



NOTICE

of

COUNCIL MEETING

Pursuant to the provisions of section 84 (1) of the
Local Government Act 1999

to be held in the

COUNCIL CHAMBERS

And via electronic means through live streaming at
<https://www.youtube.com/channel/UCZxKI13S3M8n8zxKI5LFT9w>

on

MONDAY 15 AUGUST 2022 AT 7PM

SCOTT REARDON
ACTING CHIEF EXECUTIVE OFFICER

Issue Date: 11 August 2022

MEMBERSHIP

MAYOR ELIZABETH FRICKER - PRESIDING MEMBER

Cr R Ashby AM
Cr S Furlan
Cr C Wilkins

Cr M Bishop
Cr J Joshi
Cr J Williams

Cr N Coleman OAM
Cr J Nenke

DISCLAIMER – Please note that the contents of the Council Agenda have yet to be considered by Council and recommendations may be altered or changed by the Council in the process of making the formal Council decision.

AGENDA

15 AUGUST 2022

ACKNOWLEDGEMENT OF COUNTRY

Town of Walkerville would like to acknowledge the Kaurna people as the traditional custodians of the land we are meeting on today, and respect their spiritual relationship with their country.

We recognise the many generations of stewardship the Kaurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

1. ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present / Leave of Absence

2. CONFIRMATION OF MINUTES

- 2.1 That the minutes of the Ordinary Council meeting held on 18 July 2022 be confirmed as a true and accurate record of the proceedings. 5
- 2.2 That the minutes of the Special Council meeting held on 1 August 2022 be confirmed as a true and accurate record of the proceedings. 23

3. DECLARATIONS OF INTEREST (material, actual, perceived)

4. DEPUTATIONS / REPRESENTATIONS / PRESENTATIONS

5. MAYORS DIARY

- 5.1 Mayors Diary 30

6. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED TRAINING, CONFERENCES, SEMINARS OR EXTERNAL MEETINGS (NON-COUNCIL SPECIFIC)

7. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED SUBSIDIARY BOARD MEETINGS

8. QUESTIONS FROM THE GALLERY

- 8.1 *During the COVID -19 restrictions members of the public wishing to ask a question must provide the question(s), in writing, to the Chief Executive Officer **before 5pm on Monday 15 August 2022** with a maximum of two questions per person;*
- 8.2 *Answers to the questions will be provided via live streaming of the Council meeting and in the minutes of the meeting;*
- 8.3 *Further information on the questions from the gallery policy can be located on Council's website.*

9. QUESTIONS WITHOUT NOTICE

10. QUESTIONS WITH NOTICE

Nil.

11. PETITIONS

Nil.

12. MOTIONS WITHOUT NOTICE

13. MOTIONS WITH NOTICE

Nil.

14. REPORTS REQUIRING DECISION OF COUNCIL

14.1 Strategy

Nil.

14.2 Policy

Nil.

14.3 Operational

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14.3.2	Pleasant Sunday Afternoon (PSA) Sponsorship Application	50
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14.4 Subsidiaries

Nil.

15. IDENTIFICATION OF ITEMS FOR INDIVIDUAL CONSIDERATION

16. REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

16.1 Strategy

Nil.

16.2 Policy

Nil.

16.3 Operational

16.3.1	Monthly Works Report July 2022	76
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16.4 Subsidiaries

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16.5	<u>Outstanding Council Resolutions & Actions</u>	137
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17. CORRESPONDENCE

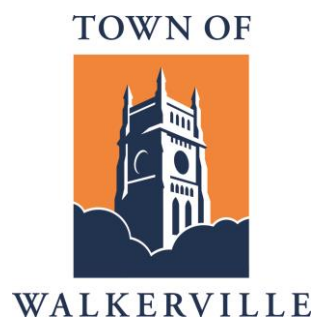
Nil.

18. URGENT OTHER BUSINESS

19. CONFIDENTIAL ITEMS

Nil.

20. CLOSURE



MINUTES
of
COUNCIL MEETING
held in the
COUNCIL CHAMBERS

and via electronic means through live streaming at
<https://www.youtube.com/channel/UCZxKI13S3M8n8zxKI5LFT9w>

on

MONDAY 18 JULY 2022 AT 7PM

MINUTES
18 JULY 2022

The Presiding Member declared the meeting open at 7:00pm.

ACKNOWLEDGEMENT OF COUNTRY

Town of Walkerville would like to acknowledge the Kurna people as the traditional custodians of the land we are meeting on today, and respect their spiritual relationship with their country.

We recognise the many generations of stewardship the Kurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

IN MEMORY OF PETER GOLDING

Before we start the formalities tonight, it is with great sadness that I announce the passing of long-time community member Peter Golding last Tuesday morning.

Peter was one of the most selfless and passionate people I had the pleasure of knowing. He was renowned for being the creator of one of the biggest events on the Walkerville calendar – the Miniature Christmas Pageant.

For the past two decades, Peter and his army of dedicated volunteers designed, built and presented an incredible display of mini floats – bringing together thousands of people of all ages into the Township and raising funds for Telethon SA. He selflessly gave his time and energy to bring a smile to the faces of many people in our community, including myself and my own children, at such a wonderful time of the year.

His dedication to his community only became more prevalent as time went on. He was a regular at Council's annual volunteer events and received several awards for his contribution to the Township. We send our thoughts to his family at this time.

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Cr Rob Ashby AM
Cr MaryLou Bishop
Cr Norm Coleman OAM
Cr Stephen Furlan
Cr Conrad Wilkins
Cr James Williams

Staff in Attendance

Acting Chief Executive Officer, Scott Reardon
Group Manager Planning, Environment, Regulatory and Customer Service, Joshua Bowen
Group Manager Assets & Infrastructure, James Kelly
Manager Community Development and Engagement, Fiona Deckert
Communications and Marketing Manager, Sarah Spencer
Acting Manager Corporate Services, Vikki Purtle
Council Secretariat, Danielle Edwards

1.2 Apologies

Cr James Nenke

1.3 Not Present / Leave of Absence

1.3.1 Cr Jennifer Joshi is on a leave of absence from 30 June 2022 to 18 July 2022, inclusive (CNC287/21-22).

1.3.2 **CNC01/22-23**

Moved: Cr Wilkins

Seconded: Cr Ashby

That Council approve Cr Bishop's request for a leave of absence from 15 August 2022 to 15 August 2022, inclusive.

CARRIED

1.3.3 **CNC02/22-23**

Moved: Cr Wilkins

Seconded: Cr Ashby

That Council approve Cr Bishop's request for a leave of absence from 15 October 2022 to 27 October 2022, inclusive.

CARRIED

2. **CONFIRMATION OF MINUTES**

2.1 Ordinary Council meeting held on the 16 May 2022

CNC03/22-23

Moved: Cr Furlan

Seconded: Cr Coleman

That the minutes of the Ordinary Council meeting held on 20 June 2022 be confirmed as a true and accurate record of the proceedings

CARRIED

3. **DECLARATIONS OF INTEREST (material, actual, perceived)**

- Cr Williams declared a perceived interest in agenda item 14.3.4 '39 Smith Street – Funding & Preliminary Masterplan' as he owns a neighbouring property and advised that he would remain in the Chamber during the discussion of the item, participate in the debate and vote on the agenda item.
- Cr Furlan declared a declared a perceived interest in agenda item 14.3.4 '39 Smith Street – Funding & Preliminary Masterplan' as he has an interest in a neighbouring commercial property and advised that he would remain in the Chamber during the discussion of the item, participate in the debate and vote on the agenda item.

4. DEPUTATIONS / REPRESENTATIONS / PRESENTATIONS

Nil.

5. MAYORS DIARY

5.1 Mayors Diary

CNC04/22-23

Moved: Cr Bishop

Seconded: Cr Wilkins

That Council receives and notes the Mayoral Diary from 16 June 2022 to 13 July 2022.

CARRIED

6. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED TRAINING, CONFERENCES OR SEMINARS

Nil.

7. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED SUBSIDIARY BOARD MEETINGS

Nil.

8. QUESTIONS FROM THE GALLERY

Nil.

9. QUESTIONS WITHOUT NOTICE

Nil.

10. QUESTIONS ON NOTICE

Nil.

11. PETITIONS

Nil.

12. MOTIONS WITHOUT NOTICE

12.1 Cr Wilkins – 39 Smith Street

CNC05/22-23

Moved: Cr Wilkins

Seconded: Cr Ashby

That Council, in light of the funding announcement with respect to 39 Smith street, directs Administration to develop, and present back to council for review by the August 2022 ordinary Council meeting, a Project Management Plan for the 39 Smith street development.

The Project Management Plan shall include the following sections;

- Project Summary
- Project objectives, including a draft statement of requirements for the project to be agreed with key stakeholders and the Elected Members
- A draft summary management plan of how the facility will be operated once complete (a more detailed management plan to be developed by Jan 2023)
- A project development methodology (a road map of how the project will progress to execution)
- A summary procurement plan (a more detailed plan to be developed if required later. prior to tender)
- A summary cost and resources management plan (how the project will develop, track, and manage capital cost and resources provided by Council, including change management)
- A stakeholder and communications management plan, including documentation of the key stakeholders; and timing of community consultation, EM informal gatherings and/or workshop dates
- A project organisation chart, with role responsibilities and accountabilities of the project team documented
- A detailed schedule including key milestones and decision dates

CARRIED

13. MOTIONS WITH NOTICE

Nil.

14. REPORTS REQUIRING DECISION OF COUNCIL

14.1 Strategy

Nil.

14.2 Policy

14.2.1 Draft Caretaker Policy Consultation Finding

CNC06/22-23

Moved: Cr Furlan

Seconded: Cr Bishop

1. That Council receives and notes the Draft Caretaker Policy Consultation Finding Report.
2. That on the basis that this policy has received no substantive changes, Council endorse and adopt the Caretaker Policy, appearing as Attachment A to this report;
3. That Council authorises Administration to make any necessary minor technical or formatting amendments to the Caretaker Policy.

CARRIED

14.2.2 Draft Rating Policy Consultation Finding

CNC07/22-23

Moved: Cr Wilkins

Seconded: Cr Ashby

1. That Council receives and notes the Rating Policy Consultation Finding report.
2. That on the basis that this policy has received no substantive changes, Council endorse and adopt the Rating Policy, appearing as Attachment A to this report;
3. That Council authorises Administration to make any necessary minor technical or formatting amendments to the Rating Policy.

CARRIED

14.2.3 Draft Social Media Policy – for consultation

CNC08/22-23

Moved: Cr Wilkins

Seconded: Cr Ashby

1. That Council authorises the release of the Draft Social Media Policy, appearing as Attachment A, for public consultation for a period of 21 days.
2. That Council authorise Administration to make changes to the Social Media Policy of a minor technical or formatting nature, prior to release for consultation.

CARRIED

14.3 Operational

14.3.1 Review of Council By-Laws

CNC09/22-23

Moved: Cr Furlan

Seconded: Cr Bishop

1. That Council receive and note the Review of Council By-Laws report.
2. That the Acting Chief Executive Officer be authorised to refer Draft By-law 5 – Dogs, as appearing as Attachment E to this report, to the Dog and Cat Management Board for comment in accordance with Section 90(5)(a)(b) of the *Dog and Cat Management Act 1995*.
3. That the Council endorse the following proposed By-laws and release them for public consultation in accordance with Section 249 of the *Local Government Act 1999*, with the consultation commencing at least 21 days after the Dogs By-law has been referred to the Dog and Cat Management Board:
 - a. By-law No 1 – Permits and Penalties (Attachment A);
 - b. By-law No 2 – Local Government Land (Attachment B)
 - c. By-law No 3 – Roads (Attachment C);
 - d. By-law No 4 – Moveable Signs (Attachment D), and
 - e. By-law No 5 – Dogs (Attachment E).
4. That the Acting Chief Executive Officer be authorised to make any minor editorial and formatting changes as may be required to the proposed By-laws, appearing as attachments A-E to this report, in order to finalise the documents for the purposes of undertaking public consultation.
5. That following the conclusion of the consultation process, a subsequent report be presented to Council for adoption of the By-laws.

CARRIED

14.3.2 Behavioural Management Framework & Draft Policies – Council Feedback

CNC10/22-23

Moved: Cr Furlan

Seconded: Cr Williams

1. That Council receives and notes the proposed Draft Behavioural Standards, appearing as Attachment A to this report.
2. That Council receives and notes the proposed Draft Behavioural Management Policy, appearing as Attachment B to this report.
3. That Council receives and notes the proposed Draft Behavioural Support Policy, appearing as Attachment C to this report.
4. That Council receives and notes the Table of Hierarchy – Behavioural Management Framework, appearing as Attachment D to this report.
5. That Council endorses the feedback to the Local Government Association on the proposed Behavioural Management Policy and the proposed Behavioural Support Policy, appearing as Attachment E to this report.
6. That Council authorise administration to finalise and submit Council feedback to the LGA before the submission closing date being 6 August 2022.

CARRIED

14.3.3 Walkerville Oval Redevelopment – Floor Plan Design & Consultation

That Council

CNC11/22-23

Moved: Cr Wilkins

Seconded: Cr Coleman

1. That Council formally endorses;
 - the relocation of the public toilet amenities from the rear of the Warwick Street building to the oval side of the building, appearing as Attachment A to this report (page 161);
 - along with Option A presented as Attachment D (pp.165) to this report as the final design of the Warwick street building.
2. That Council proceed to a four (4) week community consultation on the Walkerville Oval Redevelopment, as it relates to the following attachments to the report being Attachment A; the ground floor plan of the Warwick street building (p. 161), Attachment B; the bowling club plan (p. 162) and Attachment D; the top floor plan of the Warwick street building (also referred to as Option A p. 165); to seek the community's feedback on:
 - 2.1 whether the community continues to support the allocation of funds beyond the currently endorsed \$9.5M, and
 - 2.2 whether the community would support a minor increase in the council debt limit from the current \$9.5M to approximately \$10.5M to ensure the completion of the project.
3. That following the completion of the community consultation, a subsequent report – including the consultation findings – be presented to Council.

CARRIED

14.3.4 39 Smith Street – Funding & Preliminary Masterplan

CNC12/22-23

Moved: Cr Wilkins

Seconded: Cr Ashby

1. That Council receive and note the 39 Smith Street – Funding & Preliminary Masterplan report.
2. That Council direct Administration to provide an update on the progress of refurbishment to the Member for Adelaide, Lucy Hood, then proceed to a preliminary community consultation to inform the community of the current plans and timeframes for the refurbishment and activation of 39 Smith Street (**Site**), as well as to seek the community's general feedback about possible future options for the activation of the old Fuller Street works depot site.
3. That following completion of recommendations 1 and 2, a further update report be presented to Council regarding the preliminary community feedback.

CARRIED

14.3.5 Third Party Community Groups

CNC13/22-23

Moved: Cr Williams

Seconded: Cr Furlan

1. That Council approves the waiving of user fees and/or charges for venue hire for the following local community organisations:
 - Walkerville Probus Club; and
 - Walkerville Rotary Club
2. That Council authorises Administration to enter into extensions of Memorandums of Understanding (MOU) with each group that exercise the right to take up the waiver for a period up to but not exceeding 30 June 2023.

CARRIED

14.3.5 Walkerville Art Show Sponsorship Agreement - Extension for the Rotary Club of Walkerville

CNC14/22-23

Moved: Cr Williams

Seconded: Cr Coleman

That Council supports an extension of the current Walkerville Art Show Sponsorship Agreement with the Rotary Club of Walkerville (appearing as Attachment A to this report) for the 2022 event to open on Saturday 8th and run until Saturday 15th October.

CARRIED

14.4 Subsidiaries

14.4.1 ERA Water Budget Review Three 2021-22

CNC15/22-23

Moved: Cr Ashby

Seconded: Cr Furlan

1. That Council approves the ERA Water Budget Review Three Report for the 2021-22 financial year as detailed in Attachment A to this report.
2. That Administration writes to ERA Water advising of Council's decision.

CARRIED

15 IDENTIFICATION OF ITEMS FOR INDIVIDUAL CONSIDERATION

CNC16/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That items 16.3.2, 16.3.3, 16.4.1, 16.4.2 and 16.5 be moved as per their recommendations.

CARRIED

16 REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

16.1 Strategy

Nil.

16.2 Policy

Nil.

16.3 Operational

16.3.1 Monthly Works Report June 2022

CNC17/22-23

Moved: Cr Bishop

Seconded: Cr Furlan

1. That Council receives and notes the Works Report for June 2022.
2. That administration research the history of the Royal Oak at Crawford Reserve and include in the Monthly Works Report in August 2022

CARRIED

16.3.2 Decisions of Council Assessment Panel 11 July 2022

CNC18/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That Council notes that the Council Assessment Panel did not meet on Monday 11 July 2022 as no items were raised for consideration by Council Administration, hence no decisions were made by the Council Assessment Panel.

CARRIED

16.3.3 Audit Committee Minutes 7 July 2022

CNC19/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That Council receives and notes the minutes of the Audit Committee meetings convened on 7 July 2022.

CARRIED

16.3.4 5G technology and Councils responsibility

CNC20/22-23

Moved: Cr Ashby

Seconded: Cr Wilkins

That Council notes the report "Update – 1 Walkerville Terrace, Gilberton Code Amendment"

CARRIED

16.4 Subsidiaries

16.4.1 ERA Water Special Board Meeting Minutes 23 June 2022

CNC21/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That Council receives and notes the ERA Water Minutes from the Special Board Meeting convened on 23 June 2022.

CARRIED

16.4.2 Eastern Health Authority Board Minutes 29 June 2022

CNC22/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That Council receives and notes the EHA Board Minutes for the meeting convened on 29 June 2022.

CARRIED

16.5 Outstanding Council Resolutions & Actions

CNC23/22-23

Moved: Cr Williams

Seconded: Cr Wilkins

That Council receives and notes the list of Council resolutions currently being processed as at 14 July 2022.

CARRIED

17 CORRESPONDENCE

Nil.

18 URGENT OTHER BUSINESS

Nil.

19 CONFIDENTIAL ITEMS

19.1 Draft Mandatory Training Standard – Council Feedback

CNC24/22-23

Moved: Cr Furlan

Seconded: Cr Wilkins

Recommendation (Public)

Pursuant to s90(3)(j)

Pursuant to section 90(2) of the Act Council orders that all members of the public except, the Acting Chief Executive Officer Scott Reardon, Group Manager Planning, Environment, Regulatory and Customer Services Joshua Bowen, Acting Manager Corporate Services Vikki Purtle, Group Manager Assets & Infrastructure James Kelly, Manager Community Development & Engagement Fiona Deckert, Communications & Marketing Manager Sarah Spencer and Council Secretariat Danielle Edwards, be excluded from attendance at the meeting for Agenda Item 19.1 Draft Mandatory Training Standard – Council Feedback.

The Council is satisfied that, pursuant to section 90(3)(j) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would divulge information provided on a confidential basis to a public authority then the Minister of the Crown.

CARRIED

The time being 8:05pm the meeting moved into confidence.

CNC26/22-23

Moved: Cr Wilkins

Seconded: Cr Furlan

Recommendation (Public)

Pursuant to s.91(7)

That having considered Agenda Item 19.1 Draft Mandatory Training Standard – Council Feedback in confidence under section 90(2) and (3)(j) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the report and attachments relevant to this Agenda Item be retained in confidence until such time that the documentation is finalised and published by the Local Government Association.

That pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Council delegates to the Chief Executive Officer the and power to review and 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.

CARRIED

The time being 8:10pm the meeting moved out of confidence.

19.2 Strategic Property & Leasing Review - Walkerville Lawn Tennis Club

CNC27/22-23

Moved: Cr Ashby

Seconded: Cr Wilkins

Recommendation (Public)

Pursuant to s90(3)(d)

Pursuant to section 90(2) of the Act the Council orders that all members of the public, Acting Chief Executive Officer Scott Reardon, Acting Manager Corporate Services Vikki Purtle, Group Manager Assets & Infrastructure James Kelly, Communications & Marketing Manager Sarah Spencer and Council Secretariat Danielle Edwards, be excluded from attendance at the meeting for Agenda Item 19.2 Strategic Property & Leasing Review – Walkerville Lawn Tennis Club.

The Council is satisfied that, pursuant to section 90(3)(b)&(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of a person whom Council is proposing to conduct business with and information that could confer a commercial advantage on a third party.

CARRIED

The time being 8:11pm the meeting moved into confidence.

CNC29/22-23

Moved: Cr Wilkins

Seconded: Cr Ashby

Recommendation (Public)

Pursuant to s.91(7)

That having considered Agenda Item 19.2 Strategic Property & Leasing Review – Walkerville Lawn Tennis Club in confidence under section 90(2) and (3)(b)&(d) of the Act, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to this Agenda Item be retained in confidence for 6 months or until the contract has been signed, 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 power to review and revoke this Order

and

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

CARRIED

The time being 8:20pm the meeting moved out of confidence.

19.3 Strategic Property & Leasing Review – Saints Gymnastics Club

CNC30/22-23

Moved: Cr Wilkins

Seconded: Cr Furlan

Recommendation (Public)

Pursuant to s90(3)(d)

Pursuant to section 90(2) of the Act the Council orders that all members of the public, Acting Chief Executive Officer Scott Reardon, Acting Manager Corporate Services Vikki Purtle, Group Manager Assets & Infrastructure James Kelly, Communications & Marketing Manager Sarah Spencer and Council Secretariat Danielle Edwards, be excluded from attendance at the meeting for Agenda Item 19.3 Strategic Property & Leasing Review – Saints Gymnastics Club.

The Council is satisfied that, pursuant to section 90(3)(b)&(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of a person whom Council is proposing to conduct business with and information that could confer a commercial advantage on a third party.

CARRIED

The time being 8:20pm the meeting moved into confidence.

CNC32/22-23

Moved: Cr Ashby

Seconded: Cr Furlan

Recommendation (Public)

Pursuant to s.91(7)

That having considered Agenda Item 19.3 Strategic Property & Leasing Review – Saints Gymnastics Club in confidence under section 90(2) and (3)(b)&(d) of the Act, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to this Agenda Item be retained in confidence for 12 months or until the contract has been signed, 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 power to review and revoke this Order

and

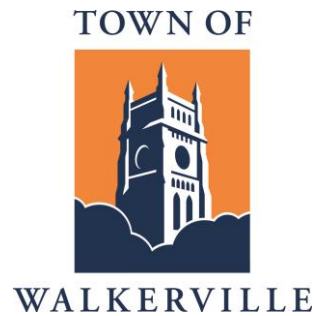
That Council resolves to end its confidential deliberations pursuant to Section 90(2) of the Act Council and re-admit the public.

CARRIED

The time being 8:30pm the meeting moved out of confidence.

20. CLOSURE

The Presiding Member declared the meeting closed at 8:30pm.



MINUTES
of
SPECIAL COUNCIL MEETING
held in the
COUNCIL CHAMBERS

and via electronic means through live streaming at
<https://www.youtube.com/channel/UCZxKI13S3M8n8zxKI5LFT9w>

on
MONDAY 1 AUGUST 2022 AT 7PM

MINUTES
1 AUGUST 2022

The Presiding Member declared the meeting open at 7:00pm.

ACKNOWLEDGEMENT OF COUNTRY

Town of Walkerville would like to acknowledge the Kurna people as the traditional custodians of the land we are meeting on today, and respect their spiritual relationship with their country.

We recognise the many generations of stewardship the Kurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Cr Rob Ashby AM
Cr Norm Coleman OAM
Cr Stephen Furlan
Cr Jennifer Joshi
Cr James Nenke
Cr Conrad Wilkins
Cr James Williams

Staff in Attendance

Acting Chief Executive Officer, Scott Reardon
Group Manager Assets & Infrastructure, James Kelly
Communications and Marketing Manager, Sarah Spencer
Acting Manager Corporate Services, Vikki Purtle
Council Secretariat, Danielle Edwards

1.2 Apologies

Cr MaryLou Bishop

1.3 Not Present / Leave of Absence

1.3.1 Cr Conrad Wilkins is on a leave of absence from 21 June 2022 to end of elected term, inclusive (CNC322/21-22).

1.3.2 CNC33/22-23

Moved: Cr Joshi
Seconded: Cr Nenke

That Council approve Cr Ashby's request for a leave of absence from 28 August 2022 to 4 September 2022, inclusive.

CARRIED

1.3.3 **CNC34/22-23**

Moved: Cr Joshi
Seconded: Cr Nenke

That Council approve Cr Ashby's request for a leave of absence from 6 October 2022 to 27 October 2022, inclusive.

CARRIED

1.3.4 **CNC35/22-23**

Moved: Cr Joshi
Seconded: Cr Nenke

That Council approve Cr Furlan's request for a leave of absence from 5 September 2022 to 8 September 2022, inclusive.

CARRIED

2. DECLARATIONS OF INTEREST (material, actual, perceived)

- Mayor Fricker declared a perceived interest in agenda item 3.3 'Election of Greater Adelaide Regional Organisations of Councils (GAROC) Representative' and advised that she would remain as chairperson during the discussion and vote of the item.

