over scenario and ensure compliance with the LG Act and also provide the parties with time to consider the master plan process.*
- ii. RCLA minimum five year term must be excluded.*
- iii. Will involve preparation and negotiation of a new licence.”*

Update

The land is currently used by St Andrew’s School. Officers have engaged Wallmans Lawyers to prepare a draft licence and will meet with representatives from St Andrew’s School week commencing 27 March 2017 to progress implementing revised licensing arrangements.

Whilst separate to the Walkerville Sports Club leasing arrangements, the licencing for the school may be impacted by the leasing negotiations for the Sports Club and may not be able to be presented before June 2017.

**Attachment/s**

Attachment A	Community Land Mangement Plans and Leases and Licences Up-Date Report 21 November 2016
Attachment B	Weekly Round Up 4 November 2016



Item No: 16.1.5  
File No: 16.55.1.30  
Date: 21 November 2016  
Attachment: A

**Meeting:** Council

**Title:** Community Land Management Plans and Leases and Licences Up-Date Report, 21 November 2016

**Responsible Manager:** Heather Barclay, General Manager

**Author:** Heather Barclay, General Manager

**Key Focus Area 3 & 4:** Transparent and accountable local tier of Government that is respected for its forward thinking approaches and cross council collaborations; and, Healthy connected and inspired community

**Type of Report:** **Information Report**

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Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(d) being commercial information of a confidential nature the disclosure of which could reasonably expected to prejudice the commercial position of the person who supplied the information or that would confer a commercial advantage on a third party and that would, on balance, be contrary to the public interest.

Pursuant to s90(3)(d)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public except the Council's Chief Executive Officer, Kiki Magro, the General Manager, Heather Barclay, Manager Finance, Gary Lewis and the Protocol, Compliance & Governance Officer, Deb Bria be excluded from attendance at the meeting for the report on Lease and Licences.

The Council is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information that is commercial information of a confidential nature the disclosure of which could reasonably expected to prejudice the commercial position of the person who supplied the information or that would confer a commercial advantage on a third party and that would, on balance, be contrary to the public interest.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter may prejudice the commercial position of the person who supplied the information.



## **Recommendation (Confidential)**

1. That the Lease and Licence Up-Date Report, 21 November 2016, be received and noted.

## **Recommendation (Public)**

### Pursuant to s.91(7)

That having considered the Agenda Item, Lease and Licence Up-Date Report, 21 November 2016 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the report entitled Lease and Licence Up-Date Report, 21 November 2016 relevant to this Agenda Item be retained in confidence until such time as the subject matter of the report has been resolved (excepting that Council authorises the release of the minutes to substantive party/parties to enable enactment of the resolution) and that pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Council delegates to the Chief Executive Officer the review and power to revoke this Order.

and

That Council resolves to end its confidential deliberations pursuant to Section 90(2) of the *Local Government Act 1999* Council and re-admit the public.

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## **Summary**

The Administration has commenced work towards implementing Councils decisions of 27 September 2016. This report provides an up-date on progress to date.

## **Background**

At its Special Meeting on 27 September 2016, Council made decisions in relation to it's Community Land Management Plans (CLMP's) and Lease and Licences;

Council specifically resolved the following;

### **CNC130/16-17**

1. *That Council receives and notes the Community Land Management Plans and Leases and Licences Review Report, 27 September 2016.*

### **CNC131/16-17**

2. *That Council adopts "in principle" the Draft Community Land Management Plans (Attachment A), and authorises Administration to seek community feedback on same for a period of not less than one month, with consultation including directly sending the draft CLMP's to all existing lessee's of Council land and property with the following global amendments;*
  - *Remove acknowledgement notes*
  - *Amend the references in legislative framework to "Council is committed to considering opportunities and improvements to the land and its facilities where possible.*

### **CNC132/16-17**

3. *That Council receives and notes the legislative & policy framework for community and other land / property holdings (Attachment B).*

**CNC133/16-17**

4. *That Council receives and notes the land and property portfolio strategic directions document (confidential draft) (Attachment C).*

**CNC134/16-17**

5. *That Council makes the following decisions in relation to the land and property portfolio strategic directions document (confidential draft) (Attachment C);*

- a) *Council adopts Option c), of Attachment C for Walkerville Oval (lawn bowls area), 24 Smith Street, Walkerville.*

**CNC135/16-17**

- b) *That Administration provide a further report on a preliminary scope for a discussion paper concerning investigating future opportunities for Smith Street and Fuller Street.*

**CNC136/16-17**

- c) *Council adopts Option a), of Attachment C for Walkerville Oval, 24 Smith Street, Walkerville.*

**CNC137/16-17**

- d) *Council adopts Option a), of Attachment C for Creswell Reserve Sports and Recreation.*

**CNC138/16-17**

- e) *Council adopts Option a), of Attachment C for Levi Park, 1A Harris Street, Vale Park.*

**CNC139/16-17**

- f) *Council adopts Option a), of Attachment C for Walkerville Oval 13 Alfred Street, Walkerville.*

**CNC140/16-17**

- g) *Council adopts Option a), of Attachment C for Levi Oval, 1A Harris Street, Vale Park*

*and; directs the Administration to commence work on development of the options (above), concurrently with the finalisation of the Councils revised CLMP's*

The purpose of this report is to provide Members an update since the above decisions.

To date the Administration has taken the following steps towards implementation of the Councils decisions;

1. Administration has written to each existing Lessee/Licensee to advise each regarding Councils decision in relation to their specific circumstances
2. Wallmans Lawyers have been directed to commence development of draft Leases and Licences (as the basis for discussion), with the following Lessee's/Licensee's;
  - a. Walkerville Bowling and Community Club (short term lease)
  - b. Walkerville Sports Club (short term lease over building and short term licence over grounds/pitches)
  - c. Walkerville Lawn Tennis Club (5+5 year lease)
  - d. Walkerville Pre-Kindy (short term lease)
  - e. St Andrews School (short term licence)

Concurrently, draft lease schedules are being developed (to prescribe roles and responsibilities of lessee and landlord) and dis-closure statements to prescribe expected outgoings.

Meetings are expected to be held with leasee's on the content of the draft documentation developed (above) starting in late November 2016.

3. A Meeting has been convened including CEO/General Manager and a Strategic Adviser to commence discussions on developing the proposed approach and timing for;
  - a. The Smith and Fuller Street sites
  - b. The Walkerville Oval Precinct
  - c. Levi Park Caravan Park (master planning / RFP approach)
  - d. Pre-kind market/tender approach
4. Administration has convened meetings with each existing Lessee/Licensee to touch base (on a face to face basis), to provide a more detailed description of Councils decisions and to outline expected next steps.

As it relates to Meetings held, an up-date was provided in the weekly round up on 4 November 2016, refers;

## Friday, 4 November 2016

### Community Land Management Plans and Leases and Licences

Further to Councils decisions on 27 September 2016, regarding Community Land Management Plans (CLMP's) and Leases and Licences the following is provided as an up-date;

- CLMP's are currently subject to consultation (refer other advice within this Weekly Round-up)
- Following decisions regarding individual land holdings in September 2016, the Administration has written to all existing lessee's and advised them of the individual decisions pertaining to their specific Lease or Licence (all lessee's have been advised that the decisions and information provided is confidential and is provided only to enact the decisions of Council).
- As part of the above letter, each existing lessee has been invited to provide comment on the CLMP's currently out on consultation.
- In addition, to receipt of the advice in writing, the General Manager is progressively meeting with each lessee/licensee, to provide further advice in relation to expected timing and process towards enactment of the Councils decisions.
- Concurrently, the General Manager is working with Wallman's Lawyers, on the development of draft leases/licences for discussion with Lessee's/Licensee's
- To date the General Manager has met with;
  - The Walkerville Lawn Tennis Club President – Members are advised that the Lawn Tennis Club are pleased with the Councils decision to offer a 5 + 5 Lease. It is expected that the Administration will finalise a draft lease with the Club during November and early December 2016, with the proposed

lease to be presented to Council for adoption in January 2017. The Club has indicated a desire for their lease fee to be fixed rather than percentage based. This, together with other matters will be addressed within the report to Council in early 2017, when the lease is presented for adoption or otherwise.