3. REPORTS REQUIRING DECISION OF COUNCIL

3.1 Annual Business Plan & Budget and Rates Declaration 2022-23

CNC36/22-23

Moved: Cr Furlan
Seconded: Cr Joshi

1. That Council receives and notes all public survey submissions as part of the 2022/23 Annual Business Plan consultation process, appearing as Attachment A to this report.
2. That Council, pursuant to Section 123(7) of the *Local Government Act 1999* and Regulation 6 of the Local Government (Financial Management) Regulations, and having considered all submissions received in accordance with Section 123 (6) of the *Local Government Act 1999*, adopts the 2022/23 Annual Business Plan and budgeted financial statements, appearing as Attachments A and B, which include all information required by Regulation 7 of the Local Government (Financial Management) Regulations 2011:
 - Budgeted Statement of Comprehensive Income;
 - Budgeted Statement of Financial Position;
 - Budgeted Statement of Cash Flows;
 - Budgeted Statement of Changes in Equity;
 - Budgeted Statement of Cash Flows;
 - Budgeted Uniform Presentation of Finances; and

- Operating Surplus Ratio estimate;
- Net Financial Liabilities Ratio estimate;
- Asset Renewal Funding Ratio estimate;

and comprising:

- a) Total budgeted expenditure of \$11,328,775;
 - b) Total budgeted revenue of \$11,391,413, which includes an amount to be raised from Council rates of \$9,374,621 (excluding the Regional Landscape Levy);
 - c) Budgeted operating surplus \$62,638;
 - d) Total budgeted capital expenditure of \$8,595,000.
3. That Council has determined that in preparing its 2022/23 Annual Business Plan and Budget it has considered and taken into account:
 - The capital valuation of land within the Township as set by the Valuer-General of South Australia;
 - The relationship of the amount of funds needed to meet the 2022/23 Annual Business Plan objectives and Council's ability to raise such funds;
 - The relationship and impact of rates and rate differentials between residential and non-residential assessments;
 - The equity of the rate structure and distribution of the rate burden;
 - Rate concessions and rebates that will apply.
 4. Adoption of Valuation

That Council, pursuant to Section 167(2) (a) of the *Local Government Act 1999* for the year ending 30 June 2023, adopts the valuations of capital value of all land within its area made by and provided to Council by the Valuer-General of South Australia on 25 June 2022, being the most recent valuations available to Council at this time, the total value being \$4,674,771,540.
 5. Declaration of Differential General Rates

That Council, pursuant to sections 152(1)(a), 153(1)(b) and 156(1)(a) of the *Local Government Act 1999*, for the year ending 30 June 2023, declares differential general rates on rateable land within its area, which rates vary by reference to the uses of land designated by Regulation 14(1) of the Local Government (General) Regulations 2013, of:

 - a) Residential: A rate of 0.0018468 in the dollar on the capital value of such rateable land;
 - b) Commercial – Shop: A rate of 0.0030472 in the dollar on the capital value of such rateable land;
 - c) Commercial – Office: A rate of 0.0030472 in the dollar on the capital value of such rateable land;
 - d) Commercial – Other: A rate of 0.0030472 in the dollar on the capital value of such rateable land;

- e) Industry – Light: A rate of 0.0030472 in the dollar on the capital value of such rateable land;
- f) Industry – Other: A rate of 0.0030472 in the dollar on the capital value of such rateable land;
- g) Primary Production: A rate of 0.0030472 in the dollar on the capital value of such rateable land;
- h) Vacant Land: A rate of 0.0036013 in the dollar on the capital value of such rateable land;
- i) Other: A rate of 0.0030472 in the dollar on the capital value of such rateable land.

6. Minimum Rate

That Council, pursuant to Section 158 of the *Local Government Act 1999*, for the year ending 30 June 2023, fixes a minimum amount of \$1,293 payable by way of general rates in respect of any one piece of rateable land within Council's area.

7. Declaration of a Separate Rate (Regional Landscape Levy)

That Council, pursuant to Section 66 of the *Landscape South Australia Act 2019*, and Section 154 of the *Local Government Act 1999*, in order to reimburse the Council for amounts contributed to the Green Adelaide Board Levy of \$340,301, declares for the year ending 30 June 2023 a separate rate of 0.000076 in the dollar on the capital valuation of all rateable land in the area of the Council and the Green Adelaide Board.

8. Maximum Increase

That Council, pursuant to Section 153 (3) of the *Local Government Act 1999*, for the year ending 30 June 2023, has considered whether to fix a maximum increase in the general rate to be charged on rateable land within its area that constitutes the principal place of residence of a principal ratepayer and has determined not to fix a maximum increase.

9. Payment by Instalments

That Council, pursuant to Section 181(2) of the *Local Government Act 1999*, for the year ending 30 June 2023, has determined that rates be payable in four equal or approximately equal instalments and will fall due and payable on:

- 1st payment – 12 September 2022
- 2nd payment – 12 December 2022
- 3rd payment – 12 March 2023
- 4th payment – 12 June 2023

10. That Council authorises Administration to make minor typographical or other amendments to the 2022/23 Annual Business Plan.

CARRIED

3.2 Suburban Boundary Realignment/Renaming – Consultation Methodology and Survey Questionnaire

CNC37/22-23

Moved: Cr Ashby

Seconded: Cr Nenke

That Council abandon the Suburban Boundary Realignment/Renaming process.

LOST

CNC38/22-23

Moved: Cr Furlan

Seconded: Cr Coleman

1. That Council received and note the Suburban Boundary Realignment/Renaming – Consultation Methodology and Survey Questionnaire report;
2. That Council endorse the Consultation Methodology and Survey Questionnaire as developed by Action Market Research in conjunction with Administration, including the following changes;
 - a. Question 4 – the addition of ‘Vale Park (North of Ascot Ave)’ and Vale Park (South of Ascot Ave)’; and
 - b. A link to additional information relating to costs associated with changing Certificate of Title.
3. That Council direct Administration to proceed to a four (4) week community consultation so as to ascertain the community’s feedback on the proposal to cede the portion of the suburb of Vale Park as bounded by *Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens from the suburb of Vale Park and annex it to the suburb of Walkerville.*

CARRIED

3.3 Election of Greater Adelaide Regional Organisations of Councils (GAROC) Representative

CNC39/22-23

Moved: Cr Williams

Seconded: Cr Joshi

That Council nominates Mayor Elizabeth Fricker to be nominee for the East Regional Grouping of the Greater Adelaide Regional Organisation of Councils 2022-2024.

CARRIED

4. CONFIDENTIAL ITEMS

Nil.

5. CLOSURE

The Presiding Member declared the meeting closed at 7:29pm.

Meeting: Council

Title: Mayor's Diary

Responsible Manager: Acting Chief Executive Officer, Scott Reardon

Author: Council Secretariat, Danielle Edwards

Key Pillar: Strategic Framework – Key Pillar – Leadership – A responsible and influential local government organisation

Type of Report: Information Only

Recommendation

That Council receives and notes the Mayoral Diary from 14 July 2022 to 10 August 2022.

Summary

Date of Meeting	Subject	Attendees
18 July 2022	Mayoral Agenda briefing	Mayor Elizabeth Fricker, Acting CEO Scott Reardon and Council Secretariat Danielle Edwards.
18 July 2022	Ordinary Council Meeting	Mayor Elizabeth Fricker, Elected Members, Acting CEO Scott Reardon, senior staff and Council Secretariat Danielle Edwards.
21 July 2022	Meeting with Lucy Hood MP	Mayor Elizabeth Fricker, Member for Adelaide Lucy Hood MP, Acting CEO Scott Reardon.
21 July 2022	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker and Acting CEO Scott Reardon.
25 July 2022	Local Government Leadership in times of Crisis Session	Mayor Elizabeth Fricker, Commissioner Shane Fitzsimmons AO AFSM, Australia Day Council CEO Jan Chorley, various Mayors and LGA CEO Clinton Jury.
27 July 2022	Comms Catch Up	Mayor Elizabeth Fricker, Communications and Marketing Manager Sarah Spencer.
28 July 2022	Wilderness School Commissioning of new Principal Dedication Service	Mayor Elizabeth Fricker, Lucy Hood MP, Chair of the Wilderness School Governing Council Shanti Berggren, Wilderness Principal Mrs Belinda Arnfield, official guests, teachers and students.

Date of Meeting	Subject	Attendees
28 July 2022	39 Smith Street - Meet and photograph	Mayor Elizabeth Fricker, Lucy Hood MP, Acting CEO Scott Reardon, Communications and Marketing Manager Sarah Spencer.
1 August 2022	Special Council Meeting	Mayor Elizabeth Fricker, Elected Members, Acting CEO Scott Reardon, senior staff and Council Secretariat Danielle Edwards.
3 August 2022	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker and Acting CEO Scott Reardon.
5 August 2022	Kelley Jones LG Elections Breakfast 2022	Mayor Elizabeth Fricker, Minister for Local Government, Veterans Affairs and Regional Roads Hon Geoff Brock, State Electoral Commissioner Mick Sherry, State Ombudsman Wayne Lines, various Council Mayors and Governance Staff.
10 August 2022	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker, Deputy Mayor Stephen Furlan and Acting CEO Scott Reardon.

Meeting:	Council
Title:	Community Fund Applications Report
Responsible Manager:	Manager Community Development & Engagement, Fiona Deckert
Author:	Manager Community Development & Engagement, Fiona Deckert
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Living Walkerville - Wellbeing for every age and stage
Type of Report:	Decision Required

Recommendation

1. That Council allocates the following funds to the respective Community Fund applicants from the 2022/23 Community Fund budget:
 - a. Caitlin Hardin – \$XXX as determined by Council
 - b. Callum Mitchell - \$XXX as determined by Council
 - c. Jacob Stojavljevic - \$XXX as determined by Council
2. That Administration writes to the applicants for the Community Fund grant and advises them of the Council resolution.

Summary

Administration has received three separate community fund grant applications for Caitlin Hardin, Callum Mitchell and Jacob Stojavljevic. Information in support of these applications is provided as part of Attachment B, C & D (respectively).

Historically, Council has approved amounts of up to and including \$150 per application, however with the adoption of the Community Fund Policy in February 2022, Council determined to use their discretion when approving amounts for future applications, particularly if the event required interstate or international travel.

At present, there are adequate funds available in the community grants budget to allocate funding for these applications as Council sees fit.

Background

Through its Community Fund Program, the Town of Walkerville supports local community groups and organisations as well as individuals. Eligible organisations and groups can apply for support towards activities that benefit the local community.

In line with the current policy for allocation of Community Funds (Attachment A), as endorsed by Council at its ordinary meeting on 21 February 2022 **CNC216/21-22**, applications for Community Fund grants are open to the community on an annual basis.

Discussion/Issues for Consideration

Three community fund applications have been received which meet the Community Fund Policy guidelines and evaluation criteria. A summary is provided below:

Attachment	Applicant	Program, Project, Activity or Event	Type of Funding	Amount Requested
B	Caitlin Hardin	National AFL under 15 state team Representing SA, played in NSW	Individual	-
C	Callum Mitchell	U12 State Hockey tournament representing SA, played in ACT	Individual	-
D	Jacob Stojavljevic	School Sport Australian Basketball tournament representing SA, played in Victoria	Individual	-

It should be noted that Callum Mitchell and Jacob Stojavljevic have not previously applied for a community fund grant.

Traditionally past individual applicants for community fund grants have received \$150.00, however when the Community Fund Policy was updated in February 2022 it allowed for more funds to be granted to applicants particularly if the event was being held interstate or overseas.

Options for Consideration

Option 1

- That Council allocates the following funds to the respective Community Fund applicants from the 2022/23 Community Fund budget:
 - Caitlin Hardin – \$XXX as determined by Council
 - Callum Mitchell - \$XXX as determined by Council
 - Jacob Stojavljevic - \$XXX as determined by Council
- That Administration writes to the applicants for the Community Fund grant and advises them of the Council resolution.

Option 2

That Council determines not to allocate funds from the Community Fund.

Analysis of Options

Option 1

Option 1 provides an outcome that is aligned with the Community Fund Guidelines Policy. This option provides a level of funding (as determined by Council) to the applicants for their program, project, activity or event to proceed.

Option 2

Option 2 may be viewed as not being supportive of individuals requiring funding for their event.

Financial Implications

Council allocates an annual budget to the Community Fund program of \$7,500.00 and at present has a balance of \$7,500.00 available for applications.

Community Implications

The support of the application will demonstrate Council's commitment to supporting young individuals in our community to participate in Sporting Championships in Australia.

Regional Implications

There are no know regional implications associated with this matter.

Governance Implications

The applications have been assessed against Council's Community Fund Program Policy. Refer to (Attachment E) for an evaluation undertaken for the eligibility for the applicants.

Preferred Option & Reasoning

Option 1 is recommended to Council as it is in line with past practice and the Community Fund Program Policy.

Attachments

Attachment A	Community Fund Policy
Attachment B	Application from Caitlin Hardin
Attachment C	Application from Callum Mitchell
Attachment D	Application from Jacob Stojavljevic
Attachment E	Evaluation criteria

COMMUNITY FUND POLICY

First Approval Date	29 August 1988
Classification	Council Policy
Responsible Officer	Manager Community Development & Engagement
Relevant Legislation	<i>Local Government Act 1999</i>
Related Policies	Nil
Record Number	POL202253090
Council Resolution Number	CNC216/21-22
Last Reviewed 21/02/2022	Next Review 21/02/2024



Community Fund Policy

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Community Fund Policy

1. Policy Statement

Each year Council may determine that an appropriation of funds shall be set aside in each Budget for the purpose of meeting emergent requests for financial assistance from community groups, individuals and /or organisations for projects, programs or activities that benefit the Town of Walkerville community.

2. Purpose of this Fund

A fund has been established to enable eligible community groups, individuals and organisations to apply for projects, programs or activities that benefit the residents of the Town of Walkerville. A grant should not be treated as a source of ongoing funding nor is it as a means for community groups to fund their day to day operational activities.

3. 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.

4. Who cannot apply for a grant:

- Political Parties,
- State or Federal Government Departments and Services,
- Employees and Elected Members of The Corporation of the Town of Walkerville,
- Unions,
- Professional Associations,
- Organisations registered as a company limited by shares,
- Organisations who are not eligible to apply for a grant cannot apply on behalf of another eligible organisation
- Individuals who are not ratepayers or residents of the Town of Walkerville.

5. 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. Grants for individuals to participate in sporting, musical, artistic or other competitions in any 12 month period, where the applicant is a resident or ratepayer of Walkerville and is required to travel interstate or overseas to participate. For Individuals, funding amounts will be at Council's discretion taking into consideration if the event is being held nationally or internationally.
- Memorial Plaques - funding towards the purchase of memorial plaques are to be covered initially by the applicant, however they can apply for funding assistance through the community fund as per the Plaque Policy.

Community Fund Policy

6. What does the program not support?

- Any purpose or service which is considered to be the primary responsibility of the State or Federal Government, including projects targeted at students in a school setting.
- Projects, programs or activities that have already been completed or purchased.
- Recurrent operating or maintenance costs associated with the operation of the organisation or group, e.g. printing of newsletters.
- Servicing any debt of the organisation or group.
- Retrospective funding or funding of budget deficits.
- Purchase, replacement or new materials for the public realm that are already covered in the assets and infrastructure program e.g. park benches etc.
- Heritage plaques

7. Funding Evaluation

Consideration will be given to (but is not limited to) the following:

- The level of benefit to the Town of Walkerville community resulting from the expenditure of the funds;
- The ability to complete the project; program or activity
- Previously funded programs, projects and activities.
- Copy of the organisations most recent financial statement outlining income, expenditure, assets and liabilities;
- What level of funding the organisation or group receives from other sources;
- Whether the organisation or group does charitable or good works for the community;
- Whether the project is one that will deliver genuine benefit to the community;
- Whether the organisation or group is located and/or provides services within the Town of Walkerville Council area;
- For individuals, applicants must demonstrate that the funding will benefit the recipient and/or the community;
- Whether the funding will benefit a specific cultural, artistic sporting or recreational group in the community.

8. Conditions of Funding

Applicants must acknowledge Councils Community Funding assistance in any publications or publicity. All applications received will be reviewed by Council and funding will be awarded on merit.

Applicants are limited to one application per financial year.

9. Process

An internal evaluation will be undertaken by Administration to determine whether applicants have met the criteria. A decision report will then go to an Ordinary Meeting of Council for decision.

Community Fund Policy

10. When can persons/organisations apply?

Applications can be received anytime during the financial year. The program, project or activity is to be completed within the financial year that the funds have been awarded, with the acquittal form of the funds spent, returned to Council Administration by 30 June or 30 days after the event has been finalised.

11. Successful/Unsuccessful Applicants

Successful and unsuccessful applicants will be advised in writing. Unsuccessful applicants will be given reasons as to why their application was unsuccessful.

Successful applicants will be invited to attend the following Ordinary Meeting of Council, where they will be formally awarded a certificate by the Mayor.

12. Reporting Requirements

Successful applicants will be required to provide Council, with a signed financial acquittal form together with a brief financial statement detailing how the funds were expended. This form will be provided with the Fund approval letter. The financial acquittal form is to be received by Council Administration by 30 June or 30 days after the event has been finalised.

To be successful for further funding, applicants must have acquitted all previously successful Funds under the Town of Walkerville Community Fund Policy & Guidelines.

13. Payment of successful applications

Should an application be successful, payment will be made by Electronic Funds Transfer (EFT).

14. Applications must include:

The following documents are essential to assess the application, please attach:

- Any documentation, which might support the application
- Written quotes for any proposed purchases or purposes
- A signed or certified copy of the groups most recent financial statement outlining the group's income, expenditure, assets and liabilities
- Any documentation that sets out the groups or individuals community objectives.

Applications together with attachments should be forwarded to:

Community Fund Applications Town of Walkerville
PO Box 55
Gilberton SA 5081

Or email: cfund@walkerville.sa.gov.au

community fund grants

application form: individual



Individuals (all ages) can apply for:

- ☒ A grant to participate in sporting, musical, artistic or other competitions/activities/programs at a State, National or International level where the applicant is required to travel to participate and is a resident or ratepayer of the Town of Walkerville.

Prior to submitting this form, applicants are required to read the Community Fund Program Policy (available on Council's website or printed copies on request).

applicant details

Name of applicant: Caitlin Hardin

☐ Male ☒ Female

Age: 13

If under 18, name of person completing this application

Name: Joanne Hardin

Relationship to applicant: ☒ Parent ☐ Guardian ☐ Other: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

details of the competition / event

Title: School Sport Australia National U/15 Championship

Date: from 23rd July 2022 to 30th July 2022 Postcode: _____

Location: (Town or City and State) Lawington NSW

1. What type of competition / activity / program will you be participating in (i.e. Netball, Soccer) and what is the structure of the competition /event (i.e. will you be competing against teams from other states for a title / trophy)?

Caitlin was selected in the South Australian AFL Girls Under 15 State team. Caitlin will travel to Lawington NSW (near Albury Wodonga) to play against the other state team. There will be a national championship team as well as an all Australian team selected.



community fund grants application form: individual



details of the competition / event continued

2. Is the competition ☒ Amateur ☐ Professional

3. What best describes the purpose of participating in this competition/activity/program

☐ Professional development ☒ Skill development

☐ Showcase talent for scouting

☐ Recruitment purposes ☐ Social

☐ Other: _____

4. How will participation in this activity benefit the individual and the community?

It is always inspiring to see local athletes performing at a national level. Hopefully Caitlin will be able to inspire younger members of the community to stick with their chosen sport.

5. Will the individual still participate if this funding application is unsuccessful? If not, please explain why:

yes caitlin will still participate.

previous applications

6. Have you received funding from Council in the past from this fund?

☒ Yes ☐ No

If yes, when? 27 / 5 / 2022 Amount: \$250

payment

If you are successful, how would you like the funding to be paid?

☒ EFT ☐ Cheque

If you select EFT please complete the details below. Please note bank details will be stored electronically in a confidential file used by Finance Staff only.

Account name: _____
BSB number: _____
Account number: _____

Successful grant recipients are required to adhere to the current SA Government COVID-19 Emergency Management Directions and COVID Restrictions when implementing their programs, activities and/or events being funded through the Town of Walkerville grant funding programs. Funding will only be allocated once an approved COVID Safe Plan or COVID Management Plan is provided.



community fund grants application form: individual



conditions of the funding

I, being the authorised person making the declaration, confirm and agree to the following:

- The information given in this application, including any attachments hereto is true and correct in every particular;
- That monies received from the Town of Walkerville will be spent on the approved activity and as outlined in the project fund application. The Town of Walkerville must approve any changes to the project;
- Any monies not expended on completion of the project will be returned to the Town of Walkerville;
- That Council's funding of the project will be acknowledged in publicity or promotions associated with this funding.
- To provide the Town of Walkerville with a completed acquittal report form and brief financial statement detailing that monies have been expended in accordance with this funding application and subsequent Council approval, by 30 June of the second half of the financial year or 30 days after the event has finished.
- That failure to comply with these conditions may preclude our organisation from accessing further funds in the future;
- To indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to a community project, program or activity.
- That permission is automatically granted by the successful application for the Council to publish and promote its support of this application in Council's own publications and published materials.

We further understand that any variation from the above conditions will require negotiation with the Town of Walkerville.

Signature: [Signature] Date: 12/7/2022

Name: Carlin Hardin

Signature: [Signature] Date: 12/7/2022

(To be signed by the parent/guardian if applicant is under 18 years of age)

Details of parent / guardian:

Name: Joanne Hardin

Telephone: _____

Mobile: [Redacted]

Please forward application to:

Manager, Community Development & Engagement
Community Fund
Town of Walkerville, PO Box 55, Walkerville SA 5081
Fax: 8269 7820
Email: cfund@walkerville.sa.gov.au

*Supporting
our community*



TOWN OF



WALKERVILLE

community fund grants

application form: individual

Individuals (all ages) can apply for:

- ☐ A grant to participate in sporting, musical, artistic or other competitions/activities/programs at a State, National or International level where the applicant is required to travel to participate and is a resident or ratepayer of the Town of Walkerville.

Prior to submitting this form, applicants are required to read the Community Fund Program Policy (available on Council's website or printed copies on request).

applicant details

Name of applicant: Callum Mitchell

☒ Male ☐ Female Age: 12

If under 18, name of person completing this application

Name: Laura Thompson

Relationship to applicant: ☒ Parent ☐ Guardian ☐ Other: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

details of the competition / event

Title: Under 12 State Schools SA Hockey Tournament

Date: from 21st - 26 August

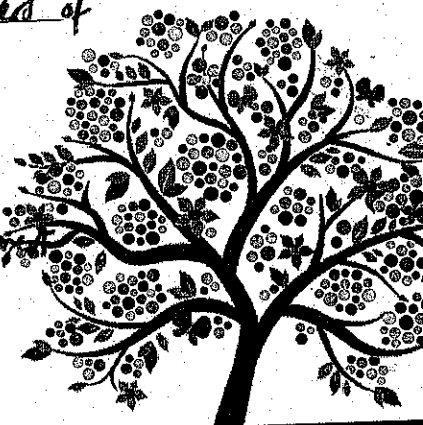
Postcode: 2602

Location: (Town or City and State) Canberra, ACT to 26th August

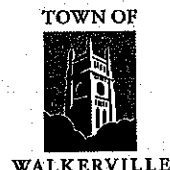
1. What type of competition / activity / program will you be participating in (i.e. Netball, Soccer) and what is the structure of the competition / event (i.e. will you be competing against teams from other states for a title / trophy)?

Representing South Australia in the Under 12s state hockey tournament in Canberra commencing on 21st August with an opening ceremony then four days of competition at the National Hockey centre, Lynneham ACT. State title and trophy awarded to winners of the tournament which is played against all other states in a tournament structure style round robin competition.

Parents to accompany players and arrange flights and accommodation including payment of uniforms and equipment.



community fund grants application form: individual



details of the competition / event continued

2. Is the competition ☒ Amateur ☐ Professional

3. What best describes the purpose of participating in this competition/activity/program

- ☐ Professional development ☒ Skill development ☒ Showcase talent for scouting
☐ Recruitment purposes ☒ Social ☐ Other: _____

4. How will participation in this activity benefit the individual and the community?

The tournament will build his skills so he can come back to Adelaide so he can give back to the community in coaching and development of juniors at various hockey clubs / sporting clubs in the area.

5. Will the individual still participate if this funding application is unsuccessful? If not, please explain why:

yes.

previous applications

6. Have you received funding from Council in the past from this fund?

☐ Yes ☒ No

If yes, when? ____ / ____ / ____

Amount: _____

payment

If you are successful, how would you like the funding to be paid?

☒ EFT ☐ Cheque

If you select EFT please complete the details below. Please note bank details will be stored electronically in a confidential file used by Finance Staff only.