- Walkerville Sports Club President – Members are advised that the WSC supports the Walkerville Oval Redevelopment proposal and understands the short term lease offer on that basis, and wishes to work collaboratively with Council towards a redevelopment vision – The Administration has discussed the importance of getting the short term *Licence for the Oval* right, as it is likely that this will remain a constant and may be the basis for an on-going Licence dependent on future operating models. In relation to the Lease of the existing “Clubrooms”, both the WSC and the Administration discussed and recognised that under a potential redevelopment, the operating model for any Club Rooms or Facility may be somewhat different – Accordingly, the proposed short term Lease of the Building should be fit for purpose. There was agreement that discussion was required on “roles and responsibilities” and costs during the proposed short term lease. The President was advised that Wallman’s Lawyers was developing a draft lease and licence as a point for further discussion with another meeting expected with Club representatives in late November 2016, to discuss detail.
- INEA YMCA CEO and Board Representative (Tony Pederick) – The INEA YMCA was advised that Council’s decision meant that their current proposal for redevelopment of the Smith Street site remained on-hold, pending more strategic work by Council to consider potential opportunities for the Smith and Fuller Street site’s together (in context of Community Zone under the newly approved DPA for the Town Centre). The INEA YMCA raised concerns regarding their current lease tenure and timing of any future scenario’s – they outlined their desire to present proposals (for the two sites) to Council as part of any future procurement or EOI process, but also understood that they may not be the only contender for any possible redevelopment. Based on their existing lease, they remained concerned regarding timing to consider an exit strategy if they were not successful in a future opportunity. All in all their considerations were realistic, and the Administration committed to keeping the INEA YMCA informed – It was suggested by the Administration that Council would consider a process / discussion paper for next steps in early 2017. The INEA YMCA representatives were happy to be kept informed and appreciated the one – on – one communication.

- Meetings are scheduled with the Pre-Kindy (13 Alfred Street), Levi Park Caravan Park and St Andrews School in the coming days.

Subsequent to the above, Meetings have since been held with the Pre-Kindy (Cudmore’s), the Levi Park Managers and St Andrews School. The following, include a summary from those informal meetings;

- The Pre-kindy (Andrew and Sally Cudmore, “the Cudmore’s”) were advised that Council reinforced its decision to go to the Market/Tender for Childcare services to be delivered from 13 Alfred Street Walkerville (per their decisions in May and August 2015), but Council had also resolved to provide a short term lease to the Cudmores, while Council considers the Walkerville Oval Master Plan and goes to market for provision of Childcare.

The Cudmores were disappointed that they would not be provided an offer or opportunity of a 10 + 10 year lease without going to market. The Cudmores were advised that Council resolved to stand by its previous decisions, considering the legal framework within which it was bound, and on that basis has resolved not to allow a new lease to the same tenant without testing the market.

The Cudmores, asked whether a letter to Council (**Attachment A**), only received days before the Special Councils Meeting, on 20 September 2016, (including a business case proposal by them, whereby they would invest \$40K over ten years with Council contributing \$200K over the same period), was tabled at the Special Council Meeting (SCM). They were advised that the letter was intended to be presented as part of background information, but had been inadvertently not included in the documentation to the SCM. Notwithstanding, they were advised that Council had already made a decision to test the Market in 2015, and consideration of a Business Plan/Case would still not allow for the exploration of other options (for childcare) that may provide better value for the community, nor would it alleviate the need to consider/comply with the legal framework within which Council is bound. The Business Case is attached for Members reference.

- The Meeting with Levi Park Caravan Park Managers, was really a “touch-base”, as they clearly understand their tenure, and Councils intentions for Master planning / Tendering etc. They did however indicate that they would be grateful if they had knowledge of the program towards the concurrent items of “close-out” of existing lease and master planning and tender for new opportunities in order they could commence their own planning. The Mangers were advised that Administration has commenced a process towards development of a program for Councils consideration and once determined they would be informed (expected 2017).
- In relation to St Andrews School Licences of Walkerville Oval and Levi Oval, they have indicated a desire to work closely and directly with Council towards development of their short term licences. As it relates to utilising the Walkerville Oval they indicated a desire to have an agreement with Council rather than the WSC.

## Attachments

<b>Attachment A</b>	Letter and Business Case from Andrew and Sally Cudmore
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16<sup>th</sup> September, 2016

3/1 Victoria Terrace,  
Walkerville SA 5081

General Manager,  
The Corporation of the Town of Walkerville,  
66 Walkerville Terrace,  
GILBERTON. SA 5081

Attention; Ms Heather Barclay

Dear Heather,

RE: 13 ALFRED STREET WALKERVILLE

In following up to your recent conversation with Andrew, we understand that at the next Council meeting this coming Tuesday 20<sup>th</sup> September that one of the items on the agenda is the ongoing issue of renewing business leases. It is fair to assume that our Walkerville Pre Kindy's lease will come up for discussion.

As you are aware we are very keen to establish a new 10 + 10 lease with the council.

We therefore would like to submit the outline of our Proposed Business Plan which includes our proposed financial investment objectives in support of our application to renew our lease.

Could you please kindly bring this to the Council's attention during this forthcoming meeting. Would you also please advise us when the Council will be able consider and make their determination regarding our request?

We are very keen to work with you to finalize our new lease as soon as possible.

Thank you very much for your help.

I await your reply,

Yours sincerely



**Sally Cudmore**  
**WALERVILLE PRE-KINDY**

# Walkerville Pre-Kindergarten

## Proposed Business Plan

### Objective / Vision

- Provide an ongoing commitment to uphold a quality child care service for the local community
- Enhance and add value to the Walkerville Pre-Kindy (WPK) business and property
- Ensure that all children's welfare and learning experience are of the industry's highest standard.

### Child Care Environment

- Under the current licence regulation WPK is licenced for 30 children. This is determined by indoor/outdoor space available and the age range of the children in care. <http://www.a\cecqa.gov.au/>
- WPK is licenced under Registered Care, not Approved Care therefore a modest child care rebate is provided through Centre Link.
- WPK differs from neighbouring childcare services as it is not eligible for full government rebates. This is due to licencing restrictions bought about by the limitations with the physical size of the WPK building and outdoor play space available.
- There are more young families moving into Walkerville area and with the growth bought about by the council's Development Plan there has been and will be an ongoing and increasing need for a Pre-Kindergarten in Walkerville.
- Walkerville Pre-Kindy's occupancy has been primarily based on word of mouth and siblings attending, however with the population of Walkerville growing, e.g. the Watson Hotel/Apartments we are reaching out to a broader base of the community

## Background

- The property was originally bequeathed to the Town of Walkerville to be used for a community purpose.
- Walkerville Pre-Kindy was established almost 30 years ago. Its initial intention was to provide a safe and secure play and learning environment for children of families in preparation for ongoing preschool education.
- Today WPK's intention is the same, however it now provides care for children from a wider community base and offers more flexibility in hours of care to assist working families
- Sally Cudmore has been the owner and Director of the WPK business for 17 years. During this time, it has established an excellent reputation for quality child care and education. Evidence of this is that many families have chosen to send all of their children from the age of 2 through to 5, until they move onto the next phase of their education



## **Strategic Objective**

- Renew the lease and in doing so obtain a new 10 + 10 term
- Continue ongoing maintenance of the property
- Ensure WPK is compliant with the appropriate child care regulations for the ongoing attainment of accreditation and licencing.
- Improve the capability and value of the physical asset and provide an enhanced environment for the children
- Further grow the business's reputation and value to the community. Continuing to build and develop collaborative relationships with families and the local community.
- Liaising with the local community, e.g. St Andrews School, Walkerville Primary School, Library, neighbouring businesses and Council.
- Continue to ensure the WPK business is viable financially and profitable