Account name: _____

BSB number: _____

Account number: _____

Successful grant recipients are required to adhere to the current SA Government COVID-19 Emergency Management Directions and COVID Restrictions when implementing their programs, activities and/or events being funded through the Town of Walkerville grant funding programs. Funding will only be allocated once an approved COVID Safe Plan or COVID Management Plan is provided.



community fund grants application form: individual



conditions of the funding

I, being the authorised person making the declaration, confirm and agree to the following:

- The information given in this application, including any attachments hereto is true and correct in every particular;
- That monies received from the Town of Walkerville will be spent on the approved activity and as outlined in the project fund application. The Town of Walkerville must approve any changes to the project;
- Any monies not expended on completion of the project will be returned to the Town of Walkerville;
- That Council's funding of the project will be acknowledged in publicity or promotions associated with this funding.
- To provide the Town of Walkerville with a completed acquittal report form and brief financial statement detailing that monies have been expended in accordance with this funding application and subsequent Council approval, by 30 June of the second half of the financial year or 30 days after the event has finished.
- That failure to comply with these conditions may preclude our organisation from accessing further funds in the future;
- To indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to a community project, program or activity.
- That permission is automatically granted by the successful application for the Council to publish and promote its support of this application in Council's own publications and published materials.

We further understand that any variation from the above conditions will require negotiation with the Town of Walkerville.

Signature: _____

Date: 14/7/22

Name: _____

Callum Mitchell

Signature: _____

Date: 14/7/22

(To be signed by the parent/guardian if applicant is under 18 years of age)

Details of parent / guardian:

Name: _____

Laura Thompson

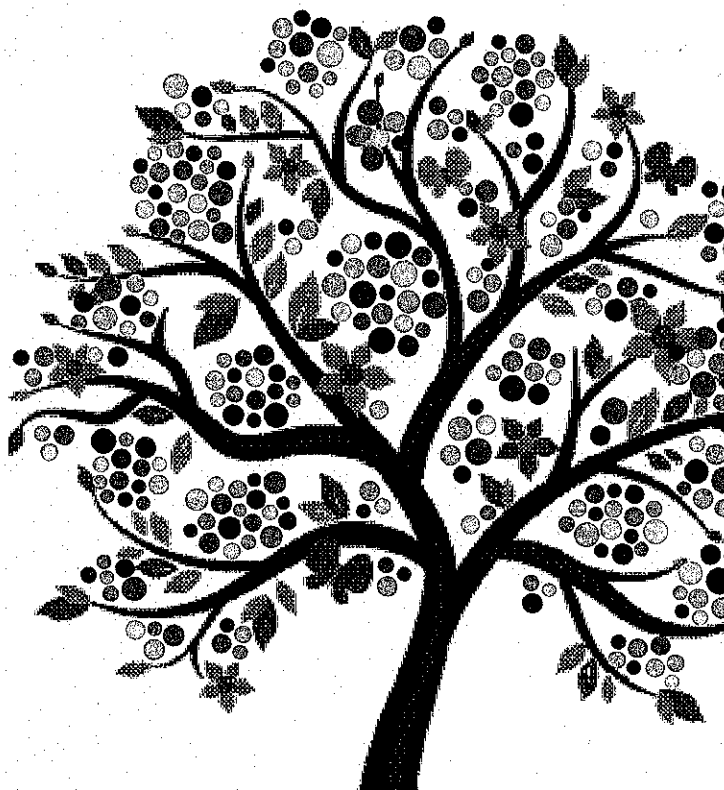
Telephone: _____

Mobile: _____

Please forward application to:

Manager, Community Development & Engagement
Community Fund
Town of Walkerville, PO Box 55, Walkerville SA 5081
Fax: 8269 7820
Email: cfund@walkerville.sa.gov.au

*Supporting
our community*





community fund grants

application form: individual

Individuals (all ages) can apply for:

- ☒ A grant to participate in sporting, musical, artistic or other competitions/activities/programs at a State, National or International level where the applicant is required to travel to participate and is a resident or ratepayer of the Town of Walkerville.

Prior to submitting this form, applicants are required to read the Community Fund Program Policy (available on Council's website or printed copies on request).

applicant details

Name of applicant: Jacob Stojavljevic

☒ Male ☐ Female Age: 12

If under 18, name of person completing this application

Name: Penny Need

Relationship to applicant: ☒ Parent ☐ Guardian ☐ Other: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

details of the competition / event

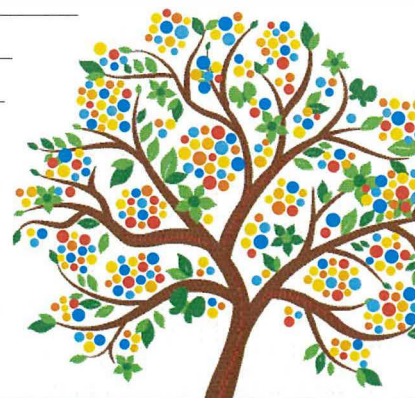
Title: School Sport Australia Basketball

Date: from 13th -19th August 2022 Postcode: 3550

Location: (Town or City and State) Bendigo Vic. to _____

1. What type of competition / activity / program will you be participating in (i.e. Netball, Soccer) and what is the structure of the competition /event (i.e. will you be competing against teams from other states for a title / trophy)?

Basketball against other states, representing South Australia



community fund grants application form: individual



details of the competition / event continued

2. Is the competition ☒ Amateur ☐ Professional

3. What best describes the purpose of participating in this competition/activity/program

- ☒ Professional development ☒ Skill development ☐ Showcase talent for scouting
☐ Recruitment purposes ☐ Social ☒ Other: represent the state and school

4. How will participation in this activity benefit the individual and the community?

Jacob has been working very hard at his basketball since age 7 and is improving in skill. He is very keen to continue on in basketball and represent his state into the future also. Jacob has recently done a referee course and will look into coaching and sharing his knowledge and skills as he gets older.

5. Will the individual still participate if this funding application is unsuccessful? If not, please explain why:

Yes, Jacob will still go and participate.

previous applications

6. Have you received funding from Council in the past from this fund?

☐ Yes ☐ No If yes, when? ____ / ____ / ____ Amount: _____

payment

If you are successful, how would you like the funding to be paid?

☒ EFT ☐ Cheque

If you select EFT please complete the details below. Please note bank details will be stored electronically in a confidential file used by Finance Staff only.

Account name: _____

BSB number: _____

Account number: _____

Successful grant recipients are required to adhere to the current SA Government COVID-19 Emergency Management Directions and COVID Restrictions when implementing their programs, activities and/or events being funded through the Town of Walkerville grant funding programs. Funding will only be allocated once an approved COVID Safe Plan or COVID Management Plan is provided.



community fund grants application form: individual



conditions of the funding

I, being the authorised person making the declaration, confirm and agree to the following:

- The information given in this application, including any attachments hereto is true and correct in every particular;
- That monies received from the Town of Walkerville will be spent on the approved activity and as outlined in the project fund application. The Town of Walkerville must approve any changes to the project;
- Any monies not expended on completion of the project will be returned to the Town of Walkerville;
- That Council's funding of the project will be acknowledged in publicity or promotions associated with this funding.
- To provide the Town of Walkerville with a completed acquittal report form and brief financial statement detailing that monies have been expended in accordance with this funding application and subsequent Council approval, by 30 June of the second half of the financial year or 30 days after the event has finished.
- That failure to comply with these conditions may preclude our organisation from accessing further funds in the future;
- To indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to a community project, program or activity.
- That permission is automatically granted by the successful application for the Council to publish and promote its support of this application in Council's own publications and published materials.

We further understand that any variation from the above conditions will require negotiation with the Town of Walkerville.

Signature:  Date: 18/07/2022

Name: Jacob Stojavljevic

Signature:  Date: 18/07/2022

(To be signed by the parent/guardian if applicant is under 18 years of age)

Details of parent / guardian:

Name: Penny Need

Telephone: 

Mobile: _____

Please forward application to:

Manager, Community Development & Engagement
Community Fund
Town of Walkerville, PO Box 55, Walkerville SA 5081
Fax: 8269 7820
Email: cfund@walkerville.sa.gov.au

Supporting
our community



Community Fund 2022-23 Evaluation

Evaluation Criteria	Caitlin Hardin	Callum Mitchell	Jacob Stojasavljevic
Not for profit community group	n/a	n/a	n/a
Organisation operating in Walkerville	n/a	n/a	n/a
Individual residing in the Town of Walkerville	yes	yes	yes
Benefit to the Community or Individual	yes	yes	yes
Program, project, activity or event can proceed without funding	yes	yes	yes
Funding received from other sources	n/a	n/a	n/a
The groups or individual has received funding from Council previously (last 5 years)	Yes \$150 2019 \$250 May 2022	no	no
Quotes provided for trip costs	\$1800	\$2175	\$1744

Meeting:	Council
Title:	Pleasant Sunday Afternoon (PSA) Sponsorship Application
Responsible Manager:	Manager Community Development & Engagement, Fiona Deckert
Author:	Manager Community Development & Engagement, Fiona Deckert
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Living Walkerville - Wellbeing for every age and stage
Type of Report:	Decision Required

Recommendation

1. That Council allocates the following funds to the Sponsorship applicant from the 2022/2023 Sponsorship budget:
 - a. Walkerville Rotary Club –\$1,400
2. That Administration writes to the applicant and advises them of the Council resolution.

Summary

An application for sponsorship of the Rotary PSA concerts has been received. There are adequate funds available in the Sponsorship budget to allocate funds, as Council sees fit, to the applicant.

Background

Through its Sponsorship Program, the Town of Walkerville supports local community groups and organisations. Eligible organisations and groups can apply for support towards activities that benefit the local community.

The application received is presented in this report (refer Attachment A). A summary is also provided below:

Attachment	Applicant	Program, Project, Activity or Event	Type of Funding	Amount Requested
A	Walkerville Rotary Club	Pleasant Sunday Afternoon concerts	Project	\$1,400

Discussion/Issues for Consideration

One application has been received, which meets the Sponsorship Policy guidelines and evaluation criteria (Attachment B).

Council has supported Walkerville Rotary Club by granting funds annually towards running the Pleasant Sunday Afternoon concerts, which greatly benefit our older and socially isolated members of the community.

An evaluation of eligibility is included in Attachment C.

Options for Consideration

Option 1

1. That Council allocates the following funds to the applicant from the 2022/2023 Sponsorship budget:
 - a. Walkerville Rotary Club –\$1,400
2. That Administration writes to the applicant and advises them of the Council resolution.

Option 2

That Council determines not to provide sponsorship towards the PSA concerts.

Analysis of Options

Option 1

Option 1 provides a recommendation that aligns with the Sponsorship Policy. This option provides the appropriate amount of funding to the applicant for their program, project, activity or event to proceed.

Option 2

Option 2 may be viewed as not being supportive of individuals and organisations requiring funding for their event.

Financial Implications

Council allocates an annual budget for the Sponsorship program of \$8,000.00 and at present has a balance of \$5,000.00 available for this application.

Community Implications

The support of the project will demonstrate Council's commitment to supporting community groups and individuals.

Regional Implications

There are no regional applications.

Governance Implications

The applications have been assessed against Council's Sponsorship Policy. Refer to (Attachment C) for an evaluation undertaken for the eligibility for each applicant.

Preferred Option & Reasoning

Option 1 is recommended to Council as it is in line with the Sponsorship Policy.

Attachments

Attachment A	Application from Walkerville Rotary Club
Attachment B	Sponsorship Policy
Attachment C	Evaluation criteria

Sponsorship



application form: for receiving sponsorship local community group/organisation/individuals

Not for profit Community groups, organisations and individuals can apply for funding to support:

- ☐ projects, programs, activities or operational costs, eg newsletters, that benefit the Town of Walkerville community;
- ☐ capital purchases in support of a community project, program or activity.

Prior to submitting this form, applicants are required to read the Sponsorship Policy (from Council's website or printed copies on request).

applicant details

Name of organisation/group (if applicable): WALKERVILLE ROTARY CLUB

Name of individual applicant: Peter C. Souden

Address: [REDACTED] Postcode: [REDACTED]

Telephone: [REDACTED] Fax: [REDACTED]

Email: [REDACTED]

ABN number: [REDACTED]

If you do not have an ABN number you must complete the *Declaration Where No Australian Business Number is Required* form attached to this application.

Please specify: ☐ Group ☒ Organisation ☐ Individual

1. Are you not for profit? ☒ Yes ☐ No

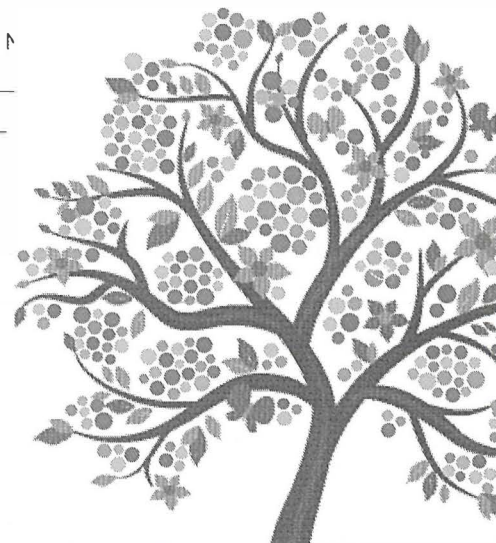
2. Are you a registered charity? ☐ Yes ☒ No

3. Are you registered for GST? ☐ Yes ☒ No

4. How are you funded? please describe

MEMBERS FEES
BUNNINGS BBQ AT WINDSOR GARDENS, 4/5
BBQ'S PER YEAR

5. Do you receive other local, State or Federal funding? (If yes, please specify) ☐ Yes ☒ No



sponsorship application form

contact details

Name: P. C. SOWDEN
Telephone: _____ Mobile: _____ Fax: _____
Email: _____

6. Name of the program, project, activity or event:

PLEASANT SUNDAY AFTERNOON CONCERT

Categories: ☐ Under \$1,000 ☒ \$1,000 to \$10,000 ☐ \$10,000 and above

7. Which members of the community does your organisation assist or represent?

THE ELDERLY IN OUR LOCAL COMMUNITY

8. Please provide a brief description of the program, project, activity or event. Maximum 100 words (Attach additional pages if required)

WALKERVILLE ROTARY CLUB HAVE BEEN RUNNING THEIR P.S.A. CONCERTS SINCE 1996. EACH YEAR WE ORGANISE 4 OR 5 CONCERTS, WITH LOCAL SCHOOLS PERFORMING FOR US. THE CONCERTS INVOLVE 6-8 ROTARIANS TO SET UP THE TOWN HALL AND RUN THE KITCHEN. THE CONCERTS RUN FOR ROUGHLY 90 MINUTES, THEN AFTERNOON TEA, COFFEE AND CAKES ARE SERVED TO THE PEOPLE WHO ATTEND.

9. Benefits to the Community (describe how Walkerville will benefit from this program, project, activity or event and how many people you anticipate will take part.)

OUR CONCERTS ARE A REASON FOR THE LOCAL COMMUNITY TO HAVE SUNDAY AFTERNOON'S ENTERTAINMENT

10. How will you know if your project has been successful? (what signs will you look for? How will you record these details?)

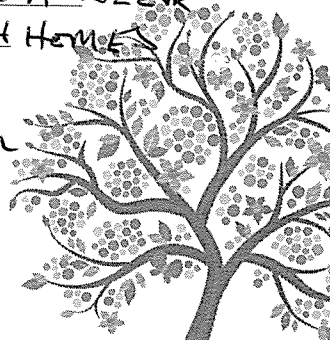
WE HAVE HAD LOW NUMBERS FOR AWHILE, BUT THIS PAST YEAR WE HAVE HAD UP TO 70 PEOPLE TO SOME OF OUR CONCERTS

11. How will your organisation promote this program, project, activity or event to the wider community?

THROUGH "ABOUT TOWN" AND A POSTER IS PUT UP IN THE TOWN HALL, AND WE ALSO ADVERTISE IN THE CENTER AT WOOLWORTHS WALKERVILLE, FOR A WEEK BEFORE THE CONCERTS, WE ALSO MAIL DROP ALL ECH HOMES

12. How will your organisation acknowledge the sponsorship received from the Town of Walkerville?

THE ROTARY CLUB OF WALKERVILLE WILL ACKNOWLEDGE THE SUPPORT GIVEN TO US BY THE COUNCIL.



sponsorship application form

program / project / activity / event timelines

13. What is the activity/event date? 4/5 CONCERTS PER YEAR
OR
14. What is the proposed project/program commencement date? MARCH 12th, JUNE 11th, SEPT 10th 2023
15. What is the estimated project/program completion date? DEC 10th 2023
SEPT 18th 2023, DEC 11th 2022
MARCH 12th 2023, JUNE 11th 2023

program / event funding

16. Will you be proceeding with this program, project, activity or event without sponsorship from Council. If not, explain why:

WE WILL RUN WITH THE PSA CONCERTS, BUT MAY HAVE TO SCALE BACK ON THE ENTERTAINMENT AND THE AFTERNOON TEA.

Could your project / event proceed if only partial funding is received? ☒ Yes ☐ No

Have you applied for other external funding for this program, project, activity or event, and if so when will funding be received?
☐ Yes ☒ No

What is the total budget for your event/activity?

\$2,800.00

How much are you applying for in this application?

\$1,400.00

breakdown of the various project/event costs for this application

activity	council contribution	organisation contribution	other	total cost
4/5 CONCERTS	1,400	1,400		2,800
total cost	1,400	1,400		2,800

If your organisation is successful how would you like the funding to be paid?

☒ EFT ☐ Cheque

If you select EFT please complete the details below. Please note bank details will be stored electronically in a confidential file used by Finance Staff only.

Account name: _____

BSB number: _____

Account number: _____

Successful grant recipients are required to adhere to the current SA Government COVID-19 Emergency Management Directions and COVID Restrictions when implementing their programs, activities and/or events being funded through the Town of Walkerville grant funding programs. Funding will only be allocated once an approved COVID Safe Plan or COVID Management Plan is provided.

sponsorship application form

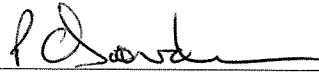


conditions of the funding

We / I, being the authorised officer/s of the organisation/ I, make the declaration and confirm and agree to the following:

- The information given in this application, including any attachments hereto is true and correct in every particular;
- That monies received from the Town of Walkerville will be spent on the approved activity and as outlined in the sponsorship application. The Town of Walkerville must approve any changes to the project;
- Any monies not expended on completion of the project will be returned to the Town of Walkerville;
- That Council's funding of the project will be promoted in publicity or promotions, of the event in consultation with the Council
- To provide the Town of Walkerville with a completed acquittal report form and brief financial statement detailing that monies have been expended in accordance with this funding application and subsequent Council approval, by 30 June of the second half of the financial year or 30 days after the event has finished.
- That failure to comply with these conditions may preclude our organisation from accessing further funds in the future;
- To indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to a community project, program or activity.
- That permission is automatically granted by the successful application for the Council to publish and promote its support of the application in Council's own publications and published materials.

We further understand that any variation from the above conditions will require negotiation with the Town of Walkerville.

Signature: 
Name: P.C. Soudon
Date: 29/7/22

Please forward application to:

Manager, Community Development & Engagement
Community Fund
Town of Walkerville, PO Box 55, Walkerville SA 5081
Fax: 8269 7820
Email: cfund@walkerville.sa.gov.au

*Supporting
our community*



 TOWN OF WALKERVILLE		Sponsorship Policy
Approved by	Council	
First Approved	Community Services Committee 07/07/03 CSV070703/6.4	
Review Frequency	Within 12 months of the conclusion of General Council Elections	
Last Reviewed	16 December 2019	
Next Review	November 2023	
Document Number	POL20161081	
Responsible Officer	Manager Community Development & Engagement	
Policies Related	Community Fund Program Policy	
Applicable Legislation	Nil	
Policy Type	Discretionary	

1. Purpose

- 1.1 To outline the Town of Walkerville's procedure for accepting and providing sponsorship.
- 1.2 Sponsorship may be made available to assist with projects, events or functions from which Council will receive direct or indirect marketing benefits whether in terms of financial gain or increased exposure.

2. Definitions

- 2.1 Sponsorship is effectively a business partnership where both parties agree to work together to achieve the marketing and operational objectives of each party. It can also be seen as a form of "joint venture" with community organisations or the private sector.
- 2.2 For Council, sponsorship can take two forms:
 - **providing sponsorship to community** (not for profit) organisations to assist with events, festivals, projects and operational costs e.g. printing of newsletters;
 - **seeking and accepting sponsorship from** the private sector, to assist with Council events, projects, services, etc.
- 2.3 Sponsorship is a strategy that can assist with promoting the Council area or Council activities, supporting worthwhile community endeavours or to attract private sector funds and enhance economic development.
- 2.4 Sponsorship should not be confused with donations, grants or Councils Community Fund.
- 2.5 It is also understood that not all sponsorship is a financial transaction, but can be based on in-kind support of some type.

3. Objectives of Sponsorship Providing Sponsorship

- 3.1 To enhance the profile of the Council and the Council area, by gaining exposure through the sponsored activities.

- 3.2 To subsidise community provided activities, offsetting operating expenditure or enabling enhancement of the activity for the betterment of the community.
- 3.3 To provide initial assistance to establish community activities, after which sponsorship may be progressively phased out as projects become self-funding.

4. Accepting Sponsorship

- 4.1 To subsidise Council provided facilities, projects etc., offsetting operating expenditure or enabling enhancement of the activity.
- 4.2 To provide resources which enable the conduct of Council projects, activities etc. which may not otherwise be possible.
- 4.3 To enhance Council's profile in the community by association with a sponsoring organisation.
- 4.4 To enter into partnerships that support projects consistent with Council's strategic goals and objectives

5. Operating Procedure

- 5.1 As sponsorship is essentially a commercial agreement, as opposed to grants or donations, one or more of the following criteria should be met:

5.1.1 Value for Money

Council should receive direct marketing benefits equivalent to the dollar value of the sponsorship.

5.1.2 Enhancement of Council or Community Profile

The sponsored event/activity should significantly enhance the profile of Council in the community or the profile of the Council area in the wider South Australian community.

5.1.3 Economic Benefit

- Council believes that the community should derive economic benefit from the event or activity in the form of increased visitor spending or stimulus to local business or employment.
- Consistency with Council values, priorities and strategic goals and objectives
- The proposed activity will be consistent with, or support, Council's values and sponsorship priorities.

6. Assessment and Approval of Requests for Sponsorship

- 6.1 The Chief Executive Officer (CEO) will be responsible for administering this policy.
- 6.2 At the direction of the CEO to responsible staff, the role of staff will be to make recommendations to Council regarding all proposals for providing sponsorship.
- 6.3 Event sponsorships will only be considered on condition that:
 - 6.3.1 requests are made with sufficient notice prior to the event (preferably six weeks before the event);
 - 6.3.2 no event publicity has been printed or broadcast prior to making the sponsorship request.
 - 6.3.3 Consideration will be given to ensure that there is a reasonable spread of Council sponsorship across the town.

7. Monitoring, Evaluation and Reporting

Recipients of Council sponsorship must provide a report at the conclusion of the activity including:.

- 7.1. Acknowledgment of Sponsorship (Provided by Council)
 - 7.1.1 Successful applicants will be encouraged to contact local media to ensure further promotion of the activity and to acknowledge Council's support.
 - 7.1.2 Unless otherwise negotiated, recipients of Council sponsorship will acknowledge the sponsorship according to the following guidelines. In addition, Council will reserve the right to separately promote any event to which it supplies sponsorship.

7.2 Sponsorship Amounts Under \$1,000

As a minimum, Council is given written or printed acknowledgment of sponsorship in all correspondence, media releases, invitations and any advertising or promotional material.

7.3 Sponsorship Amounts Between \$1,000 to \$10,000

- 7.3.1 As a minimum, Council is given written or printed acknowledgment of sponsorship in all correspondence, media releases, invitations and any advertising or promotional material; and
- 7.3.2 The Council logo, as specified by the 'logo graphic' standard supplied by Council, is to be applied to all advertising and promotional material including banners, posters, leaflets etc.; and
- 7.3.3 At any official proceedings, due acknowledgment of Council's sponsorship will be mentioned in any speeches given by officials of the sponsored organisation or group.

7.4 Sponsorship Amounts Above \$10,000

- 7.4.1 As a minimum, Council is given written or printed acknowledgment of sponsorship in correspondence, media releases, invitations and any advertising or promotional material.
- 7.4.2 The Council logo, as specified by the 'logo graphic' standard supplied by Council, is to be applied to all advertising and promotional material including banners, posters, leaflets etc.
- 7.4.3 No prior publicity of the sponsorship is to be released until a mutually agreed media release has been made.

- 7.4.4 Frequent reporting of activities, including examples and details of logo usage and acknowledgment must be provided to Council
- 7.4.5 At any official proceedings, due acknowledgment of Council's sponsorship will be mentioned in any speeches given by officials of the sponsored organisation or group
- 7.4.6 A Council representative is to be invited to attend and speak at any official proceedings such as launches, openings, dedication ceremonies etc.

8. Sponsorship Agreements

8.1 All sponsorship recipients will be expected to sign a Sponsorship Agreement that includes:

- the amount of sponsorship;
- the purpose (if appropriate);
- the acknowledgment or benefits due to Council;
- indemnification in relation to any loss or claims which may arise as a result of the event/activity being held;
- accountability / evaluation requirements.
- Acknowledgment that sponsorship automatically entitles Council to promote the activity and the participants in Council publications (i.e: website, social media, newsletter etc.)

8.2 A formal written contract may be used for major sponsorship.

8.3 The CEO will have authority to sign sponsorship agreements, once Council has approved sponsorship (via Council decision).

9 Operating Procedure – Accepting Sponsorship and Criteria for Considering Sponsorship Proposals

9.1 Offers of sponsorship should be assessed using one or more of the following criteria:

9.1.1 Value adding

The scale or benefit of the planned activity would be significantly enhanced through the sponsorship.

9.1.2 Enhancement of Council profile

Association with the sponsoring organisation would enhance council's profile in the community.

9.1.3 Compatibility

The reputation or image of the sponsor will be compatible with Council's values and strategic goals and objectives.

9.1.4 Competitive Neutrality

Acceptance of sponsorship from the private sector should not breach Council's Competitive Neutrality obligations.

9.1.5 Assessment and Approval of Proposals to Provide Sponsorship to Council

The Chief Executive Officer will:

- consider sponsorship to Council in the first instance, and may involve other responsible staff in this process.
- make recommendations to Council regarding all proposals for accepting sponsorship.

9.1.6 Acknowledgment of Sponsorship (Provided by outside body)

Council will contact the local media to ensure promotion of the activity and to acknowledge the sponsorship provided.

- Amounts Under \$1,000

The sponsor will be given written or printed acknowledgment in all correspondence, media releases, invitations and any advertising or promotional material.

- Amounts Between \$1,000 to \$10,000

- The sponsor will be given written or printed acknowledgment of sponsorship in all correspondence, media releases, invitations and any advertising or promotional material;
- The sponsors logo, supplied by the sponsor, will be applied to all advertising and promotional material including banners, posters, leaflets etc.;
- At any official proceedings, due acknowledgment of the sponsorship will be mentioned in any speeches given by officials of Council.

- Amounts over \$10,000

- The sponsor is given written or printed acknowledgment of the sponsorship in correspondence, media releases, invitations and any advertising or promotional material.
- The sponsor's logo, supplied by the sponsor, will be applied to all advertising and promotional material including banners, posters, leaflets etc.
- No prior publicity of the sponsorship will be released until a mutually agreed media release has been made.
- Frequent reporting of activities, including examples and details of the sponsors logo usage and acknowledgment will be provided to Council.
- At any official proceedings, due acknowledgment of the sponsorship will be mentioned in any speeches given by officials of Council.
- A representative from the sponsor will be invited to attend and speak at any official proceedings such as launches, openings, dedication ceremonies etc.

10. Monitoring, Evaluation & Reporting

A report, acknowledging the sponsorship received will be provided Council at the conclusion of the activity.

11. Availability of Policy

This Policy will be available for inspection at the Civic and Community Centre, 66 Walkerville Terrace, Gilberton during ordinary business hours and on Council's website www.walkerville.sa.gov.au. Copies will be provided to interested parties upon request for the payment as per Councils Fees & Charges Schedule.

12. Review

Council will review the Sponsorship Policy within 12 months after the conclusion of each general election. However, Council has the ability to review this policy at any time if considered desirable.

Sponsorship Application 2022 / 2023 Evaluation

Evaluation Criteria	Walkerville Rotary Club
Not for profit community group	yes
Organisation operating in Walkerville	yes
Individual residing in the Town of Walkerville	n/a
Benefit to the Community or Individual	yes
Program, project, activity or event can proceed without funding	yes
Funding received from other sources	Club membership fees
The groups or individual has received funding from Council previously (last 5 years)	Yes – Council supports the running of Pleasant Sunday Afternoon concerts with the last full year of funds being in 21/22. Due to COVID the PSA concerts were not run for the full year in 19/20
Quotes provided (if purchasing goods)	no

Meeting:	Council
Title:	Walkerville RSL – Memorandum of Understanding (MOU)
Responsible Manager:	Acting CEO, Scott Reardon
Author:	Manager Community Development & Engagement, Fiona Deckert
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Living Walkerville - Wellbeing for every age and stage
Type of Report:	Decision Required

Recommendation

1. That Council receives and notes the Walkerville RSL - Memorandum of Understanding (MOU) report.
2. That Council increase the Walkerville RSL sponsorship from \$13,000 to \$14,500 per annum, effective from 2022/2023 financial year, in order to assist with the increased costs associated with holding community events on Remembrance Day and ANZAC Day.
3. That Council, following the endorsement of this report, direct Administration to amend section 4.1.2.2 of the MOU (Attachment A) to reflect the change in budget allocation and that the Acting CEO be authorised to update and sign the MOU as required.

Summary

Council has a current MOU with the Walkerville RSL (Attachment A), which allocates \$13,000 per annum to assist with holding events associated with Remembrance Day and ANZAC Day. Administration received correspondence from the Walkerville RSL on 6 May 2022, where they requested an increase of \$1,500 due to increased costs of AV set up and live streaming of the events (Attachment B).

Background

The Walkerville RSL holds community events on Remembrance Day and ANZAC Day annually. These events are extremely popular within the Town of Walkerville community with growing numbers attending each year. Council has supported these events and has allocated an annual budget of \$13,000 to assist with the costs involved.

Council's sponsorship has been a major factor in enabling the Walkerville RSL to conduct both services and associated events successfully, for the benefit of the Walkerville community and surrounding district. In particular, the funding has ensured a special feeling of significance at both the Remembrance Day and ANZAC Day services and allows them to be conducted in a safe and engaging environment.

Discussion/Issues for Consideration

The services held annually on Remembrance Day and ANZAC Day continue to draw larger crowds each year from members of the community wishing to pay their respects to our fallen veterans. Considering the influx of patronage at these events, the Walkerville RSL has requested to have an additional big screen to cater for a larger crowd, extra chairs for the elderly and a greater supply of printed booklets for the Order of Services.

Options for Consideration

Option 1

1. That Council receives and notes the Walkerville RSL - Memorandum of Understanding (MOU) report.
2. That Council increase the Walkerville RSL sponsorship from \$13,000 to \$14,500 per annum, effective from 2022/2023 financial year, in order to assist with the costs associated with holding community events on Remembrance Day and ANZAC Day.
3. That Council, following the endorsement of this report, direct Administration to amend section 4.1.2.2 of the MOU (Attachment A) to reflect the change in budget allocation and that the Acting CEO be authorised to update and sign the MOU as required.

Option 2

1. That Council receives and notes the Walkerville RSL - Memorandum of Understanding (MOU) report.
2. That the request for extra financial assistance and sponsorship is declined and Council continue to providing \$13,000 sponsorship funding, per annum, to the Walkerville RSL as per the current MOU.

Analysis of Options

Option 1

This option allows the Walkerville RSL to grow and enhance these important calendar events in the community.

Option 2

Council may be seen as unsupportive towards two popular community events.

Financial Implications

If Council endorses the recommendation, it will need to approve an increase in Budget Review 1 for the **2022/2023** financial year of \$1,500 sponsorship for the Remembrance Day and ANZAC Day events, totalling a \$14,500 contribution. Acquittals for 2021 Remembrance Day and 2022 ANZAC Day have been received (Attachment B).

Community Implications

That Council supports its local community groups by way of sponsorship for special community events.

Regional Implications

The Remembrance Day and ANZAC Day services bring people into the Township and consequently has a beneficial flow-on effect for local businesses.

Governance Implications

If supported, the MOU will need to be updated accordingly and the increase will need to be factored into the 2022/2023 budget at Budget Review 1.

Preferred Option & Reasoning

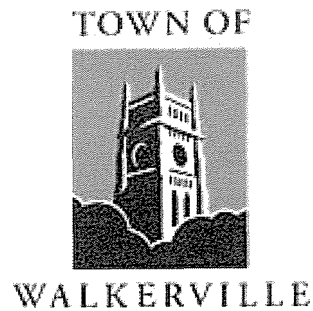
Option 1 is the preferred option. It allows the Council to provide support to the Walkerville RSL to hold events on Remembrance Day and ANZAC Day.

Attachment/s

Attachment A	Current MOU with Walkerville RSL
Attachment B	Acquittals and request for further funding from Walkerville RSL

Mou202176077

40.98.2.1



MEMORANDUM OF UNDERSTANDING
For Sponsorship of Remembrance Day and ANZAC Day

Between:

THE CORPORATION OF THE TOWN OF WALKERVILLE

And

RSL WALKERVILLE SUB BRANCH

MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE CORPORATION OF THE TOWN OF WALKERVILLE (Council) ABN 49 190 949 882
of 66 Walkerville Terrace, Gilberton SA 5081

of the one part

AND

RSL WALKERVILLE SUB BRANCH (Walkerville RSL / RSL) ABN 80 367 795 707 of 98
Walkerville Terrace, Walkerville SA 5081

of the other part

RECITALS:

- A. Walkerville RSL and Council have been collaborating in organising the annual ANZAC Day and Remembrance Day commemorative services to honour the sacrifice and bravery of military personnel forming the Australian armed forces.
- B. The Parties wish to enter into this Memorandum to acknowledge each party's contributions to this relationship as well as their respective responsibilities.

1. DEFINITIONS

In this Memorandum of Understanding, unless contrary intention appears:

- 1.1 **Business Day** means any day other than a Saturday, Sunday or Public Holiday in South Australia;
- 1.2 **Council** means the Corporation of the Town of Walkerville;
- 1.3 **Confidential Information** means information which
 - 1.3.1 by its nature is confidential; and
 - 1.3.2 a Party designates as confidential or which the receiving Party knows or ought reasonably to know is confidential;
- 1.4 **Intellectual Property Right** means
 - 1.4.1 all copyright (including rights in relation to phonograms and broadcasts);
 - 1.4.2 all rights in relation to inventions, plant varieties, trademarks (including service marks), designs, circuit layouts; and
 - 1.4.3 all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields but does not include:
 - 1.4.3.1 moral rights;
 - 1.4.3.2 the rights of performers; or
 - 1.4.3.3 rights in relation to confidential information;
- 1.5 **Memorandum** means this Memorandum of Understanding;
- 1.6 **Memorial Gardens** means the Walkerville Memorial Gardens located on Church Terrace, Walkerville SA 5081;

- 1.7 **Moral Rights** include the following rights of an author of copyright material:
- 1.7.1 the right of attribution of authorship;
 - 1.7.2 the right of integrity of authorship; and
 - 1.7.3 the right not to have authorship falsely attributed;
- 1.8 **RSL** means the Returned Serviceman's League of Walkerville Sub Branch of 98 Walkerville Terrace, Walkerville SA 5081.

2. PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

- 2.1 This Memorandum between the Council and the RSL ("the Parties" and each "a Party"), records the understanding between the Parties.
- 2.2 This Memorandum sets out the general principles under which the Parties will work to achieve mutual objectives, which include, but are not limited to, the objectives and activities set out in Clause 3.

3. OBJECTIVES

- 3.1 The Parties agree to use their best endeavours to work cooperatively together to ensure that the aims, objectives and policies of the parties are met in relation to the ANZAC Day and Remembrance Day commemorative services.
- 3.2 The ANZAC Day and Remembrance Day commemorative services are events of benefit to the local community and supports Council's strategic goal of creating a lively, local culture as set out in its Strategic Plan – *Living in the Town of Walkerville*.

4. IMPLEMENTATION AND MANAGEMENT

- 4.1 The Parties agree that:

4.1.1 RSL Responsibilities:

- 4.1.1.1 Organise and manage the running of the program for the ANZAC Day and Remembrance Day commemorative services ("Event");
- 4.1.1.2 Provide staffing or volunteers for the ANZAC Day and Remembrance Day commemorative services;
- 4.1.1.3 Avoid representing Council in any written or verbal form without Council's prior written consent;
- 4.1.1.4 Provide to Council well in advance of the event prior written notice of:
 - 4.1.1.4.1 all details pertaining to the event (including but not restricted to dates, times, duration of the event, expected numbers of participants and attendees etc) for the ANZAC Day and Remembrance Day commemorative services to be held at the Memorial Gardens;
 - 4.1.1.4.2 a suitable action plan or timeline clearly listing all key deadlines for the event;
- 4.1.1.5 The RSL must give at least three (3) weeks written notice prior to the event date of any proposed changes to details provided in accordance with Clause 4.1.1.4;
- 4.1.1.6 The RSL is required to obtain and provide Council with a copy of the

their Public Liability Insurance;

4.1.2 Council's Responsibilities:

- 4.1.2.1 Make available the Memorial Gardens for the ANZAC Day and Remembrance Day commemorative services to be held on the dates specified by the Walkerville RSL pursuant to Clause 4.1.1.4 of this Memorandum;
- 4.1.2.2 Provide the stipulated funds as per Council Resolution **CNC320/20-21** of \$13,000 by 30 July each financial year to cover Remembrance Day and ANZAC Day;
- 4.1.2.3 Waive any/all fees associated with hiring the Memorial Gardens for the duration of the ANZAC Day and Remembrance Day commemorative services;
- 4.1.2.4 Promote the ANZAC Day and Remembrance Day commemorative services through its existing published and online communication channels, and banner infrastructure (where banners are provided);
- 4.1.2.5 Walkerville RSL to provide formal acquittal of funds subsequent to Remembrance Day and ANZAC Day.

5. TERM OF AGREEMENT

5.1 The Parties agree that the Memorandum:

- 5.1.1 will come into effect on the date this Memorandum is fully executed by the Parties; and
- 5.1.2 will remain in force for a Term of two (2) years unless otherwise terminated by either Party by giving a minimum of 12 months' written notice; and
- 5.1.3 may be extended for a subsequent two (2) year Term upon written agreement of both Parties on such terms and conditions as they may mutually agree.

6. MODIFICATION

- 6.1 Any modification or amendment of the Memorandum must be in writing and signed by both Parties.

7. LEGAL EFFECT OF MEMORANDUM

- 7.1 The Memorandum records the current level of understanding between the Parties and is a record of their intention to collaborate with each other to achieve beneficial outcomes for the Parties.
- 7.2 The Memorandum is not intended to create legally enforceable obligations on either of the Parties.

8. CONSULTATION

- 8.1 The Parties agree to consult with each other on an ongoing basis or upon the request of a Party to the other Party regarding any matter relating to the terms of the Memorandum.
- 8.2 The Parties will endeavour, jointly in a spirit of cooperation and mutual trust, to resolve any difficulties or misunderstandings that may arise.

9. COPYRIGHT AND INTELLECTUAL PROPERTY

- 9.1 The Parties acknowledge that during the course of their dealings under the Memorandum, they may provide each other with resource materials including but without limited to any plans, guides, manuals, schematics and other texts or documents of any kind whatsoever ("Materials").
- 9.2 To the extent that each Party may have Intellectual Property Rights in any such Materials, written notice of which must be given by the Parties to each other, the parties acknowledge and agree that Intellectual Property Rights in the Materials remains the absolute property of the Party providing the Materials.
- 9.3 No Party will copy any other Party's Materials without the prior written consent of the other Party and only on such terms and conditions as may be agreed between the relevant Parties from time to time.
- 9.4 The obligations as to Intellectual Property Rights under this Clause survive any expiry or termination of the Memorandum.

10. CONFIDENTIALITY

- 10.1 Each Party agree to treat as confidential all Confidential Information obtained from another Party in connection with the Memorandum and must not divulge such information to any other person except:
 - 10.1.1 with the written approval of the relevant Party; or
 - 10.1.2 to employees of a Party who need to know that information; and/or
 - 10.1.3 as required by the operation of any law;
- 10.2 The obligations as to Intellectual Property Rights under this Clause survive any expiry or termination of the Memorandum.

11. PUBLICITY

- 11.1 The RSL and Council should not make or permit to be made a public announcement or media release ("announcement") about any aspect of this Memorandum unless:
 - 11.1.1 joint agreement between the RSL and the Council has first been made about the matter; or
 - 11.1.2 the announcement is required by law.

12. RESOLUTION OF DISPUTES

- 12.1 If a dispute arises as a result of this Memorandum, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle that dispute by mediation before resorting to arbitration, litigation, or other dispute resolution procedures.

13. REVIEW AND EVALUATION

- 13.1 This Memorandum will be reviewed six (6) months prior to the expiry;
- 13.2 The review will entail:
 - 13.2.1 a face to face meeting between the parties;

13.2.2 an assessment of progress arising from the Memorandum against the objectives

13.2.3 an action plan to address objectives that are not being met

14. EMPLOYEES AND AGENTS

14.1 The Parties acknowledge and agree that any act, matter or thing which either is required to be performed or done by a Party pursuant to the Memorandum may be performed or done by a Party's duly authorised employees or agents.

15. EXCLUSION OF IMPLIED RELATIONSHIPS

15.1 This agreement does not create a relationship of employment, trust, agency or partnership between parties. Each Party is responsible for its own obligations arising under this Memorandum and is not liable for any other Party's obligations.

15.2 No Party is deemed or construed to constitute any Party a partner, joint venturer, principal, agent or fiduciary of any other Party.

15.3 No Party has the authority to act for or incur any liability or obligation on behalf of any other Party except with the express written authority of that other Party.

16. APPLICABLE LAWS

16.1 The laws in force in South Australia apply to this Memorandum and the courts of South Australia have non-exclusive jurisdiction to determine any proceedings relating to this Memorandum.

17. NOTICE

17.1 A Party giving notice or notifying under this Memorandum must do so in writing or by electronic mail or facsimile transmission:

17.1.1 directed to the recipient's address, as varied by any notice; and

17.1.2 hand delivered or sent by pre-paid post or transmitted electronically to that address.

17.2 The Parties' address details are as specified on page 2 of this Memorandum;

17.3 A notice given in accordance with this Clause is taken to be received:

17.3.1 if hand delivered on delivery:

17.3.2 if sent by pre-paid post, five (5) Business Days after the date of posting unless it has been received earlier;

17.3.3 if transmitted electronically, upon actual receipt by the addressee.

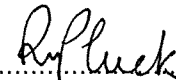
SIGNED as an agreement

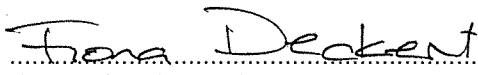
DATED 13 APRIL

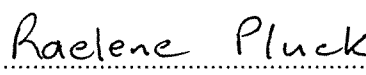
2021

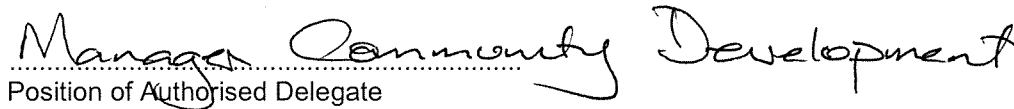
SIGNED as Authorised Delegate for the
CORPORATION OF THE TOWN OF
WALKERVILLE pursuant to Section 44 of
the *Local Government Act 1999*


.....
Signature of Authorised Delegate


.....
Signature of Witness

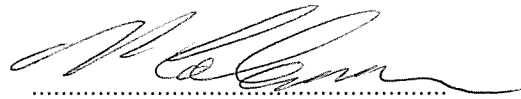

.....
Name of Authorised Delegate

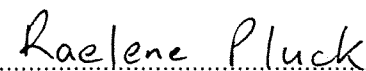

.....
Name of Witness


.....
Position of Authorised Delegate

SIGNED by)
RSL WALKERVILLE SUB BRANCH)
in the presence of:)


.....
Signature of witness


.....
Signature of Authorised Delegate


.....
Full name of witness

6 May 2022
 Ms Fiona Deckert
 Corporation of the Town of Walkerville
 66 Walkerville Terrace
 GILBERTON SA 5081

ANZAC DAY 2022 – ACQUITTAL

Dear Fiona,

In regard to the much appreciated sponsorship provided by the Town of Walkerville in support of RSL commemorative events in Walkerville, please find the following acquittal of expenditure for the conduct of the 2022 ANZAC Day Dawn Service and breakfast served afterwards. These payments have been made by the RSL Walkerville Sub Branch and invoices can be provided upon request.

All Pro Production Group Pty Ltd	\$6,380.00	AV sound
system, Big Screens and Live Streaming to Facebook		
Atlas Event and Party Hire	\$1,754.25	Pavilion tent,
servery equipment and bistro chairs		
Terry Howe Printing	\$962,50	Printing of Order
of Service booklets		
Provisioning for breakfast	\$2,495.99	Food various
Total:	<u>\$11,592.74</u>	

REMEMBRANCE DAY 2021 – ACQUITTAL

All Pro Production Group Pty Ltd	\$1155.00	AV sound system
Terry Howe Printing	\$124.00	50 x Order of Service
booklets		
Wreath	\$90.00	
Costco/Coles	\$190.00	Food various
Total:	<u>\$1559.00</u>	

This concludes acquittals for the Commemorative Events Grant for the 2021-22 Financial Year, covering Remembrance Day 21 and ANZAC Day 22, against the grant of \$13,000 provided by the Town of Walkerville. The total for both events is \$13,151.74, and represents prudent expenditure against the grant. We do, however, note inflationary pressures on supplier costs that can be expected to increase further in the coming year and request that might be a consideration for determining the grant amount for the next Financial Year.

We again sincerely thank the Mayor, CEO and the Town of Walkerville for their generous support.

Regards,

Richard

Richard Trotman-Dickenson AM
 Vice President

Walkerville RSL Sub Branch

Meeting:	Council
Title:	Monthly Works Report July 2022
Responsible Manager:	Group Manager Assets & Infrastructure, James Kelly
Author:	Group Manager Assets & Infrastructure, James Kelly
Key Pillar:	Strategic Framework – Key Pillar 4 – Assets – Continue to provide for and maintain a good standard of assets and public infrastructure
Key Focus Area:	Open Space Strategy
Type of Report:	Information Only

Recommendation

That Council receives and notes the Works Report for July 2022.

Summary

This report provides Council with an update on various operational and maintenance activities as well as the major Capital Projects being undertaken in the Township.

Background

Monthly reports are provided to Elected Members relating to various operational and maintenance activities across the Township as well as updates on our Capital Works Program.

Capital Works Report

The following is a status report of our Capital Works occurring across the Township at the moment. Council now has an interactive map on its website where updates on these projects will be provided throughout the year. The map can be viewed here <https://www.walkerville.sa.gov.au/council/assets-and-infrastructure>

Some key project updates for July 2022 are as follows:

Crawford Reserve Oak Tree

Part of the Crawford Reserve upgrade involves preserving the Henry Simpson Oak that has called the reserve home for over 65 years. The 15ft-high tree was planted on the 80th birthday of Sir Henry Simpson Newland at his Burlington Street residence on 18 November 1954.

In 1970, Lady Newland's niece Mrs Wreford advised Council that the property was going on the market in two weeks and suggested they transplant the tree to a public place. Council sought advice on the best method of moving the Oak to ensure the survival of the tree. Crawford Reserve was selected and the tree was successfully rehomed.

There have also been questions on the possible origins of the acorn from which this Oak Tree grew. The National Trust explains that a number of Coronation Oaks were distributed through the Royal Automobile Association to various schools in South Australia to commemorate King George VI coronation in 1937.

An enquiry to the National Trust (South Australian Office) could not determine whether the Oak Tree in Crawford Reserve was part of these Coronation Oaks scattered across South Australia.



Figure 1 – The Oak Tree at the centre of the Crawford Reserve Upgrade

Road and Footpath Condition Audit 2022

Planning for our Road and Footpath Condition Audit program also got underway in July with Council's consultant Infrastructure Management Group (IMG). Throughout August and September IMG will be contracted to help the Town of Walkerville gain a snapshot of the condition of Council's 37km of Road, 74km of Kerb and 76km of Footpath Assets.

IMG ride along the footpath on high tech all-terrain vehicles at a brisk walking pace with hazard lighting and warning devices. They are fitted with high definition cameras on the front and back to record imagery of the footpath. IMG certified pavement field technicians conducts a visual inspection every 20m and scores between 1-5. 1 being a new or excellent condition and 5 being in poor condition which has a defect that relates to a hazard.

IMG map it out so that council can create both proactive maintenance programs and proactive capital works programs. This helps council plan to make sure all their footpaths are in good condition for the public to use them and helps identify any issues that may occur in the future, thus improving safety and mobility for the community.

Manual surveys would take council staff months to complete, but new technology is helping council by dramatically cutting the time and effort required and these surveys will be completed within a week.

The IMG Road Survey Vehicles are fitted with high-definition cameras and three-dimensional lasers that collect data and imagery for council for road, kerbs, signs, and local traffic management devices. These

Vehicles travel through your network at normal traffic speeds recording defects within the pavement like cracking, potholes, surface defects, roughness and rutting to name a few. These attributes are used to determine which roads need repairing or resealing and assist with preparing road maintenance and works programs.