## Financial Objectives and Investment

- It is proposed the Council and the WPK each contribute the following funding to achieve the planned activities in these nominated time frames. (i.e. years, July to June)

Year	Council		WPK	
	Planned Investment	\$	Planned Investment	\$
1	Outside shade cloth  Outside painting/general repairs  Level off and replace cement outside veranda floor with alternative flooring	20,000	Paint indoor play area Landscaping <ul style="list-style-type: none"> <li>• Sandpit replacement and paving of surrounding area</li> <li>• Shrubs and trees</li> <li>• Raised play stage</li> </ul> New outdoor signs / street signs Set up internet access	4,000
2	Grass turf/paving around the sand pit. Level off entrance pathway	20,000	Upgrade WPK website, enhancing information & access for families Build new inside storage space New local community advertising to promote the benefits of the WPK to the community Landscaping <ul style="list-style-type: none"> <li>• Terraced seating</li> <li>• Cement/stone pathways</li> <li>• Dry creek bed</li> </ul>	4,000
3	Awning on the side access of the building to create a new play space  PVC blinds inclosing the outdoor verandah to create a weather proof play space	20,000	Office partitions Service and enhance air-conditioning/heating	4,000
4	New gate at the back of the property to enclose bin/storage area	20,000	Creating a sustainable garden area e.g. herbs, vegetables etc.	4,000
5	Sliding doors across frontage of property for indoor/outdoor access for the children	20,000	Hot water service replacement and/or heating and air-conditioning	4,000
6	New roof	20,000	Permanent indoor shelving Electric sunshade/awning	4,000
7	New lino flooring	20,000	Electric sunshade/awning	4,000
8	Incorporating outdoor space alongside Alfred Street to be utilised as indoor/outdoor play space	20,000	Separate parent interviewing area/office	4,000
9	Upgrade fences and safety gate	20,000	Carpeting in the play area	4,000
10	Add additional shade clothes	20,000	Additional landscaping e.g. adventure playground	4,000

The above Objectives/Upgrades to be interchanged as required.

\*Please note, items that are greyed out are not available on the public version on Council's website.

**Friday, 4 November 2016**

## Community Land Management Plans and Leases and Licences

Further to Councils decisions on 27 September 2016, regarding Community Land Management Plans (CLMP's) and Leases and Licences the following is provided as an up-date;

- CLMP's are currently subject to consultation (refer other advice within this Weekly Round-up)
- Following decisions regarding individual land holdings in September 2016, the Administration has written to all existing lessee's and advised them of the individual decisions pertaining to their specific Lease or Licence (all lessee's have been advised that the decisions and information provided is confidential and is provided only to enact the decisions of Council).
- As part of the above letter, each existing lessee has been invited to provide comment on the CLMP's currently out on consultation.
- In addition, to receipt of the advice in writing, the General Manager is progressively meeting with each lessee/licensee, to provide further advice in relation to expected timing and process towards enactment of the Councils decisions.
- Concurrently, the General Manager is working with Wallman's Lawyers, on the development of draft leases/licences for discussion with Lessee's/Licensee's
- To date the General Manager has met with;
  - The Walkerville Lawn Tennis Club President – Members are advised that the Lawn Tennis Club are pleased with the Councils decision to offer a 5 + 5 Lease. It is expected that the Administration will finalise a draft lease with the Club during November and early December 2016, with the proposed lease to be presented to Council for adoption in January 2017. The Club has indicated a desire for their lease fee to be fixed rather than percentage based. This, together with other matters will be addressed within the report to Council in early 2017, when the lease is presented for adoption or otherwise.
  - Walkerville Sports Club President – Members are advised that the WSC supports the Walkerville Oval Redevelopment proposal and understands the short term lease offer on that basis, and wishes to work collaboratively with Council towards a redevelopment vision – The Administration has discussed the importance of getting the short term *Licence for the Oval* right, as it is likely that this will remain a constant and may be the basis for an on-going Licence dependent on future operating models. In relation to the Lease of the existing "Clubrooms", both the WSC and the Administration discussed and recognised that under a potential redevelopment, the operating model for any Club Rooms or Facility may be somewhat different – Accordingly, the proposed short term Lease of the Building should be fit for purpose. There was agreement that discussion was required on "roles and responsibilities" and costs during the proposed short term lease. The President was advised that Wallman's Lawyers was developing a draft lease and licence as a point for further discussion with another meeting expected with Club representatives in late November 2016, to discuss detail.
  - INEA YMCA CEO and Board Representative (Tony Pederick) – The INEA YMCA was advised that Council's decision meant that their current proposal for redevelopment of the Smith Street site

remained on-hold, pending more strategic work by Council to consider potential opportunities for the Smith and Fuller Street site's together (in context of Community Zone under the newly approved DPA for the Town Centre). The INEA YMCA raised concerns regarding their current lease tenure and timing of any future scenario's – they outlined their desire to present proposals (for the two sites) to Council as part of any future procurement or EOI process, but also understood that they may not be the only contender for any possible redevelopment. Based on their existing lease, they remained concerned regarding timing to consider an exit strategy if they were not successful in a future opportunity. All in all their considerations were realistic, and the Administration committed to keeping the INEA YMCA informed – It was suggested by the Administration that Council would consider a process / discussion paper for next steps in early 2017. The INEA YMCA representatives were happy to be kept informed and appreciated the one – on – one communication.

- Meetings are scheduled with the Pre-Kindy (13 Alfred Street), Levi Park Caravan Park and St Andrews School in the coming days.

## Remembrance Day Service

**A Remembrance Day Service will be held on 11 November commencing at 10.45am in the Memorial Gardens.**

The Mayor will be laying a wreath on behalf of Council.

## Community Fund Round 2 Open

**Council will accept applications for round 2 of the 2016/17 Community Fund program from 7 – 25 November.**

Applications will be accepted up until 5pm on Friday 25 November.

### Who can apply for a grant?

- Not for profit community groups and organisations operating in the Town of Walkerville.
- Ratepayers and Residents of the Town of Walkerville.

### What does the program support?

- The Community Fund Program is primarily intended for;
- Projects, programs or activities that benefit the Town of Walkerville community;
- Capital purchases in support of a community project, program or activity;
- Purchases that are clearly one off i.e. memorial plaque; Grants for individuals to participate in sporting, musical, artistic or other competitions in any 12 month period and are limited to competitions at a State, National or International level where the applicant is a resident or ratepayer of Walkerville and is required to travel interstate or overseas to participate.

Grants are not available for organizational operating costs e.g. newsletters or for purchase, replacement or new materials that are already covered in Councils Assets and Infrastructure program e.g. park benches.

### How do I apply?

For further information, please contact 8342 7100 or email [Cfund@walkerville.sa.gov.au](mailto:Cfund@walkerville.sa.gov.au)

**[CLICK HERE](#)** for the 'Individual' application form

**[CLICK HERE](#)** for the 'Project' application form

[CLICK HERE](#) for the Community Fund Program Policy

**Christmas is coming to Town...**



**Walkerville Miniature Christmas Pageant**

10am-5pm 10am-8pm <sup>OPEN TIL LATE!</sup> 10am-4pm  
16-17 November 18 November 19-20 November

**Walkerville Town Hall**  
66 Walkerville Tce, Gilberton 5081

Gold coin donation: proudly supporting Telethon South Australia.  
Supported by the Town of Walkerville and Police Credit Union.

**WALKERVILLAGE CHRISTMAS FAIR** *Free family fun*  
SUNDAY 11AM-5PM  
27 NOVEMBER

**LEVI OVAL** ADJACENT THE LEVI CARAVAN PARK  
HARRIS RD, VALE PK

Tinsel the Reindeer, food stalls, entertainment, Santa, Rotary BBQ & more.

walkerville.sa.gov.au TOWN OF WALKERVILLE

## The Australia Day Citizen of the Year Awards

### Do you know someone who makes your community a better place?

The Citizen of the Year Awards are proudly presented by the Australia Day Council of South Australia, sponsored by San Remo and Channel 9. The Citizen of the Year Awards will be presented at Council's Australia Day citizenship ceremony.