Council of course understands the community's concern for privacy and can assure all filming will be focused on the roads and footpaths only. No footage will be taken of commercial, residential, or private structures.

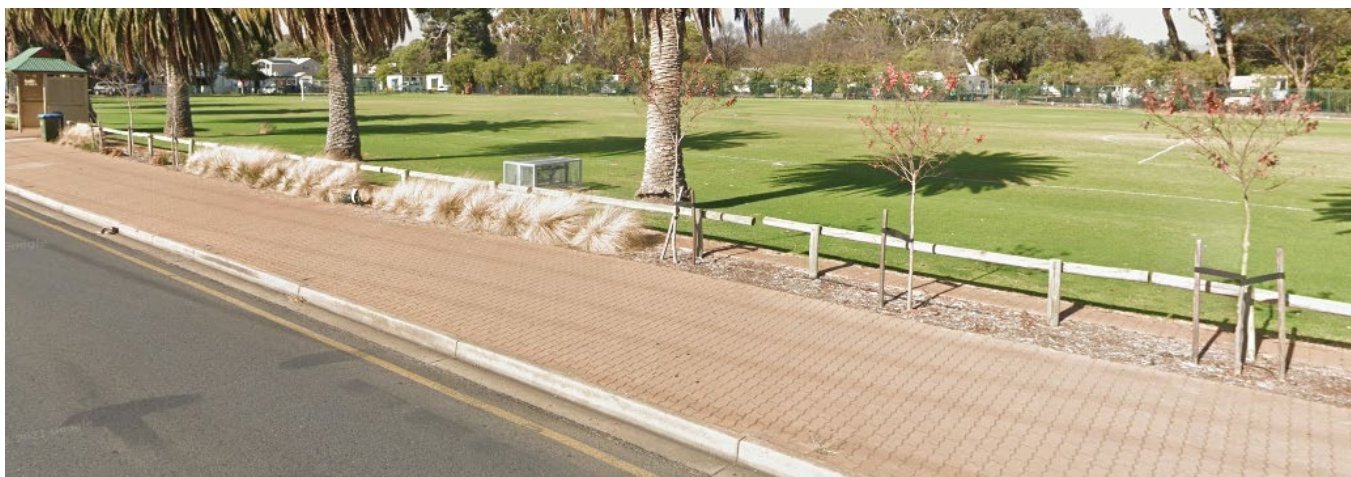


Figure 2 – Example of the ATV's that will be used to capture footpath condition data

Levi Oval Fencing

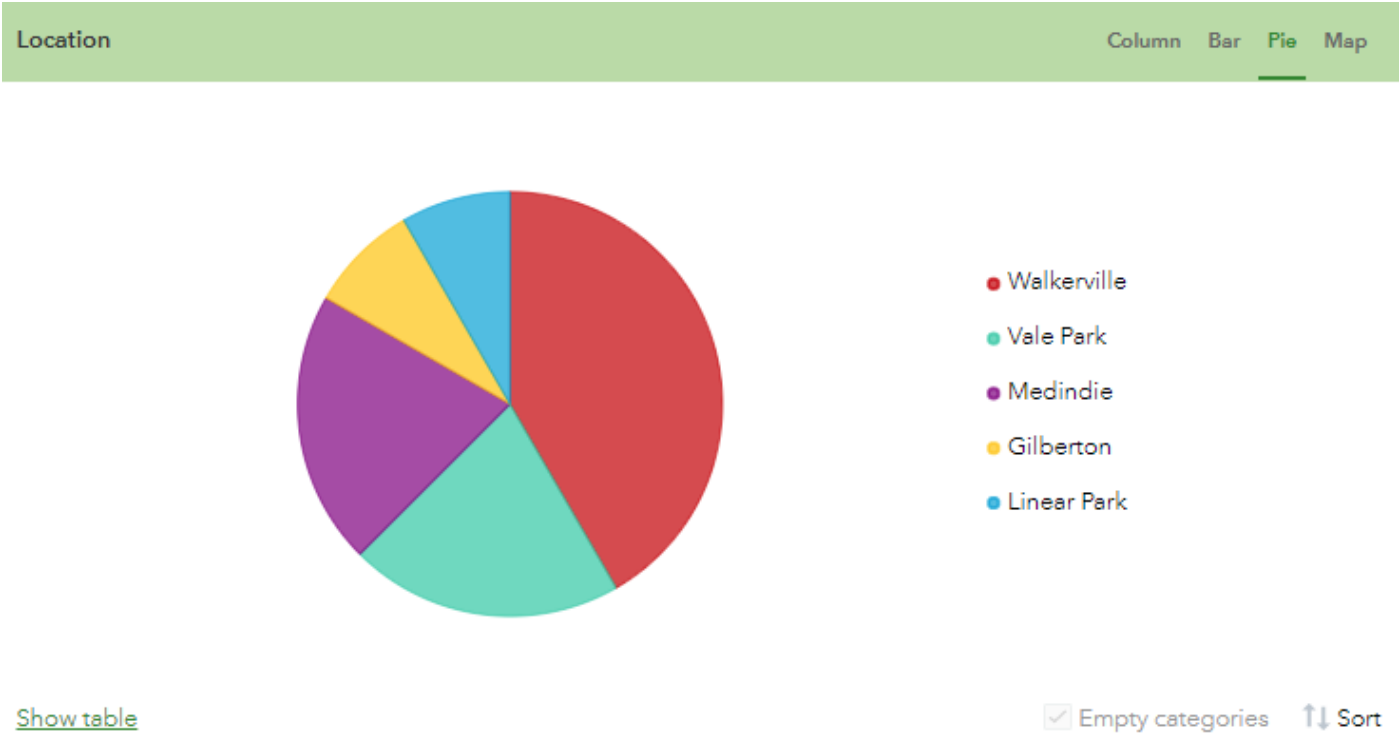
At it's meeting on 20 June 2022 Council received a question without notice from Cr Williams for Administration to investigate fencing options for Levi Oval given that the old permapine railing (pictured below) has been removed along Vale Street with recent landscaping works. Since this meeting Administration has obtain quotes for two fence options being black tubular or white picket fencing at 1.2metres high.

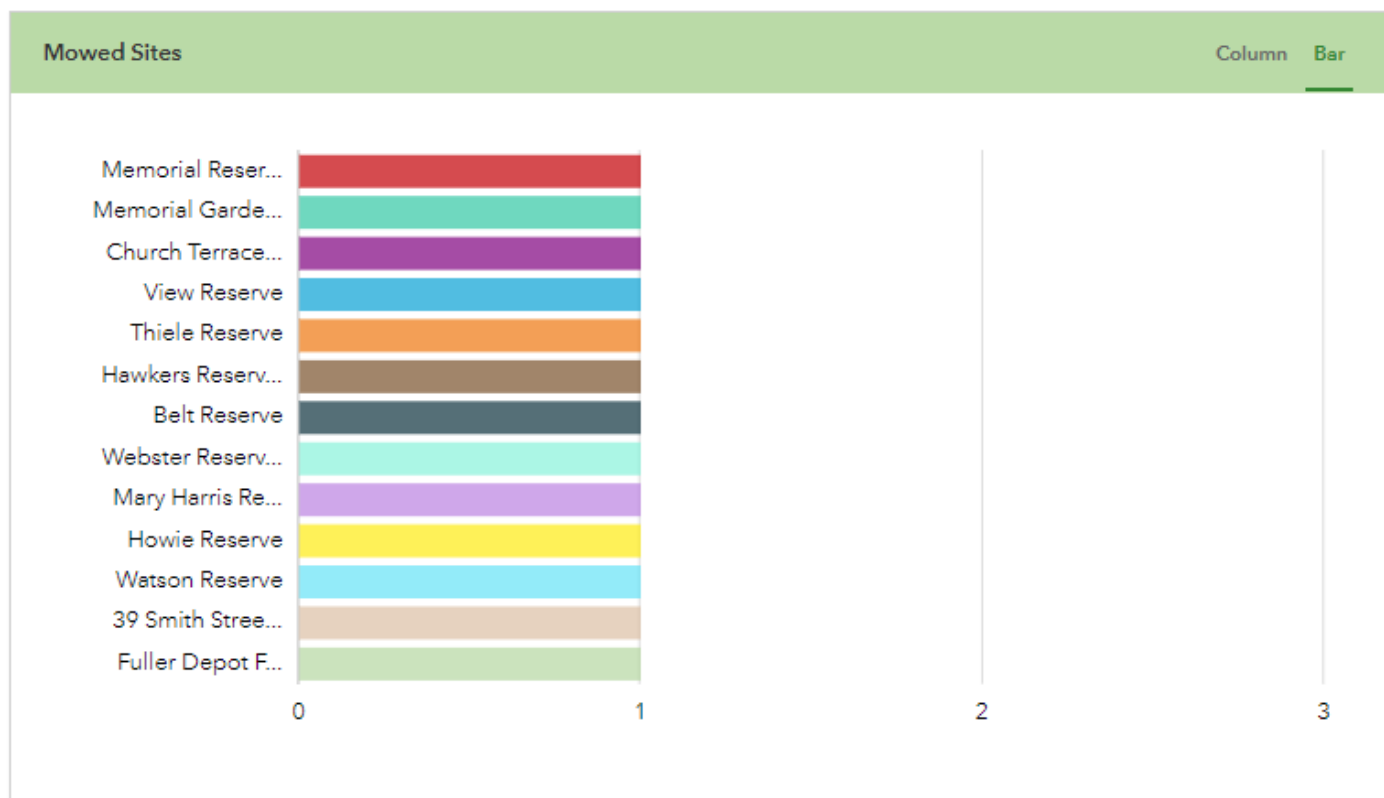
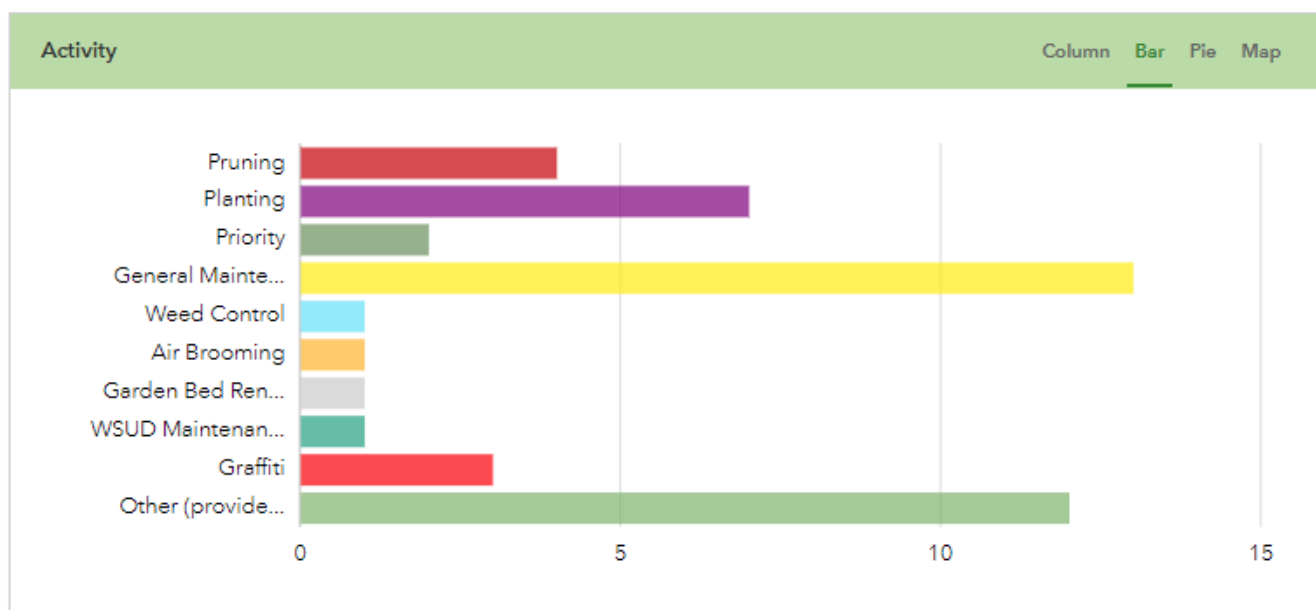
The general discussion at the Council meeting on 20 June 2022 was a preference for a white picket fence similar to Walkerville Oval and hence a white picket fence rather than black tubular has been accommodated in this year's existing Open Space budget for 2022-23. Works are expected to commence later this month.



Maintenance Report

The following charts and graphs summarises their key activities and locations across the Township over the past month. A total of 52 data entries were captured during July with street tree planting and general maintenance making up the majority of our works this month. 13 sites were mowed during July, with mowing expected to increase as we head towards Spring. Walkerville and Medindie were the most prominent locations worked on across the Township. Our staff have also been involved with works for the Crawford Reserve project for July.





Meeting:	Council
Title:	Monthly Financial Report July 2022
Responsible Manager:	Acting Chief Executive Officer, Scott Reardon
Author:	Manager Finance and Information Management, Vikki Purtle
Key Pillar:	Strategic Framework – Key Pillar 6 – Economy – Create the means to enable economic diversity and encourage business opportunities
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Information Only

Recommendation

That Council receives and notes the Monthly Financial Report as at 31 July 2022.

Summary

This report provides Elected Members with information regarding Council's financial performance and financial position as at 31 July 2022.

Background

Section 124 of the *Local Government Act 1999* requires accounting records to be kept:

(1) A council must: -

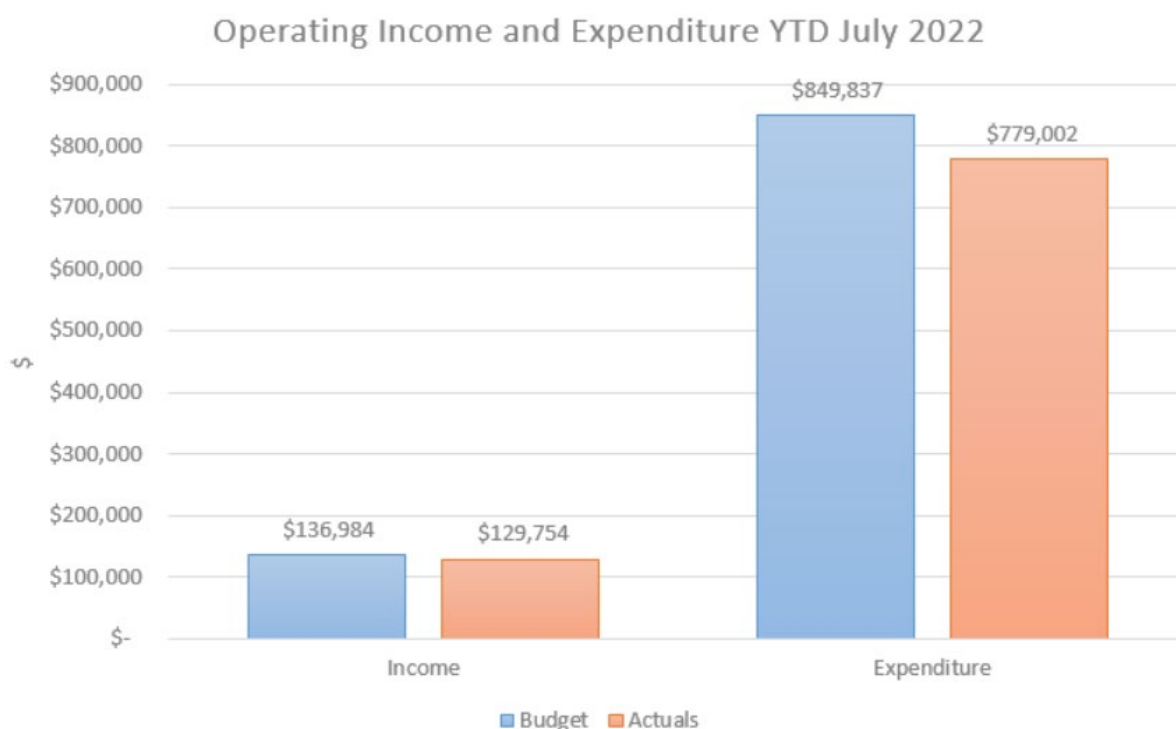
- a) keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the council; and
- b) keep its accounting records in such manner as will enable: -
 - i. the preparation and provision of statements that present fairly financial and other information; and
 - ii. the financial statements of the council to be conveniently and properly audited

Financial Performance

Council's overall operating position is favourable as at 31 July 2022. Year to date Operating Income has a favourable variance of \$7k against budget and year to date Operating Expenditure is \$71k favourable against the year to date budget. These minor variances as at July 2022 are due to budget timings.

A detailed financial performance summary by Business Unit is included as Attachment A and a Statement of Comprehensive Income is included as Attachment B.

The following graph represents Operating Income and Expenditure against budget as at July 2022.



Detailed Capital Expenditure reports including project phase and budget status are included as Attachment C and D. Year to Date Capital Expenditure as at July 2022 is \$432k against the full year original budget of \$8.595m. This represents expenditure of 5.02% of the capital program as at 31 July 2022.

The capital program will be revised at Budget Review One to include \$5m income and expenditure on the 39 Smith St Redevelopment Project which was not included in the adopted budget due to the timing of the grant application. This grant application has since been approved and the \$5m funding was received in July 2022. Carry forward amounts from unfinished projects in the 2021-22 Capital Program will also be brought in at Budget Review One.

Cash & Borrowings

The following table highlights Council's cash and borrowings as at 31 July 2022.

Cash and Cash Equivalents as at 31 July 2022

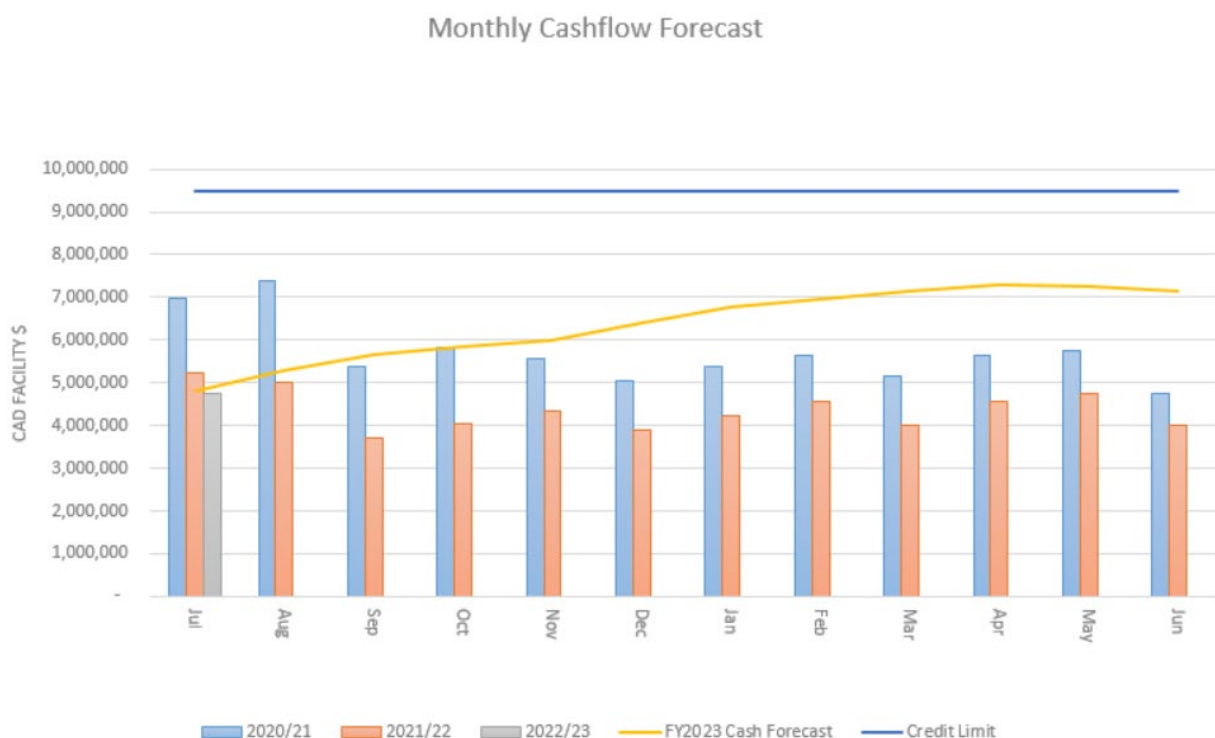
Facility	Interest Rate as at 31/07/2022	Deposits as at 31/07/2022
	%	\$
Bank SA Transaction Account	0.10%	66,774
LGFA Deposits - General	1.55%	270,774
LGFA Deposits - Levi Caravan Park	1.55%	589,547
Total		927,095

Statement of Borrowings as at 31 July 2022

Facility	Facility End Date	Interest Rate as at 31/07/2022	Facility Limit	Balance Outstanding as at 31/07/2022	Unutilised Funds as at 31/07/2022
		%	\$	\$	\$
Cash Advance Debenture 74	15/06/2027	3.30%	8,500,000	3,746,384	4,753,616
Cash Advance Debenture 74 - Covid-19 Reduced Rate Facility	15/12/2023	2.55%	1,000,000	1,000,000	0
Bank SA Overdraft Facility		6.56%	100,000	0	100,000
Total			9,600,000	4,746,384	4,853,616

The Cash Advance Debenture (CAD) facility offers flexibility for Council to draw down funds as required, and repay debt when surplus funds are available all with 24 hours' notice. The below graph highlights the CAD facilities movement through the financial year, and that Council remains within the ceiling limit of the facility.

As at 31 July 2022 Council's borrowings are \$4.75m in comparison to projected borrowings of \$4.79m. The following graph highlights Council's borrowings against projected monthly cashflow.



Outstanding Debtor balances as at 31 July 2022

Rates	\$61,863
Sundry Debtors	\$75,699

Rate Debtors

Rates are generated at the beginning of each financial year. Payment of rates can occur during the year in the following ways; full year payable in advance, paid quarterly or paid in regular instalments via an approved payment arrangement. Please note that Rates were generated on 4 August 2022, after the Annual Business Plan and Budget was adopted at the Special Meeting of Council on 1 August 2022. The outstanding Rates balance as at July 2022 therefore does not reflect any rates generated for 2022-23.

As at July 2022 there was \$47k of active Rates debt relating to 21 individual property assessments that are with Council's debt collection agency for management and collection. This represents a \$21k decrease on the previous month, furthermore the total number of property assessments with active debt collection has reduced by ten from May to July 2022.

Sundry Debtors

Sundry Debtors as at 31 July 2022 includes the following amounts:

Debtor	Description	90 + Days	60 Days	30 Days	Current	Total
Adelaide Quality Care	Venue Hire Fees				\$ 216.00	\$ 216.00
Australia Dossy Group	Road Maintenance - Tree Removal & Replacement		\$ 26,936.69			\$ 26,936.69
East Waste	Additional Hard Waste Collections - June 2022				\$ 10,777.25	\$ 10,777.25
Housing Choices South Australia	Venue Hire Fees				\$ 130.50	\$ 130.50
Spectrum Collective	Venue Hire Fees				\$ 76.00	\$ 76.00
Walkerville Lawn Tennis Club	Lease Fee				\$ -	\$ 393.92
Walkerville Pre-Kindergarten	Lease Fee				\$ 1,833.87	\$ 1,833.87
Walkerville Sports Club	Balance of Loan	\$ 36,123.28				\$ 36,123.28
Total Sundry Debtors		\$ 36,123.28	\$ 26,936.69	\$ -	\$ 13,033.62	\$75,699.67

There are currently no sundry debtors with Council's debt collection agency for management and collection. The Walkerville Sports Club balance of loan repayments are being made in line with the existing agreement.

Attachment

Attachment A	Financial Performance by Business Unit
Attachment B	Statement of Comprehensive Income
Attachment C	Capital Projects Summary Report
Attachment D	Capital Performance Report

Summary of Financial Performance by Business Unit

ATTACHMENT A

For Period Ending: 31/07/2022 Year: 22/23

9:46 am
Tuesday, 9 August, 2022

	Original Budget	Current Budget	Budget YTD	Actual YTD	Variance \$ (YTD)	Variance % (YTD)	Variance \$	Variance %
Strategy & Governance	(866,691)	(866,691)	(72,212)	(32,320)	39,892	55	834,371	96
Planning and Environment	(739,840)	(739,840)	(61,650)	(6,473)	55,177	90	733,367	99
Community Services	(255,516)	(255,516)	(21,287)	(9,062)	12,225	57	246,454	96
Corporate Services	7,574,194	7,574,194	(221,004)	(303,101)	(82,097)	(37)	(7,877,295)	(104)
Depot	(934,258)	(934,258)	(77,854)	(55,777)	22,077	28	878,481	94
Environment & Waste	(891,813)	(891,813)	(133,630)	(128,966)	4,664	3	762,847	86
Assets & Infrastructure	(831,776)	(831,776)	(69,301)	(118,103)	(48,802)	(70)	713,673	86
Customer Experience	(618,782)	(618,782)	(51,562)	(41,978)	9,584	19	576,804	93
Comms & Marketing	(253,966)	(253,966)	(21,160)	(12,953)	8,207	39	241,013	95
Public Order	11,263	11,263	(2,268)	15,352	17,620	777	4,089	36
Property & Contracts	336,056	336,056	28,008	44,118	16,110	58	(291,938)	(87)
Programmes and Events	(107,233)	(107,233)	(8,933)	15	8,948	100	107,248	100
Sub-Total (excluding depreciation)	2,421,638	2,421,638	(712,853)	(649,248)	63,605	9	(3,070,886)	(127)
Amounts received specifically for new or upgraded assets.	0	0	0	5,000,000	(5,000,000)	0	(5,000,000)	0
Asset disposal and fair value adjustments								
Depreciation Amortization and Impairment	(2,359,000)	(2,359,000)	0	0	0	0	2,359,000	100
Physical resources received free of charge								
Net Surplus/(Deficit)	62,638	62,638	(712,853)	4,350,752	5,063,605	710	4,288,114	6,846

Statement of Comprehensive Income

ATTACHMENT B

For Period Ending: 31/07/2022 Year: 22/23

11:25 am
Monday, 8 August, 2022

	Original Budget	Current Budget	Budget YTD	Actual YTD	Variance \$ (YTD)	Variance % (YTD)	Variance \$	Variance %
Operating Income								
Rates	9,714,922	9,714,922	500	896	396	79	(9,714,026)	(100)
Statutory Charges	321,463	321,463	23,577	42,127	18,550	79	(279,336)	(87)
User Charges	597,057	597,057	49,749	56,927	7,178	14	(540,130)	(90)
Reimbursements	56,851	56,851	4,736	0	(4,736)	(100)	(56,851)	(100)
Other Income	143,360	143,360	11,945	29,804	17,859	150	(113,556)	(79)
Grants subsidies & contributions	556,560	556,560	46,377	0	(46,377)	(100)	(556,560)	(100)
Investment Income	1,200	1,200	100	0	(100)	(100)	(1,200)	(100)
Total Operating Income	11,391,413	11,391,413	136,984	129,754	7,230	(5)	11,261,659	99
Operating Expenditure								
Employee Costs	3,709,313	3,709,313	348,155	279,871	68,284	20	3,429,442	92
Finance Costs	148,000	148,000	12,333	0	12,333	100	148,000	100
Depreciation Amortisation & Impairment	2,359,000	2,359,000	0	0	0	0	2,359,000	100
Materials contracts & other expenses	4,872,462	4,872,462	489,349	499,131	(9,782)	(2)	4,373,331	90
Net loss-equity accounted council businesses	240,000	240,000	0	0	0	0	240,000	100
Total Operating Expenditure	11,328,775	11,328,775	849,837	779,002	70,835	8	10,549,773	93
Operating Surplus/(Deficit)	62,638	62,638	(712,853)	(649,248)	63,605	100	(711,886)	(1,137)
Amounts received specifically for new or upgraded assets.	0	0	0	5,000,000	(5,000,000)	0	(5,000,000)	0
Asset disposal and fair value adjustments								
Physical resources received free of charge								
Net Surplus/(Deficit)	62,638	62,638	(712,853)	4,350,752	5,063,605	(710)	4,288,114	6,846



20. Capital Performance Report

TOWN OF WALKERVILLE

ATTACHMENT C

For Period Ending: 31/07/2022

Year: 22/23

8:45 am
Tuesday, 9 August, 2022

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
Business Unit: 902 Buildings & Other Structures								
110101000 - Building Renewal Program - General	179,000	179,000	179,000	0	0	0	179,000	100.00
Total Act Type: CAPITAL EXPENDITURE	179,000	179,000	179,000	0	0	0	179,000	100.00
Total Business Unit: Buildings & Other Structures	(179,000)	(179,000)	(179,000)	0	0	0	(179,000)	(100.00)
Business Unit: 903 Infrastructure-Cap								
120001300 - Transport Program - Footpaths								
20076 - Road and Footpath Condition Audit	50,000	50,000	50,000	0	14,411	14,411	35,589	71.18
20999 - Various - Footpaths	125,000	125,000	125,000	0	0	0	125,000	100.00
120001300 - Transport Program - Footpaths	175,000	175,000	175,000	0	14,411	14,411	160,589	91.77
120011000 - Transport Program - Reseal								
20486 - Alfred Street	0	0	0	0	376,260	376,260	(376,260)	0.00
20489 - Milne Street	122,000	122,000	122,000	0	0	0	122,000	100.00
20490 - Stewart Avenue	105,000	105,000	105,000	0	0	0	105,000	100.00
20491 - William Road	30,000	30,000	30,000	0	0	0	30,000	100.00
20492 - Mimosa Drive	110,000	110,000	110,000	0	0	0	110,000	100.00
20998 - Various - Reseal	109,000	109,000	109,000	0	0	0	109,000	100.00
120011000 - Transport Program - Reseal	476,000	476,000	476,000	0	376,260	376,260	99,740	20.95
120012000 - Transport Program								
20096 - Traffic Management Devices	52,000	52,000	52,000	0	0	0	52,000	100.00
120012000 - Transport Program	52,000	52,000	52,000	0	0	0	52,000	100.00
Total Act Type: CAPITAL EXPENDITURE	703,000	703,000	703,000	0	390,671	390,671	312,329	44.43
Total Business Unit: Infrastructure-Cap	(703,000)	(703,000)	(703,000)	0	(390,671)	(390,671)	(312,329)	(44.43)
Business Unit: 904 Stormwater Drainage								
120200000 - Storm Water Renewal Program								
20233 - Stormwater	86,000	86,000	86,000	0	0	0	86,000	100.00
20237 - CCTV Condition Audit	20,000	20,000	20,000	0	0	0	20,000	100.00
120200000 - Storm Water Renewal Program	106,000	106,000	106,000	0	0	0	106,000	100.00
121200800 - Levi Park Infrastructure								
21231 - Levi Park - Services	0	0	0	0	2,290	2,290	(2,290)	0.00
121200800 - Levi Park Infrastructure	0	0	0	0	2,290	2,290	(2,290)	0.00



20. Capital Performance Report

TOWN OF WALKERVILLE

ATTACHMENT C

For Period Ending: 31/07/2022

Year: 22/23

8:45 am
Tuesday, 9 August, 2022

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
Total Act Type: CAPITAL EXPENDITURE	106,000	106,000	106,000	0	2,290	2,290	103,710	97.84
Total Business Unit: Stormwater Drainage	(106,000)	(106,000)	(106,000)	0	(2,290)	(2,290)	(103,710)	(97.84)

Business Unit: 905 Plant & Equipment

122100000 - Depot Plant & Equipment Program								
22101 - Plant Machinery & Light Fleet	115,000	115,000	115,000	0	0	0	115,000	100.00
122100000 - Depot Plant & Equipment Program	115,000	115,000	115,000	0	0	0	115,000	100.00
Total Act Type: CAPITAL EXPENDITURE	115,000	115,000	115,000	0	0	0	115,000	100.00
Total Business Unit: Plant & Equipment	(115,000)	(115,000)	(115,000)	0	0	0	(115,000)	(100.00)

Business Unit: 906 Furniture & Fittings

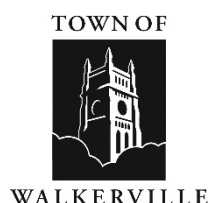
110900400 - Furniture & Fittings Renewal Program								
10930 - IT Capital Expenditure	100,000	100,000	100,000	0	0	0	100,000	100.00
10931 - Furniture & Fittings General	52,000	52,000	52,000	0	0	0	52,000	100.00
110900400 - Furniture & Fittings Renewal Program	152,000	152,000	152,000	0	0	0	152,000	100.00
Total Act Type: CAPITAL EXPENDITURE	152,000	152,000	152,000	0	0	0	152,000	100.00
Total Business Unit: Furniture & Fittings	(152,000)	(152,000)	(152,000)	0	0	0	(152,000)	(100.00)

Business Unit: 909 Structures

116300900 - Reserves Infrastructure Program								
16400 - Open Space Irrigation	60,000	60,000	60,000	0	13,434	13,434	46,566	77.61
16452 - Salary Capitalisation	110,000	110,000	110,000	0	0	0	110,000	100.00
16475 - Open Space Infrastructure	100,000	100,000	100,000	0	25,488	25,488	74,512	74.51
16477 - Ascot Avenue Streetscape	70,000	70,000	70,000	0	0	0	70,000	100.00
116300900 - Reserves Infrastructure Program	340,000	340,000	340,000	0	38,922	38,922	301,078	88.55
116400800 - Sport & Recreation - Walkerville Oval	7,000,000	7,000,000	7,000,000	0	0	0	7,000,000	100.00
Total Act Type: CAPITAL EXPENDITURE	7,340,000	7,340,000	7,340,000	0	38,922	38,922	7,301,078	99.47
Total Business Unit: Structures	(7,340,000)	(7,340,000)	(7,340,000)	0	(38,922)	(38,922)	(7,301,078)	(99.47)
Grand Total	(8,595,000)	(8,595,000)	(8,595,000)	0	(431,883)	(431,883)	8,163,117	94.98

Capital Projects Summary Report						July 2022		Comments	Status	
Account	Job No	Project Name	Department	Original Budget	Phase	YTD Total	Remaining Budget		Time	Budget
1010010		Building Renewal Program - General	Corporate Services	\$ 179,000	Not Commenced	\$ -	\$ 179,000		Not Commenced	Not Commenced
1090040		Furniture & Fittings Renewal Program	Corporate Services							
	10930	It Capital Expenditure	Corporate Services	\$ 100,000	Not Commenced	\$ -	\$ 100,000		Not Commenced	Not Commenced
	10931	Furniture & Fittings General	Corporate Services	\$ 52,000	Not Commenced	\$ -	\$ 52,000		Not Commenced	Not Commenced
1630090		Reserves Infrastructure Program								
	16400	Open Space Irrigation	Assets & Infrastructure	\$ 60,000	Construction / Implementation	\$ 13,434	\$ 46,566	Additional irrigation/ ERA Water works at Ascot Avenue, Vale Park	On Time	On Budget
	16452	Salary Capitalisation	Assets & Infrastructure	\$ 110,000	Not Commenced	\$ -	\$ 110,000			
	16475	Open Space Infrastructure	Assets & Infrastructure	\$ 100,000	Construction / Implementation	\$ 25,488	\$ 74,512	Levi Oval Fencing	On Time	On Budget
	16477	Ascot Avenue Streetscape	Assets & Infrastructure	\$ 70,000	Not Commenced	\$ -	\$ 70,000		Not Commenced	Not Commenced
1640080		Sport & Recreation - Walkerville Oval	Corporate Services	\$ 7,000,000	Planning/Design	\$ -	\$ 7,000,000		Not Commenced	Not Commenced
2000130		Transport Program - Footpaths								
	20076	Road and Footpath Condition Audit	Assets & Infrastructure	\$ 50,000	Construction / Implementation	\$ 14,411	\$ 35,589	First phase of Road Audit Completed - Footpaths Remaining.	Ahead	On Budget
	20999	Footpaths - Various	Assets & Infrastructure	\$ 125,000	Not Commenced	\$ -	\$ 125,000		Not Commenced	Not Commenced
2001100		Transport Program - Reseal								
	20486	Alfred Street	Assets & Infrastructure		Tender	\$ 376,260	\$ 376,260	Carry forward to be brought in for 2022-23 at Budget Review One. Tender awarded.	On Time	On Budget
	20489	Milne Street	Assets & Infrastructure	\$ 122,000	Not Commenced	\$ -	\$ 122,000		Not Commenced	Not Commenced
	20490	Stewart Avenue	Assets & Infrastructure	\$ 105,000	Not Commenced	\$ -	\$ 105,000		Not Commenced	Not Commenced
	20491	William Road	Assets & Infrastructure	\$ 30,000	Not Commenced	\$ -	\$ 30,000		Not Commenced	Not Commenced
	20492	Mimosa Drive	Assets & Infrastructure	\$ 110,000	Not Commenced	\$ -	\$ 110,000		Not Commenced	Not Commenced
	20998	Various - Reseal	Assets & Infrastructure	\$ 109,000	Not Commenced	\$ -	\$ 109,000		Not Commenced	Not Commenced
2001200		Transport Program								
	20096	Traffic Management Devices	Assets & Infrastructure	\$ 52,000	Not Commenced	\$ -	\$ 52,000		Not Commenced	Not Commenced
2020000		Stormwater Renewal Program								
	20233	Stormwater	Assets & Infrastructure	\$ 86,000	Not Commenced	\$ -	\$ 86,000		Not Commenced	Not Commenced
	20237	CCTV Condition Audit	Assets & Infrastructure	\$ 20,000	Not Commenced	\$ -	\$ 20,000		Not Commenced	Not Commenced
2120080		Levi Park Infrastructure								
	21231	Levi Park - Services	Assets & Infrastructure	\$ -		\$ 2,290	\$ 2,290	Fire Hydrant Safety Checks - Levi Caravan Park *To be transferred to OPEX in August		
2210000	22101	Plant, Machinery & Light Fleet	Assets & Infrastructure	\$ 115,000	Not Commenced	\$ -	\$ 115,000		Not Commenced	Not Commenced
			Totals	\$ 8,595,000		\$ 431,883	\$ 8,163,117			

Capital expenditure as at 31 July 2022 5.02%



Item No: 16.3.3

Date: 15 August 2022

Attachment: Nil

Meeting:	Council
Title:	Decisions of Council Assessment Panel 8 August 2022
Responsible Manager:	Group Manager Planning, Environment, Regulatory & Customer Service, Joshua Bowen
Author:	Council Secretariat, Danielle Edwards
Key Pillar:	Strategic Framework – Key Pillar 5 – Heritage – Protect and maintain the unique history of the township and its buildings
Key Focus Area:	Urban Master Plan
Type of Report:	Information Only

Recommendation

That Council notes that the Council Assessment Panel did not meet on Monday 8 August as no items were raised for consideration by Council Administration, hence no decisions were made by the Council Assessment Panel.

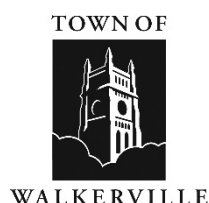
Summary

The purpose of this report is to provide Council with a summary of decisions made by the Council Assessment Panel.

Background

The Council Assessment Panel (CAP) meets on the second Monday of each month to review development applications where the Panel is the designated Authority. In the wake of a public holiday falling on the nominated date, the Panel will meet the next business day.

The Council Assessment Panel did not meet on Monday, 8 August 2022 as no items were raised for consideration by Council Administration.



Item No: 16.3.4

Date: 15 August 2022

Attachment: A

Meeting:	Council
Title:	Community Services Quarterly Report April - June 2022
Responsible Managers:	Group Manager Planning, Environment, Regulatory & Customer Service, Joshua Bowen; Manager Community Development & Engagement, Fiona Deckert.
Authors:	Manager Community Development & Engagement, Fiona Deckert; Group Leader Customer and Library Services, Hedy Hashemi; Program & Events Officer, Sasha Clarke.
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Living Walkerville - Wellbeing for every age and stage
Type of Report:	Information Only

Recommendation

That Council receives and notes the Community Services Quarterly Report for the period April to June 2022.

Summary

This report provides Council with an update on **all** community service activities and initiatives being undertaken in the township across the organisation. Administration has made some changes to the report, summarising the information (provided as a snapshot on the front page).

Background

Previously individual quarterly reports have been produced for Customer Experience and Community Development and Engagement. Administration has combined these reports to provide Council with one report inclusive of all Council program and event activities across the organisation.

Attachment

Attachment A	Community Services Quarterly Report April to June 2022
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COMMUNITY SERVICES QUARTERLY REPORT

APRIL TO JUNE 2022

Community Services Quarterly Snapshot

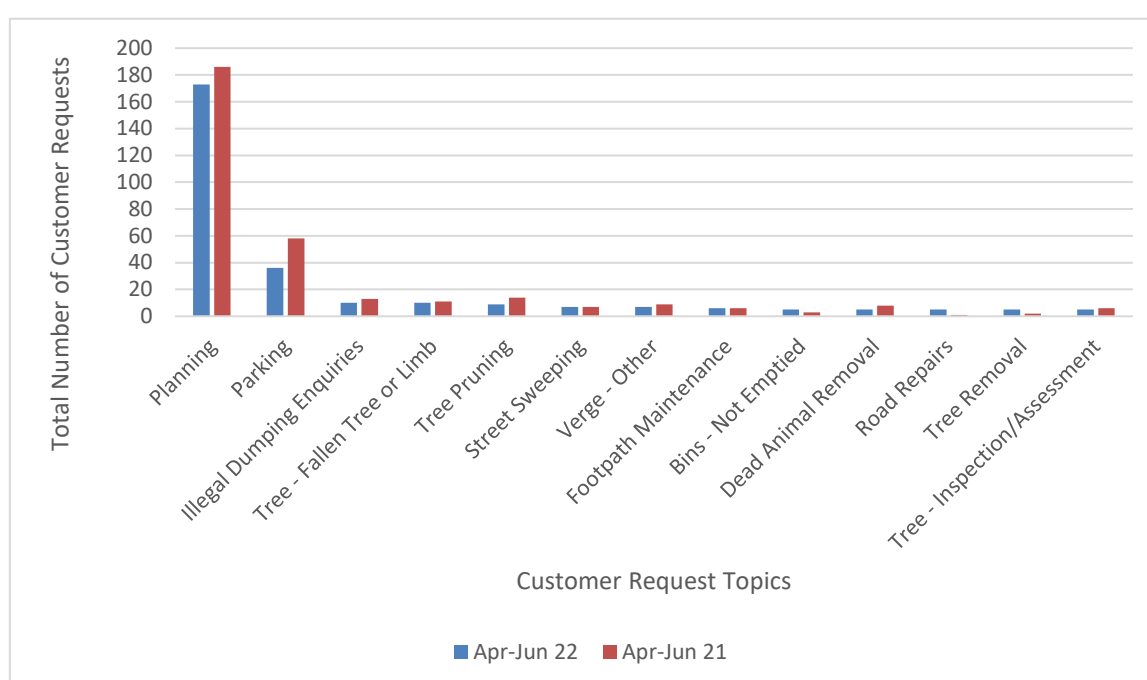
April - June 2022



CUSTOMER REQUEST ACTIVITY OVERVIEW - TOP TEN TOPICS

TYPE OF ENQUIRY	April to June 2022*	April to June 2021^
Planning Enquiry	173	186
Parking	36	58
Illegal Dumping Enquiries	10	13
Tree – Fallen Tree or Limb	10	11
Tree Pruning	9	14
Street Sweeping	7	7
Verge – Other	7	9
Footpath Maintenance	6	6
Bins – Not Emptied	5	3
Dead Animal Removal	5	8
Road Repairs	5	1
Tree Removal	5	2
Trees – Inspection/Assessment	5	6
TOTAL – CR TOPIC TOP 10	283	324
TOTAL - OVERALL CR'S FOR PERIOD	371	562
% - CR TOPIC TOP TEN / TOTAL CR'S FOR PERIOD	76%	57%

* Data accurate as at 1 July 2022 ^ Data accurate as at 7 July 2021



CUSTOMER REQUEST METHOD OVERVIEW – TOTAL

METHOD OF ENQUIRY	April to June 2022*	April to June 2021^
Telephone	296	421
In Person	55	46
Email	18	91
Mail	1	0
In The Field	1	3
Fax	0	0
TOTAL	371	562

* Data accurate as at 1 July 2022 ^ Data accurate as at 7 July 2021

CUSTOMER REQUEST ACTION STATUS OVERVIEW - TOTAL

STATUS OF ENQUIRY	April to June 2022*	April to June 2021^
Customer Requests responded to/No further action required	321	532
Customer Requests outstanding/further action required	50	30
TOTAL	371	562

* Data accurate as at 1 April 2022 ^ Data accurate as at 7 July 2021

CALL CENTRE OVERVIEW – TOTAL

	April to June 2022	April to June 2021
Average length of call	0:02:50	0:02:43
Resolved at First Point	2,745	2,515
Further Action Required	4	3
TOTAL CALLS RECEIVED	2,749	2,518
% Resolved at First Point	99.85%	99.9%
% Further Action Required	0.15%	0.1%

From 20/21FY, Resolved At First Point methodology was adjusted to measure Call Centre performance only and the Customer Service teams ability to resolve incoming calls within their level of responsibility and delegation in the first instance, providing a more accurate indication of this Call Centre Key Performance Indicator.

This has resulted in:

- *Figures based on the Call Centre's performance only and the Customer Service teams ability to resolve enquiries to the Call Centre in the first instance, within the expectations of their customer service role (net).*

LIBRARY ACTIVITY OVERVIEW – TOTAL

	April to June 2022	April to June 2021
Library Visits	10,989	13,084
Loans (in Library)	18,995	19,264
Loans (eBooks, eAudiobooks, eMagazines, online streaming)*	4,182	8,742
Total Loans	23,177	28,006
Public Access Computer Users	791	927
Public Wireless Internet Users	NA	NA

**Access to eMagazine supplier "PressReader" through The Public Library subscription ceased from 1 March 2022. Customers can now access PressReader through a browser only by joining the State Library*

** Public Wireless Internet Users Data for the period not available. (not provided by PLS yet)*

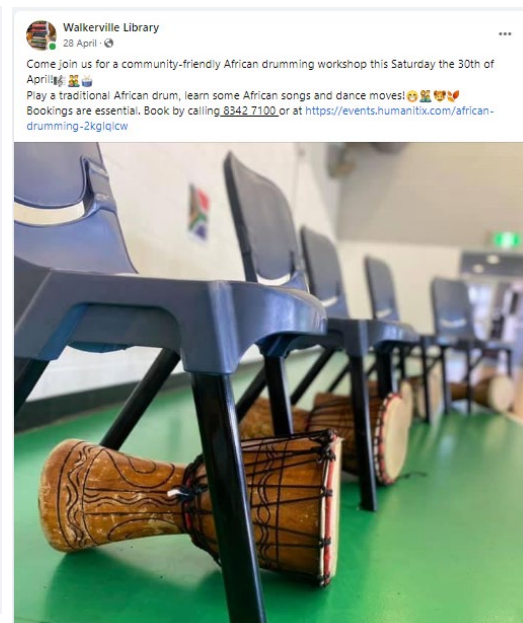
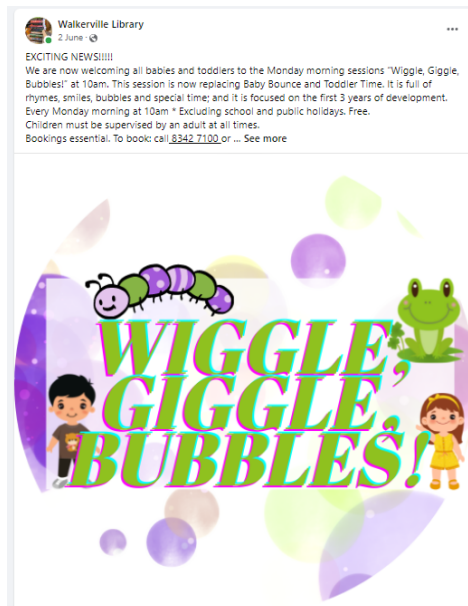
SOCIAL MEDIA ACTIVITY OVERVIEW - TOTAL

		April to June 2022	April to June 2021
Walkerville Library Facebook Page	Total Number of Posts	36	87
	Total People Reached	17,695	24,034
Town of Walkerville Facebook Page	Total Number of Posts	46	72
	Total People Reached	17,065	17,963
Town of Walkerville Instagram Page	Total Number of Posts	23	N/A
	Total People Reached	2,962	N/A

NB. Reporting on ToW Instagram started in 2022 (no data available for previous years)

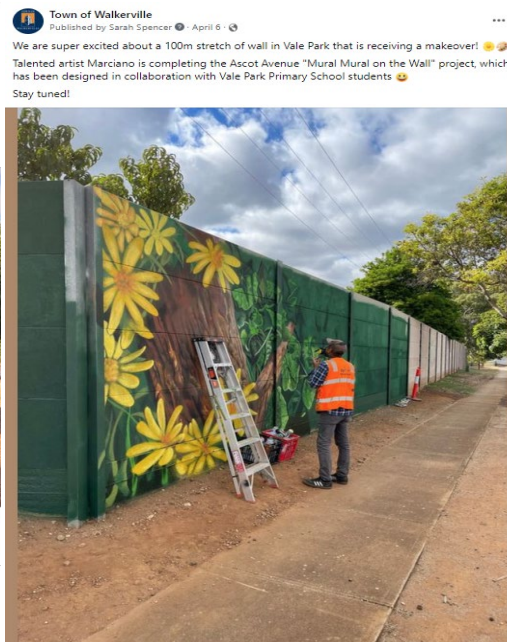
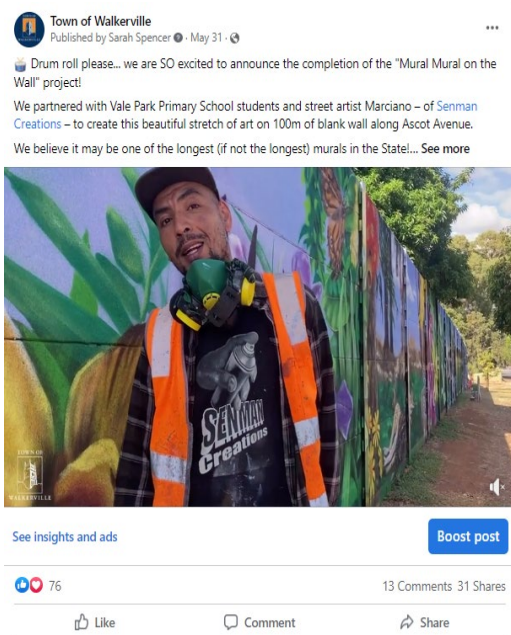
The Library's most popular organic (unpaid) Facebook posts for April to June 2022 were:

1. "Lego Exhibition" post, reaching 5,140 people;
2. "Wiggle Giggle Bubbles" post, reaching 724 people;
3. "African Drumming" post, reaching 660 people.