Nominations are now open for:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year

Application forms are available [HERE](#) or from the Walkerville Civic and Community Centre. Nomination close on Friday 18 November.

## On-Line Poll

**Have you visited our website recently? Check out our new on-line poll and take the quick 4 question survey.**

We want to know if you think we have enough playgrounds around the township and whether Council should consider funding more playgrounds as part of its 2017/18 annual budget deliberations.

# NBN Community Event – 8 November 2016

4pm-6:30pm, Walkerville Civic and Community Centre

free community info event:

## Find your place in the digital space

NOW is the time to connect to the nbn™ and transform your online experience into something spectacular. Switch your landline phone and internet now to make sure they stay working when the existing network is disconnected; this will start from March 2017.

To find out more and get your questions answered, nbn co and Walkerville Council present a free, drop-in service. Come for a chat. Have a cuppa. Get your questions answered. No need to RSVP.



**Tuesday, 8 November**  
**4pm - 6.30pm**

**Civic and Community Centre**  
66 Walkerville Tce, Gilberton 5081

TOWN OF  WALKERVILLE

walkerville.sa.gov.au

## Linear Park Snakes Alert

### Warning: snakes have been seen in Linear Park

Council Officers whilst recently undertaking clean up works within Linear Park came across a large brown snake. With the onset of warmer weather, snakes are becoming more active. Please be careful when walking through the safe sections of Linear Park.

## Linear Park Update

### Contractors have cleared all of the fallen and dangerous trees within Frome Reserve and have opened up the reserve to the general public.

The boardwalk and lower level bridge remain closed due to the structures being compromised.

Engineering consultants are preparing detailed repair programs for damaged assets including footpaths, bridges, lights and boardwalks. Until these assets can be repaired, they will remain closed for safety purposes. We implore residents to respect the no-access signs and stay out of the closed sections Linear Park. These measures are for your own safety!

# Speak up!



**Be heard!**

**Walkerville Council is consulting on three issues and is seeking your feedback:**

## **1. Next steps for the *Movement management plan***

Public consultation closes: 5pm, Friday 25 November 2016.

Through this first round of consultation we are seeking your views on:

- How do we keep our transport spaces – roads, pathways, laneways, bikepaths footpaths – safe, accessible and attractive for people?
- How can these transport spaces be improved to offer greater amenity and contribute to quality of life for everyone?

### **Public information sessions:**

Walkerville Woolworths Shopping Centre, 104 Walkerville Tce, Walkerville

- Thursday 17 Nov 4.30pm - 8.00pm • Saturday 19 Nov 9.00am - 12 noon.

## **2. Draft strategy: *Living Walkerville: wellbeing for every age and stage***

Public consultation closes: 5pm, Friday 25 November 2016.

Earlier this year, we developed a wellbeing framework and presented it to the community for a first round of public consultation. Community feedback has been incorporated into a *draft wellbeing strategy* which is now open for public consultation.

## **3. Draft *Community land management plans***

Public consultation closes: 5pm, Friday 9 December 2016.

The draft plans have been developed by Council and provide a policy framework for community land in the Township.

For more information on how to provide feedback on one, or all, of these issues telephone 8342 7100 or go to:

[www.walkerville.sa.gov.au/engageconsult](http://www.walkerville.sa.gov.au/engageconsult)

TOWN OF



WALKERVILLE

# Public consultation: *Living Walkerville: wellbeing for every age and stage*

In 2015-16, Council commenced work on developing a strategy that would set out Council's vision for community wellbeing over the next four years.



It's your town... and it's YOUR wellbeing

## YOUR TOWN

### YOUR TOWN

## Public consultation:

### *Living Walkerville: wellbeing for every age and stage*

Earlier this year, we developed a Wellbeing framework and presented it to the community for a first round of public consultation. The framework identified a range of themes that focused on wellbeing including: quality of life, social inclusion, cultural diversity, education, and health. When it came to developing a Wellbeing strategy our first priority was to make sure we were in step with our community.