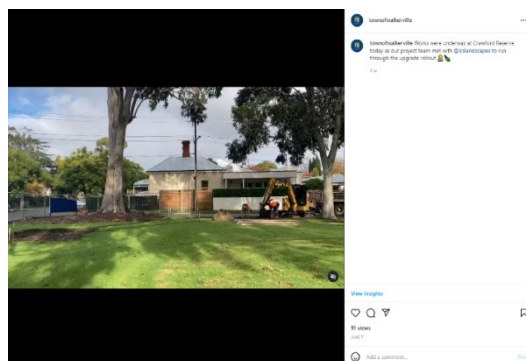
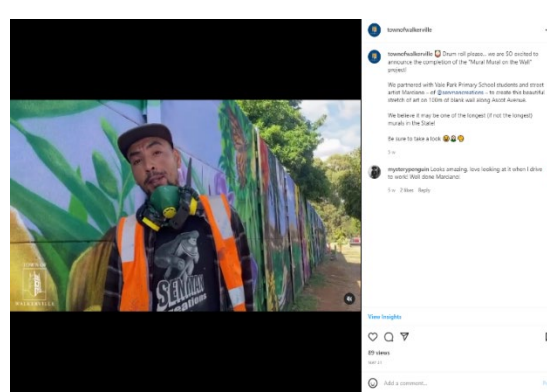
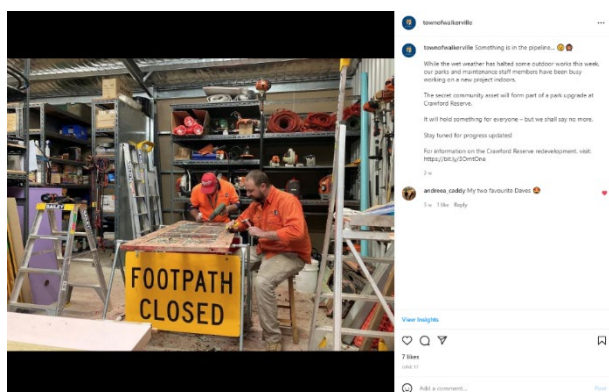
The Town of Walkerville's most popular organic (unpaid) Facebook posts for April to June 2022 were:

1. Completion of "Mural Mural on the Wall" – Post Reach: 8,312
2. Progress of "Mural Mural on the Wall"- Post Reach: 1,355
3. "Propel SA Business Breakfast" – Post Reach: 1,297



The Town of Walkerville's most popular organic (unpaid) Instagram posts for April to June 2022 were:

1. "Crawford Reserve" -Post reach 150
2. "Mural Mural on the Wall" -Post reach 144
3. "Crawford Reserve" - Post reach 142



PROGRAMS & EVENTS ACTIVITY OVERVIEW - TOTAL

TYPE OF PROGRAMS & EVENTS	DELIVERY METHOD	April to June 2022	April to June 2021
Children Programs & Events	In Person	294	649
	Online*	0	0
	Total	294	649
Adult Programs & Events	In Person	586	703
	Online*	0	0
	Total	586	703
TOTAL PROGRAM & EVENTS PARTICIPANTS		880	1,352

* Online programs and events statistics are based on Facebooks Total Lifetime Views, i.e. number of times people viewed the video for 3 seconds or more (in line with Public Library Services reporting methodology) and not representative of the number that viewed the entire video.

Note: Participant numbers includes all council programs and events where applicable – children and adult, regular and one off programs, including school holidays and wellbeing, ukulele's and WoW.

April - June

ADULT REGULAR PROGRAMS

- Activity packs for ages 65+
- Stretch, Meditate & Relax classes
- U can uke - Term 2
 - Beginners Ukulele
 - Beyond Beginners
- Live in the Lounge Room

AUTUMN SCHOOL HOLIDAY PROGRAM

- MiRo-E Educational Robots - Grow Skills and Confidence with MiRo Coding
- StayActive AFL
- Lego Animation
- Claymation
- Cosy Autumn Nature Craft
- Animal Yoga
- Teen Aerosol Workshop



ADULT EVENTS

- African Drumming
- Waste and Recycling Facility Tour
- Author Talk with Hannah Kent
- International Compost week - Information Session
- Walkerville Walker's breakfast & talk –Dietitian talk on ageing well
- Laughter yoga



ALL AGES PROGRAMS & EVENTS

- Once Upon a Time: Stories of South Australian Childhood
- Lego Exhibition
- Online hobbies Be Connected Course
- June Native bees in your backyard workshop
- Movie Matinee - The Drover's Wife:



- Volunteer of the year awards presentation



WOMEN OF WALKERVILLE EVENTS

- Women of Walkerville History talk. If walls could talk: Pioneer Cottage in Walkerville
- Women of Walkerville Cemetery Talk



JUSTICE OF THE PEACE SERVICES OVERVIEW - TOTAL

	April to June 2022	April to June 2021
April	77	63
May	74	94
June	87	91
TOTAL USERS	238	248

COMMUNITY BUS SERVICE OVERVIEW - TOTAL

	April to June 2022	April to June 2021
April	59	74
May	52	71
June	53	73
TOTAL USERS	164	218

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Walkerville - Statistics from SMS Data Report

1/4/2022 – 30/6/2022

<i>Total persons assisted - 179</i>	Number of Clients	Occasions of Service	Total Extent of Service Hours / Dollars
Social Support Groups			
Strength For Life	3	29	29.00 hrs
Aqua Aerobics	3	24	24.00 hrs
Shopping For Fun	1	2	8.00 hrs
Exercise Group	7	48	48.00 hrs
Friendship Group	2	23	57.50 hrs
Lunch Group 1	3	5	20.00 hrs
Lunch Group 2	2	4	16.00 hrs
Lunch Group 3	2	2	8.00 hrs
Outing	4	8	43.00 hrs
Movie	8	15	84.00 hrs
Performance	3	5	11.50 hrs
Men's Shed	1	3	12.00 hrs
<i>Total</i>	<i>28</i>	<i>168</i>	<i>361.00 hrs</i>
Domestic Assistance			
Cleaning - Ongoing	54	266	396.00 hrs
Cleaning - Short Term	2	9	11.00 hrs
<i>Total</i>	<i>56</i>	<i>275</i>	<i>407.00 hrs</i>
Home Garden & Maintenance			
Gardening	43	77	124.00 hrs
Handyman	2	2	3.50 hrs
Window Clean	7	7	9.50 hrs
Spring Clean	3	3	4.00 hrs
Gutter Clean	7	7	7.50 hrs
Electrical	2	2	1.50 hrs
<i>Total</i>	<i>49</i>	<i>98</i>	<i>150.00 hrs</i>

Transport			
Transport To Activity	3	26	13.00 hrs
Transport From Activity	3	26	13.00 hrs
Taxi Vouchers	3	6	2.50 hrs
<i>Total</i>	6	58	28.50 hrs

PARKING EXPIATION OVERVIEW – TOP TWENTY TOPICS

TYPE OF INFRINGEMENT	April to June 2022	April to June 2021
Stopping where no stopping sign applies (P167)	161	59
Parking for longer than indicated where "permissive parking" sign applies (P205)	133	6
Stopping in permit zone (P185)	132	49
Stopping in taxi zone (P182)	111	19
Stopping on path, dividing strip or nature strip (P208)(P197)	54	23
Stopping in bicycle lane (P187)	42	12
Stopping where no parking sign applies (P168)	30	41
Stopping on road with continuous yellow edge line (P169)	29	17
Stopping in a parking area for people with disabilities (P302)	25	8
Stopping near a bus stop (P195)	16	0
Stopping in bus zone (P183)	15	2
Obstructing access to and from driveway etc (P198)	13	3
Stopping near fire hydrant, etc (P194)	10	11
Stopping within 10 metres of intersection without traffic lights (P170)	10	7
Stopping in loading zone (P179)	8	0
Obstructing access to and from footpath ramp etc	6	9
Parking near the post box (P199)	5	1
Stopping heavy or long vehicle on road in built-up area for longer than permitted time	4	0
Stopping on clearway (P176)	2	0
The driver must position the vehicle to face- (a) in the direction of travel of vehicle in the marked lane or line of traffic on, or next to, the part of the road where the driver parks	1	0

TOTAL TOP 20 EXPIATIONS	807	369
TOTAL EXPIATIONS (excludes reminder notices)	863	370
VALUE OF TOTAL EXPIATIONS ISSUED	\$94,259	\$34,197

NB: Table includes cancelled expiations.

EMAIL SPAM OVERVIEW - TOTAL

INCOMING EMAILS	April to June 2022	April to June 2021
Total incoming emails	39,173	42,246
Total spam blocked	5,679	6,726
% email spam blocked	14.5%	16%
Total emails received	30,232	35,520
% balance emails received	77.2%	84%

Meeting:	Council
Title:	Project Plan – 39 Smith Street Redevelopment
Responsible Manager:	Group Manager Assets & Infrastructure, James Kelly
Author:	Group Manager Assets & Infrastructure, James Kelly
Key Pillar:	Strategic Framework – Key Pillar 1 – Places and Spaces – Create useable open space facilities that meet community needs and promote physical activity
Key Focus Area:	Urban Master Plan
Type of Report:	Information Only

Recommendation

That Council receives and notes the Project Plan for the 39 Smith Street Redevelopment, which will be subject to changes/updates at different stages throughout project delivery.

Summary

This report provides Council with an update on the proposed project plan and project management procedures for the 39 Smith Street Redevelopment project.

Background

As its public meeting on 18 July 2022, Council resolved:

CNC05/22-23

That Council, in light of the funding announcement with respect to 39 Smith Street, directs Administration to develop, and present back to council for review by the August 2022 ordinary Council meeting, a Project Management Plan for the 39 Smith street development.

The Project Management Plan shall include the following sections;

- *Project Summary*
- *Project objectives, including a draft statement of requirements for the project to be agreed with key stakeholders and the Elected Members*
- *A draft summary management plan of how the facility will be operated once complete (a more detailed management plan to be developed by Jan 2023)*
- *A project development methodology (a road map of how the project will progress to execution)*
- *A summary procurement plan (a more detailed plan to be developed if required later. prior to tender)*
- *A summary cost and resources management plan (how the project will develop, track, and manage capital cost and resources provided by Council, including change management)*

- *A stakeholder and communications management plan, including documentation of the key stakeholders; and timing of community consultation, EM informal gatherings and/or workshop dates*
- *A project organisation chart, with role responsibilities and accountabilities of the project team documented*
- *A detailed schedule including key milestones and decision dates*

Since the meeting of the 18th of July, Council staff have been working on the Initial Project Plan for the 39 Smith Street Redevelopment to address the points raised in resolution CNC05/22-23.

Project Summary and Objectives

In accordance with the deliverables of the project funding agreement, the primary objectives for the redevelopment of 39 Smith are to refurbish the existing site to:

- Bring a variety of recreational activities back to the site, including but not limited to Gymnastics, Basketball, Squash, Netball, Health and Fitness;
- Be multipurpose in nature for access to and uses by the general community (e.g café/kiosk facilities);
- Provide meeting facilities where Council, local businesses and the community can access/hire as required; and
- Ensure upgrades will meet current and future recreational sporting needs and standards.

Site Operations (once upgrade is completed)

It is intended that the proposed management method of operation for the site, subject to Council approval, will be an 'in-house' model similar to other such multi-use recreation centres, such as; The Arc, Golden Grove Recreation Centre, Kauri Parade Sports and Community Centre, and Glenunga Hub.

This model allows for Council staff to oversee and be responsible for the day-to-day management and operations of the site, such as site bookings and tenant management, while also allowing tenants and the general community to operate from the site and access the common areas.

Noting that the 2022 in-coming Council will be presented with options and recommendations regarding operation and leasing/licensing arrangements closer to the completion of the refurbishment.

Project Plan

A number of project management templates have been utilised to prepare an initial project plan for the delivery of the 39 Smith Street Redevelopment Project. Each project management focus area has its own attachment, however a summary of each section has also been provided in this report.

It should be noted that the project plan will be a working document that will evolve throughout the life of the project, however Administration has used the best information they had available to complete the initial project plan for the project.

Risk Assessment

The initial risk assessment for the project has been provided in **Attachment A**. At the project initiation phase, risks are more likely to be associated with funding, design, budget requirements and stakeholder involvement whereas, it is expected that more risks relating to the safety, costs and communications will be added as the project moves towards the construction phase of the project.

Stakeholder Impact Assessment

The initial stakeholder assessment for the project has been provided in **Attachment B**. A range of stakeholders have been identified with the majority of them either being important or critical to the

success of the project. Some stakeholders will only be slightly impacted by the delivery of the project occurs whereas other such as internal staff or the new user groups will likely be impacted more significantly. The majority of stakeholders will be informed throughout the process whereas there are others such as Elected Members and Contractors that we will need to collaborate with to successfully deliver the works.

Quality Plan

The quality plan for the project has been provided in **Attachment C**. There will be a number of significant Hold Points throughout project delivery such as the detailed design, development approval and procurement. Once the construction scope is developed there will also be a number of technical hold points that will need to be added to the quality plan to ensure that the works are fit for purpose and in accordance with planning and building regulations.

Communications Plan

The proposed communications plan for the project has been provided in **Attachment D**. This communications plan largely deals with the management of external communications with the community, however there will also be an element of internal communications that will be managed as the project progresses. This plan will implement a number of different communication methods such as mail outs, social media and in person meetings to ensure the community and external stakeholders are up to date with the project.

Schedule

A draft project schedule has been provided in **Attachment E**. This schedule has some significant keys dates including the date for Practical Completion, which is the 30 June 2024 in accordance with the funding agreement with the Office for Recreation, Sport and Racing (ORSR). Given the tight timeframes for the project some project activities will need to run concurrently, such as the construction tender and development approval process to ensure that the project is delivered by 30 June 2024.

Procurement Plan

The procurement plan for the project has been provided in **Attachment F**. The initial concept designs have been procured through a sole supplier arrangement given that consultants involvement with the site previously. As the project progresses it is proposed to test the market via request for quotations, expressions of interest and select tenders.

Project Budget

An initial project budget breakdown has been provided below, however a more detailed project budget will be developed during the detailed design phase. All figures are high level estimates at this point in time. At this early stage a 10% budget contingency has been catered for, however this is subject to change once the full scope of the project is developed.



TOWN OF

WALKERVILLE

Project Budget - 39 Smith Street Redevelopment

Please update with Work Breakdown Structure activities specific to your project

Original Contract		\$ 4,500,000.00				
Contract Variations		\$ -				
Total Contract		\$ 5,000,000.00	July		August	
No	Description	Contract Value	Percentage Complete	Subtotal	Percentage Complete	Subtotal
1.01	Consultation/Comms/Workshops/Marketing	\$ 20,000.00		\$ -		\$ -
1.02	Design	\$ 150,000.00		\$ -		\$ -
1.03	Preliminaries - Service Upgrades (plumbing, carpark, electrical etc) and Site Preparation.	\$ 200,000.00		\$ -		\$ -
1.04	Construction	\$ 4,130,000.00				
1.05	Contingency (10%)	\$ 500,000.00				
				\$ -		\$ -
Total		\$ 5,000,000.00				
Variations						

Internal Project Steering Team

An operational Internal Project Steering Team (**IPST**) has been established to provide oversight for the project and to ensure the project is delivered on time and on budget. IPST is comprised of: the Acting Chief Executive Officer (Group Manager Corporate Services & Strategic Projects); Group Manager Assets & Infrastructure; Manager Planning & Regulatory; Communications & Marketing Manager; Group Leader Landscape Design & Beautification Services; and Planning Officer.

IPST will continue to provide project progress updates to Council by way of regular information reports, milestone reports, and at future Informal Gatherings of Council.

Attachments

Attachment A	Draft Risk Assessment - 39 Smith
Attachment B	Draft Stakeholder Analysis – 39 Smith
Attachment C	Draft Quality Plan – 39 Smith
Attachment D	Draft Communications Plan – 39 Smith
Attachment E	Draft Schedule – 39 Smith
Attachment F	Draft Procurement Plan – 39 Smith



Name of Risk Assessment:	39 Smith Street Redevelopment
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Portfolio:	Assets and Infrastructure, Corporate Services, Office for the CEO	
Department:		
Risk Assessment Team: <i>Enter names of all staff undertaking risk asst</i>		Scott Reardon , James Kelly, Sarah Spencer
Date:	01 August 2022	
Enter Objective / Description of Risk Assessment:	To identify and assess risks associated with the delivery of the 39 Smith Street Redevelopment Project	

Low
Medium
High
Extreme

Risk ID #	Risk Name / Title	Risk Description <i>What could go wrong?</i>	Causal Factors <i>What will cause the risk to eventuate?</i>	Risk Owner <i>Position & Title</i>	Hierarchy of Risk	Risk Status	Risk Category	Risk Impact <i>What are the Impacts should Risk Eventuate?</i>	Existing/Current Controls <i>What is currently in place to manage the risk?</i>	Control Effectiveness	Risk Evaluation Post Controls (Residual Risk Assessment)			Risk Controls/ Risk Treatment Options <i>ie Avoid, Transfer, Mitigate, Accept (if applicable)</i>	Description of Proposed Treatment/ Risk Controls <i>What will we additional do to manage the risk?</i>	Date to Implement By	Treatment Owner <i>Title/Position</i>
											Consequence	Likelihood	Risk Rating				
1	Funding/Budget	There is a risk that the project budget will not be sufficient to deliver the project	Poor scope management, design oversights, variation management, procurement issues.	CEO	Organisational	Active	Financial Management	Project is unable to be delivered, increased borrowings, impact to Long Term Financial Plan	Open Tender Process. Contract Management Processes. Up to date cost estimates during design stage, Early Contractor Involvement	Effective	(4) Major	(3) Possible	High	Mitigate	Regularly review costings through the design process. Ensure budgets are included in design brief. Test the market.	Ongoing	CEO, A&I Group Manager

2	Procurement	Increased cost to Council to deliver service	High tender prices received	Group Manager Assets and Infrastructure	Operational	Active	Financial Management	Increase d costs to Council, will impact on the provision of other services.	Clarity on the scale and scope of works to be incorporated in tender, including setting rates for service supply. Detailed cost estimate and detailed design stage	Effective	(3) Moderate	(3) Possible	Medium	Accept	Review tenders of a similar nature to set pricing	Ongoing	CEO, Group Manager Assets and Infrastructure
3	Political	The service does not meet the needs and expectations of the community and the Council	The service provider does not provide the required service in a timely manner	CEO	Strategic	Active	Reputation	Council and the community are not supporting, which may impact on Council's reputation.	Community Engagement Process	Effective	(3) Moderate	(3) Possible	Medium	Mitigate	Ensure Community Engagement Strategy and Outcomes are approved by Council and Community	Jun-23	Sarah Spencer - Marketing and Communications Manager
5	Safety	Project is not constructed safely in accordance with Legislation	Poor WHS systems, poor contractor, poor design, poor monitoring, ineffective WHS controls	Group Manager Assets and Infrastructure	Project/Program/Event	Active	Assets and Infrastructure	Poor reputation with the community and a service that isn't fit for purpose. Injury or Death	Work with Procurement team, designer, WHS Officer to ensure the contractor undertaking the works does so in a safe way. Continually monitor the work throughout the project	Partially Effective	(5) Critical	(3) Possible	Extreme	Mitigate	Allow sufficient time and resources to monitor the site and the contractor. Ensure contractor has appropriate systems in place.	Ongoing	Group Manager Assets and Infrastructure
6	Schedule	The project does not meet the required timeline for delivery	Poor scope management, poor scheduling, unnecessary delays, no critical path implementation. Poor planning	Group Manager Assets and Infrastructure	Project/Program/Event	Active	Assets and Infrastructure	Poor reputation with the community, impact on grant funding.	Run tasks concurrently including community engagement, procurement and installations. Commence project early as possible	Partially Effective	(4) Major	(3) Possible	High	Mitigate	Detailed project schedule and strict contractor management to deliver by the deadline 30 June 2024	Ongoing	Group Manager Assets and Infrastructure

7	Design	The design does not meet the requirements of the Council and the Community	Poor stakeholder engagement, poor design scope, poor design consultant	CEO	Project/Program/Event	Active	Assets and Infrastructure	Poor reputation with the community and a service that isn't fit for purpose	Detailed design and engineering practices, Development Approval, Community and Council Consultation	Partially Effective	(3) Moderate	(3) Possible	Medium	Mitigate	Allow sufficient time and resources to develop detailed design. Ensure all appropriate approvals are sought.	Jun-23	CEO, A&I Group Manager
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Project Stakeholder Impact Analysis

Stakeholders are groups or individuals who have an interest in the outputs or functions of your area and could include the public, elected members, service users and staff. Understanding who these people are and their expectations will help you predict and avoid potential. The Stakeholder Impact Analysis will help to inform your Communications Plan

Stakeholder	Their importance to the success of your initiative	Impact the change will have on them	Issues/concerns/reactions	Level of engagement required	Stakeholder engagement strategy
Brainstorm a list of anyone that may be affected by or able to influence your change	How important are they to your initiative's success? Critical/important/not important	High/Medium/Low (E.g. (Staff) High impact – need to move locations, work in bigger team and adopt new processes	What are the anticipated issues or concerns this group may have and their likely reaction (e.g. resistance, acceptance, neutral)	Inform, Consult, Involve, Collaborate	Based on your analysis in the previous 5 columns, what actions are required for each stakeholder. Be specific, e.g. hold information forums monthly, consult with this group (include these actions in your Communications Plan)
Council	Important	Low	Unlikely to effect normal operations of Council however they will be required to make decisions on final design, costings and tender process.	Collaborate	Regular updates to Council through standard Council meetings, workshops and/or informal gatherings
Funding Partner - ORSR	Critical	Low	Will be concerned about project progress	Inform	Undertake any Acuitals in a timely manner, Info Reports, Council minutes etc
Local Member - Lucy Hood	Important	Medium	Will be concerned about project progress	Inform	Regular progress meetings and media opportunities
User Groups	Important	High	Timing around the use of the facility, lease arrangements etc	Collaborate	Draft lease arrangements, site tours, meetings etc
Contractor/Consultants	Critical	High - responsible for the design and construction of the project	Neutral but will need all info and responses in timely manner from Council to keep project moving forward	Collaborate	Project Management Framework, Procurement Process etc
Community (Local)	Important	Medium - impacted by works	Neighbouring properties likely to be impacted upon construction activities at the site.	Inform	Keep surrounding properties and business informed on major construction activities through letter drops. Contain works to within the site and limit and external works to reasonable working hours.
Community (Township)	Important	Medium - end user of the site	End user of the site and will want to be fit the needs of the Township.	Inform	Regular comms updates to the community and public consultation process on final design options.
Internal Staff (Involved with project)	Critical	High - will be taken away from regular works to assist deliver project.	Internal staff workloads will be increased through being involved with project delivery	Involve	Internal staff involved on the Steering Committee for the project. Steering Committee to meet fortnightly. Include in costings the appointment of an external project manager for the project to help manage staff workloads.