Through public consultation, we spoke to people of every age and stage of life and we've been inspired by their stories. We've incorporated the feedback into this draft strategy and we hope you'll take the time to tell us what you think. Have we missed something? Did we get the balance right? Is there something you think we should include?

**The draft strategy is now open for public consultation.**

#### How to get involved?

- Go to [www.walkerville.sa.gov.au/engageconsult](http://www.walkerville.sa.gov.au/engageconsult) to download the strategy and complete a short survey.
- Printed copies of the survey and the strategy can be picked up from Council offices during business hours or posted to you on request.
- Email suggestions and feedback to: [walkerville@walkerville.sa.gov.au](mailto:walkerville@walkerville.sa.gov.au)  
Subject line: *Wellbeing strategy*.
- Write to us: *Draft Wellbeing strategy*, PO Box 55, Walkerville SA 5081.



Public consultation  
closes: 5pm Friday,  
25 November 2016



66 Walkerville Tce, Gilberton 5081 T 8342 7100 [walkerville@walkerville.sa.gov.au](mailto:walkerville@walkerville.sa.gov.au) [@walkerville5081](https://www.facebook.com/walkerville5081)

[walkerville.sa.gov.au](http://walkerville.sa.gov.au)



## Public consultation: Town of Walkerville's

# Movement management plan: next steps

Two years ago, Council started a Town-wide conversation to review transport options and transit modes for people in cars, on bikes, on foot, on mobility devices and on public transport.

From those conversations a *Movement management plan* was developed which proposed a series of actions, many of which have already been delivered, including:

- 40 km/h speed limit on Walkerville Terrace
- wombat crossing on Walkerville Terrace
- Linear Park stair updates (various locations)
- pedestrian refuge islands (Smith Street & Church Terrace)
- establishment of parking reference groups
- updating the *Residential parking permit policy*.

It's your town, so tell us how to keep it moving...



## YOUR TOWN

## Public consultation: Town of Walkerville's Movement management plan: next steps



We are now reviewing and updating the plan to make sure it stays current and continues to reflect the changing needs of our community. Through public consultation we are seeking your views on:

- How do we keep our transport spaces - roads, pathways, laneways, bikepaths footpaths – safe, accessible and attractive for people?
- How can these transport spaces be improved to offer greater amenity and contribute to quality of life for everyone?

To develop the draft plan we want to hear your perspectives on every aspect related to our transport networks. Once a draft plan has been developed it will be presented to the community for a second consultation round.

### Public information sessions:

Walkerville Woolworths Shopping Centre, 104 Walkerville Tce, Walkerville

- **Thursday 17 November 4.30pm - 8.00pm**
- **Saturday 19 November 9.00am - 12 noon**

Meet the project team, see maps highlighting key local issues and provide your feedback.

### How to get involved?

- Go to [www.walkerville.sa.gov.au/engageconsult](http://www.walkerville.sa.gov.au/engageconsult) to download more information about the plan
- Complete an online survey: [www.walkerville.sa.gov.au/engageconsult](http://www.walkerville.sa.gov.au/engageconsult)
- Printed copies of the survey can be picked up from Council offices during business hours or posted to you on request
- Email suggestions and feedback to: [walkerville@walkerville.sa.gov.au](mailto:walkerville@walkerville.sa.gov.au)  
Subject line: *Movement management plan*
- Write to us: *Draft Movement management plan*, PO Box 55, Walkerville SA 5081

Public consultation closes:

**5pm Friday, 25 November 2016**



66 Walkerville Tce, Gilberton 5081 T 8342 7100 [walkerville@walkerville.sa.gov.au](mailto:walkerville@walkerville.sa.gov.au) [@walkerville5081](https://twitter.com/walkerville5081) [walkerville.sa.gov.au](http://walkerville.sa.gov.au)

[walkerville.sa.gov.au](http://walkerville.sa.gov.au)