 Project Quality Plan - 39 Smith Redevelopment						
Quality Standards and References						
Document Ref #	Document Title	Revision	Issue Date			
	39 Smith Detailed Design and Specification		TBD			
Project Quality Deliverables and Acceptance Criteria						
Deliverables	Acceptance Criteria / Applicable Standards	Hold Point? YES / NO	Responsible Person / Contractor	Hold Point Passed YES / NO	Approved By	Date
1	Project Plan	No	JK/SR			
2	Design Procurement	Yes	JK/SR			
3	Detailed Design	Yes	Steering Committee			
4	Community Engagement	Yes	SS			
5	Council Design Approval	Yes	SR			
6	Development Approval	Yes	MW/SK			
7	Construction Procurement	Yes	JK/SR			
8	Construction Plan	Yes	JK/SR/Contractor			
9	Demolition	Yes	JK/SR/Contractor			
10	Stage 1 - (TBD)	Yes	JK/SR/Contractor			
11	Stage 2 - (TBD)	Yes	JK/SR/Contractor			
12	Stage 3 - (TBD)	Yes	JK/SR/Contractor			
13	Practical Completion	Yes	JK/SR/Contractor			
14	Lease Agreements	No	SR			
15	Public Opening	No				

39 SMITH STREET

COMMUNICATIONS MANAGEMENT PLAN

Purpose:

To identify all of the communication needs associated with the 39 Smith Street project and timelines. Communication will provide information, direction and updates for the purpose of aligning stakeholders with goals, schedules and requirements for successful buy-in and project implementation. It will also keep the community informed and allow Council to remain transparent throughout the different phases of the redevelopment.

Audience:

The Communications Management Plan targets three audience groups – stakeholders, community and State Government. This is inclusive of local community groups, ratepayers, businesses and visitors. The State Government, chiefly Member for Adelaide Lucy Hood, will also be regularly informed of updates and involved throughout the development process.

Goals:

- Keep stakeholders and community informed of project information, timeline and milestones.
- Provide clear insight into decisions or roadblocks.
- Facilitate knowledge and understanding among the community.
- Provide structured opportunities for feedback from stakeholders to drive project progress.
- Inform the State Government when key milestones are reached.

Methods:

- **Mailout** – targeted marketing to directly inform the community of any updates or feedback opportunities.
- **About Town** – quarterly newsletter used to share relevant news each season.
- **Weekly Round Up** – weekly newsletter used to communicate regular updates.
- **Website** – Council online web page continuously updated with news and timelines: www.walkerville.sa.gov.au/community/latest-news/vale-park-realignmentrenaming
- **Social media** (including Facebook, Instagram and Twitter) – regular updates and photos.
- **In person** – meetings aimed at gathering stakeholders for discussion.
- **Email** – communication for stakeholders to deliver updates or organise in person meetings, as well as informing State Government of milestones.
- **Press release** – media statement for any public news announcements.

39 SMITH STREET

COMMUNICATIONS MANAGEMENT PLAN

Communication	Purpose	Method	Timeframe	Audience
Consultation	To both inform and seek feedback on potential design options for both 39 Smith Street and the Fuller Street depot.	Mailout About Town (spring edition) Weekly Round Up Website Social media	Throughout the project process	Community Stakeholders
Final design endorsement	To share the final building design.	Mailout About Town Weekly Round Up Website Social media Email Street banners Town signage	TBC	Community Stakeholders Council
Design phase	To hold regular meetings during the design phase.	In person	Ongoing	Project group State Government
Site construction	To inform of the start of construction.	About Town Weekly Round Up Website Social media Email Signage with QR codes	TBC	Community Stakeholders State Government
Project completion	To inform of the final building completion.	About Town Weekly Round Up Website Social media Email	June 2024	Community Stakeholders State Government Council
Public opening	To provide formal dates of public access to the new buildings and release information on official hub opening.	Mailout Weekly Round Up Website Social media Email	August 2024	Community Stakeholders State Government



Project Schedule - 39 Smith Redevelopment

Project Start: 03/08/2022

Display Week:

TASK	ASSIGNED TO	PROGRESS	START	END
Stage 1 Project Initiation				
Task 1 - Council Approval to Initiate Project now that funds have been received	SR	100%	01/07/22	18/07/22
Task 2 - Communications Plan	JK/SS	20%	17/07/22	15/08/22
Task 3 - Project Plan including Risk Assessment (Initial)	JK/SR	20%	17/07/22	15/08/22
Task 4 - Scoping and Upgrade Utilities to the site (plumbing, electrical etc)	JK/SR	10%		
Task 5 -				
Stage 1 Gate Review - Coucnil Meeting 15/08/22	JK/SR		15/08/22	15/08/22
Stage 2 Project Planning				
Task 1 - Develop Design Brief	SR	0%	01/09/22	30/09/22
Task 1a - Procurement for Design	SR	0%	01/10/22	30/10/22
Task 2 - Design	Steering Committee	0%	30/10/22	01/02/23
Task 3 - Council Design Approval	SR	0%	01/02/23	28/02/23
Task 3a - Community Engagement on Design	SS	0%	01/03/23	30/03/23
Task 4 - Procurement for Construction	JK	0%	01/04/23	01/06/23
Task 5 - Development Approval Process	MW/SK	0%	01/04/23	01/06/23
Stage 2 Gate Review - Final Design and Tender Award			01/06/23	01/06/23
Stage 3 Project Implementation				
Task 1 - Demolition and Site Establishment	JK/Contractor		30/04/23	30/06/23
Task 2 - Construction Stage 1 - Fixing Stage: walls, ceilings, waterproofing, cabinetry, kitchen etc.	JK/Contractor		30/05/23	01/09/23
Task 3 - Construction Stage 2 - Fit Out: Electrical, Plumbing, Wet Areas, Fixtures and Fittings, ducted vacuum, electrical, plumbing, and security	JK/Contractor		01/09/23	01/01/24
Task 4 - Construction Stage 3 - Furnishings and Finishes - Flooring, Furniture, Painting, Detailing.	JK/Contractor		01/01/24	30/06/24
Task 5 - Practical Completion - Quality Inspection, Testing and Reporting	JK/Contractor		30/06/24	
Stage 3 Gate Review - Sign off on PC				
Stage 4 Project Closeout				
Task 1 - Handover of Project to the User Groups	SR		01/08/24	
Task 2 - Update Asset Details on System	JK		01/08/24	
Task 3 - Budget Review	VP		01/08/24	
Task 4 - Close Out Comms and Opening Event	SS		01/08/24	
Task 5 - Funding Acquittal	SR		01/08/24	
Task 6 - Final Completion (12 month defects)	JK		30/06/25	

 TOWN OF WALKERVILLE Procurement Plan - 39 Smith Redevelopment						
Procurement Deliverables						
Description of product or services	Date of Request	Requested By	Department	Procurement Method	Action Date	Procurement Delivery Date
Concept Designs	TBD	SR	Corporate Services	Sole Supplier	TBD	30/10/2022
Detailed Design	TBD	SR/JK	Corporate Services	RFQ/Vendorpanel	TBD	30/11/2022
Ancillary Works (Prelim services, clean up etc)	TBD	JK	Assets and Infrastructure	RFQ/Vendorpanel	TBD	1/01/2023
Construction Expressions of Interest	TBD	SR/JK	Corporate Services / Assets and Infrastructure	SA Tenders	TBD	1/03/2023
Select Tender	TBD	SR/JK	Corporate Services / Assets and Infrastructure	SA Tenders	TBD	1/06/2023

Meeting:	Council
Title:	Review of 3 Hour Parking on Fuller and Belt Street
Responsible Manager:	Group Manager Assets & Infrastructure, James Kelly
Author:	Group Manager Assets & Infrastructure, James Kelly
Key Pillar:	Strategic Framework – Key Pillar 3 – Mobility and Movement – Provide easy traffic and pedestrian movement throughout the town
Key Focus Area:	Movement Management Plan
Type of Report:	Information Only

Recommendation

That Council receives and notes the assessment of the parking restrictions on Fuller and Belt Street, which have been implemented since February 2022.

Summary

This report provides Council with an update on the parking controls that were endorsed by Council in December 2021 to address parking congestion on Belt and Fuller Street in Walkerville.

Background

At their Ordinary Meeting on 20 December 2021 Council resolved:

CNC162/21-22

That Council endorse the implementation of:

- 1. a Three-Hour Parking Zone in Belt Street and part of Fuller Street (as shown in Figure 1), with Resident Permits Exempt, from Monday to Friday, 8am-6pm;*
- 2. additional parking restrictions at the intersection of Belt Street and Fuller Street (as shown in Figure 2), with changes to take effect from 1 February 2022;*
- 3. with the view to review on 1 July 2022*

As per item 3 of the above resolution Administration have engaged a consultant, Greenhill Engineers, to undertake an assessment of parking on Fuller and Belt Street to understand how effective the implemented parking controls have been and whether any changes should be considered.

The parking assessment was undertaken in 30 minute time periods between 8:30am to 10:00am and 2:30pm and 4:00pm on Tuesday (02/08/2022) and Thursday (04/08/2022) for the sample to inform the survey investigations. In addition, a survey was also undertaken between 9:30am and 11:00am Saturday (06/08/2022), also with the same time periods as above. The additional weekend survey was undertaken due to the operational nature of the businesses on North East Road being mainly hospitality in nature.

The full details of the parking assessment can be viewed in Attachment A, however a summarised version of the findings are as follows:

- There are approximately 67 on-street parking spaces available on Belt and Fuller Street within the 3 Hour Zone.
- Generally, parking behaviours were good with no noticeable illegal parking or safety concerns with the exception of one vehicle on the Saturday morning.
- Overall, the 3P timed parking restrictions appear to be working effectively along Fuller Street and Belt Street.
- There are noticeable peak periods for on Fuller Street (North East Road End) in the mornings, particularly on Saturday.
- Residential permit utilisation was very low with only a few visible throughout the entire survey.
- Belt Street has capacity for residential utilisation with fairly low occupancy rates.
- The utilisation of the café car park is high and close to capacity in the morning periods, particularly Saturday morning.
- School pick-up parking at the Church Terrace end of Fuller Street appears to be effective.
- The pub car park has capacity for overflow from the café car park which is likely to be utilised by customers prior to on-street parking occupancy based on proximity and walking distances.

Conclusion

Currently the parking controls for Fuller and Belt Street appear to be working effectively and there has not been any significant feedback from the community suggesting that the controls have not been effective. There have been some enquiries from residents of Fuller Street as to whether the restrictions will be extended to weekends, however there is no evidence to suggest that this is warranted at this point in time.

Based on this sample of data obtained from the parking survey and analysis as part of this report, retention of the 3P timed parking restrictions as per the current arrangements is likely to be effective. It appears to provide adequate turnover for residential, visitor, school, customer and business use noting there are consistent peak periods from local parking generators (i.e. school pickups and business customers).

Attachments

Attachment A	Fuller and Belt Street 3 Hour Parking Assessment
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Project No: 22.3028

10 August 2022

Town of Walkerville
66 Walkerville Terrace
Gilberton SA 5081

Attention: James Kelly

Dear James,

FULLER STREET AND BELT STREET PARKING SURVEY

GREENHILL has undertaken a car parking survey of Fuller Street and Belt Street, as requested, in order to help inform the Town of Walkerville (Council) of parking occupancy rates since the implementation of three (3) hour (3P) timed parking restrictions in this area, which have been in effect for approximately 12 months. The parking survey data collected and key observations made during the survey have been summarised in this report for Council's consideration.

BACKGROUND

Council has provided GREENHILL with some of the consultation material and responses to help obtain a better understanding of the key concerns and issues raised by the local community on parking availability in Fuller Street and Belt Street for residents and visitors, as well as business usage and customers parking in the local road network accessing businesses on North East Road. This consultation process inherently led to the implementation of 3P timed parking restrictions for a portion of Fuller Street and the entirety of Belt Street.

Since being implemented for approximately 6 months, Council has now engaged GREENHILL to undertake a sample of the car parking survey of Fuller Street and Belt Street both on weekdays and on the weekend. Further details of these survey days/times are provided later in this report. There was no data collection undertaken by Council on car parking occupancy rates prior to the implementation of the 3P timed parking restrictions, thus there is no baseline to compare a "before and after" scenario on the parking utilisation in this area.

PARKING SURVEY METHODOLOGY

As agreed with Council, a parking survey collection was undertaken in 30 minutes time periods between 8:30am to 10:00am and 2:30pm and 4:00pm on Tuesday (02/08/2022) and Thursday (04/08/2022) for the sample to inform the survey investigations. In addition, a survey was also undertaken between 9:30am and 11:00am Saturday (06/08/2022), also with the same time periods as above. The car parking survey was divided into zones which align with the timed parking restrictions to provide data on the occupancy rates of these zones.

Parking Survey Zones

The map below in Figure 1 shows the various zones which have the following timed parking restrictions applied:

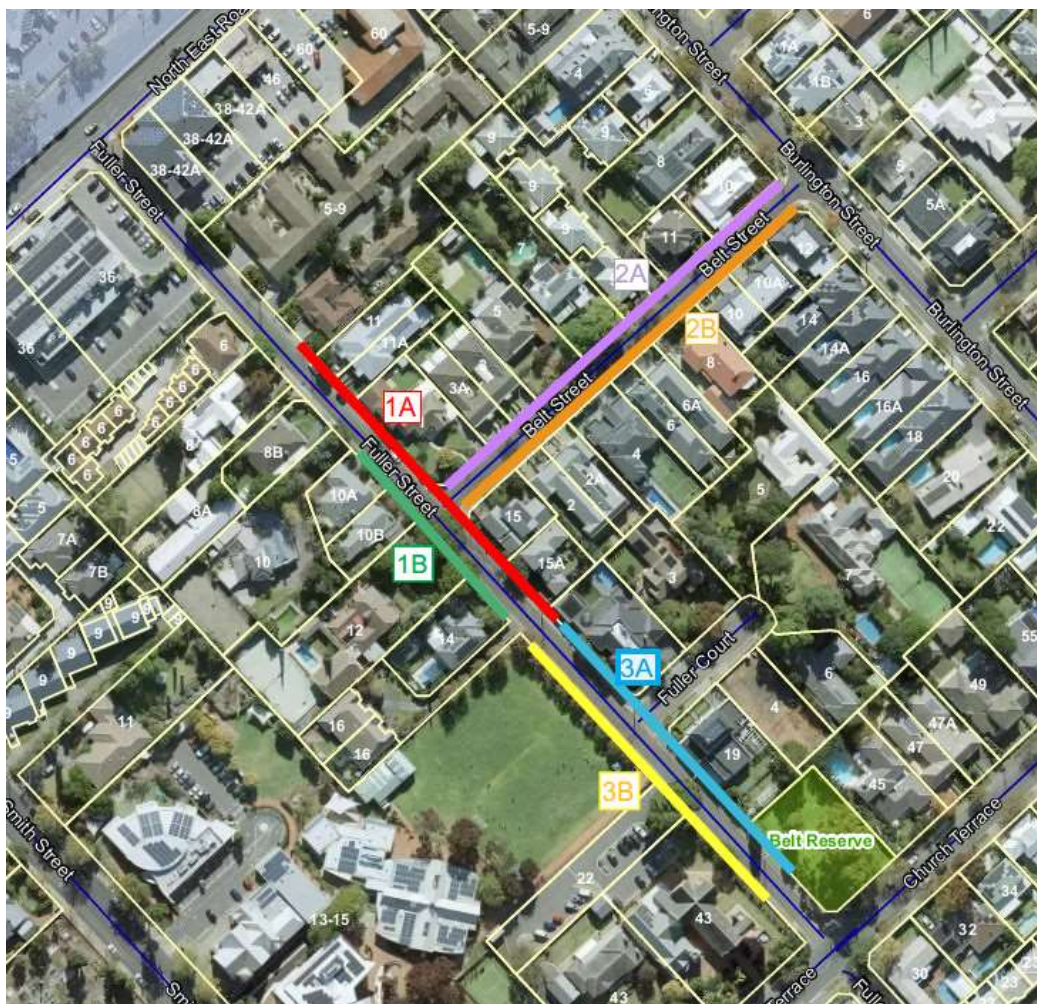


Figure 1 – Zones Configuration Map.

1A – Fuller Street (NE) - #9 to #15A

- North of Belt Street - 3P 8am-6pm Mon-Fri Resident Permits Exempt
- South of Belt Street - No Stopping 8am-9am, 3pm-4pm Mon-Fri
- 3P 9am-3pm, 4pm-6pm Mon-Fri Resident Permits Exempt

1B – Fuller Street (NW) - #10A to #14

- 3P 8am-6pm Mon-Fri Resident Permits Exempt

2A – Belt Street (NW)

- 3P 8am-6pm Mon-Fri Resident Permits Exempt

2B – Belt Street (SE)

- 3P 8am-6pm Mon-Fri Resident Permits Exempt

3A – Fuller Street (SE) - #15A to Church Terrace

- No Stopping 8am-9am, 3pm-4pm Mon-Fri

3B – Fuller Street (SW) – School Boundary to Church Terrace

- Unrestricted parking

North-west of zones 1A and 1B on Fuller Street it is important to note that there is No Stopping parking restrictions through the use of yellow line marking up to the intersection of North East Road.

Capacity and Occupancy Rates

GREENHILL has undertaken a site assessment of the number of available parking spaces in each of the zones. This was critical in determining the capacity of on-street parking spaces on Fuller Street and Belt Street versus the utilisation of on-street car parking spaces. This data was then used to calculate the occupancy rates at the given time periods to help understand and inform Council on whether the 3P timed parking restrictions are operating effectively. Average occupancy rates are shown in the next section of this report.

The number of available parking spaces for each zone can be seen below in Table 1.

1A Fuller Street (NE)	1B Fuller Street (NW)	2A Belt Street (NW)	2B Belt Street (SE)	3A Fuller Street (SE)	3B Fuller Street (SW)	TOTAL
9	6	11	10	14	17	67

Table 1 – Available parking spaces per zone.

SURVEY RESULTS & KEY OBSERVATIONS

Tuesday 2 August 2022

Parking survey undertaken on Tuesday 2 August 2022, produced the following data listed in Table 2 below, and resulted in the average occupancy rates of parked vehicles shown in Table 3.

Time Period	Number of Parked Vehicles						
	1A	1B	2A	2B	3A	3B	Sub-Total
8:30	6	1	2	0	0	2	11
9:00	6	1	2	1	0	3	13
9:30	6	2	3	2	1	3	17
14:30	3	0	2	1	0	0	6
15:00	3	0	4	1	0	7	15
15:30	3	2	4	1	0	16	26
Sub-Total	27	6	17	6	1	31	

Table 2 – Tuesday 2 Aug 2022, Count data of parked vehicles.

Time Period	Average Occupancy Rates (%)					
	1A	1B	2A	2B	3A	3B
Morning (AM) Average	67%	22%	21%	10%	2%	16%
Afternoon (PM) Average	33%	11% ¹	30%	10%	0%	45% ²

Notes:

1. Outlier of 33% occupancy rate in 15:30 time period.
2. Outlier of 94% occupancy rate in 15:30 time period.

Table 3 – Tuesday 2 Aug 2022, Average occupancy rates.

Some of the key findings of the data and key observations whilst on site include the following:

- Zone 1A (Fuller Street on NE side) is well utilised in the morning period with 67% average occupancy rate.
- All other zones had low to minimal occupancy rates in the morning with no noticeable flow on effect from Zones 1A and 1B further down Fuller Street to Zones 3A and 3B.
- Of all the parked vehicles there was not one resident parking permit used within the 3P timed parking restrictions (i.e. Zones 1A, 1B, 2A and 2B) in both the morning and afternoon periods.
- No significant changes in turnover in the morning period.
- Pub car park had low occupancy in the morning and less than 50% occupancy in the afternoon.
- Café car park on east side of Fuller Street was approximately 95% occupied in the morning with a slight reduction in occupancy in the afternoon.
- On average, Zone 2A was approx. twice as occupied as Zone 2B in the morning and three times as occupied in the afternoon along Belt Street.
- Traffic increase on Fuller Street from 2:30pm onwards with Zone 3B at a 94% occupancy rate in 3:30pm time block with high turnover during school pick up peak.
- Low occupancy rates in the afternoon across all zones except 3B adjacent to the school as outlined above.
- Parking behaviours were good with no noticeable illegal parking or safety concerns, evident also through zero counts within Zone 3A which has No Stopping restrictions in school peaks.

Thursday 4 August 2022

Parking survey undertaken on Thursday 4 August 2022, produced the following data listed in Table 4 below, and resulted in the average occupancy rates of parked vehicles shown in Table 5.

Time Period	Number of Parked Vehicles						
	1A	1B	2A	2B	3A	3B	Sub-Total
8:30	3	2	1	1	0	7	14
9:00	4	2	4	2	0	4	16
9:30	5	2	5	2	0	4	18
14:30	1	1	3	0	0	4	9
15:00	1	1	3	0	0	10	15
15:30	4	4	4	1	0	15	28
Sub-Total	18	12	20	6	0	44	

Table 4 – Thursday 4 Aug 2022, Count data of parked vehicles.

Time Period	Average Occupancy Rates (%)					
	1A	1B	2A	2B	3A	3B
Morning (AM) Average	44%	33%	30%	17%	0%	29%
Afternoon (PM) Average	22% ¹	33% ²	30%	3%	0%	57% ³

Notes:

1. Outlier of 44% occupancy rate in 15:30 time period.
2. Outlier of 67% occupancy rate in 15:30 time period.
3. Outlier of 88% occupancy rate in 15:30 time period.

Table 5 – Thursday 4 Aug 2022, Average occupancy rates.

Some of the key findings of the data and key observations whilst on site include the following:

- Average occupancy rates in the morning and afternoon periods are moderate to low with no significant shortages in parking availability and reasonable turnover of parked vehicles was noticeable.
- Pub car park closed to the public up until 9:30am, low occupancy noted within the car park in the morning. In the afternoon the pub car park was approximately 25% occupied.
- Café car park less than 50% occupied in the morning and increased to approx. 75% occupied in the afternoon.
- Illegally parked car on No Stopping yellow line was observed.
- On average, Zone 2A was approx. twice as occupied as Zone 2B in the morning with Zone 2B barely occupied in the afternoon along Belt Street, only 1 parked vehicle in the afternoon 3:30pm time period.
- Similarly, to Tuesday survey, high turnover and utilisation of Zone 3B parking spaces during school pick up peak, most notably 88% occupancy in 3:30pm time block.
- Resident parking permits utilised, 2 permits visible in the morning and 1 in the afternoon, both in Zone 2A (Belt Street NW).
- Zone 1A utilised in the morning NW of Belt Street, with typically only 1-2 vehicles SE of Belt Street.

Saturday 6 August 2022

Parking survey undertaken on Saturday 6 August 2022, produced the following data listed in Table 6 below, and resulted in the average occupancy rates of parked vehicles shown in Table 7.

Time Period	Number of Parked Vehicles						
	1A	1B	2A	2B	3A	3B	Sub-Total
9:30	5	5	5	3	2	0	20
10:00	6	5	6	3	1	0	21
10:30	6	5	6	2	2	0	21
Sub-Total	17	15	17	8	5	0	

Table 6 – Saturday 6 Aug 2022, Count data of parked vehicles.

Time Period	Average Occupancy Rates (%)					
	1A	1B	2A	2B	3A	3B
Morning (AM) Average	63%	83%	52%	27%	12%	0%

Table 7 – Saturday 6 Aug 2022, Average occupancy rates.

Some of the key findings of the data and key observations whilst on site include the following:

- Zones 1A and 1B along Fuller Street had moderate to high average occupancy rates of 63% and 83% respectively.
- Other zones (2A, 2B, 3A, and 3B) had fairly low average occupancy rates noting Zone 2A was approx. twice as occupied as Zone 2B along Belt Street.
- Pub car park not open to the public until 10:30am with approximately 25% occupancy by end of time period.
- Café car park fully occupied for majority of the morning period with some turnover.
- Zones 3A and 3B seem to not be occupied outside of school days on the weekend, very low utilisation.
- Café is a large generator of parking occupancy within private off-street car park as well as on-street in Zones 1A (NW of Belt Street) and 1B.
- Car illegally parked on No Stopping yellow line at northern end of Fuller Street directly opposite pub upper car park which was temporary causing traffic congestion to the area until moved.

SUMMARY

Overall, the 3P timed parking restrictions appear to be working effectively along Fuller Street and Belt Street. There are noticeable peak periods for Zones 1A and 1B on Fuller Street in the mornings, particularly on Saturday. Zone 3B is highly utilised in the afternoon school pick up peak which is expected and only short term, with noticeable turnover of parked vehicles occurring. Belt Street has capacity for residential utilisation with fairly low occupancy rates, especially on the south-east side of Belt Street. Residential permit utilisation was very low with only a few visible throughout the entire survey.

There is not a flow on effect evident of increased parking in Zones 3A and 3B outside of the 3P timed parking restrictions, which was validated by the survey data given the capacity within the 3P area throughout the morning and afternoon periods.

The utilisation of the café car park is high and close to capacity in the morning periods, particularly Saturday morning. The pub car park has capacity for overflow from the café car park which is likely to be utilised by customers prior to on-street parking occupancy based on proximity and walking distances.

Based on this sample of data obtained from the parking survey and analysed as part of this report, retention of the 3P timed parking restrictions as per the current arrangements is likely to be effective. It appears to provide adequate turnover for residential, visitor, school, customer and business use noting there are consistent peak periods from local parking generators (i.e. school pickups and business customers).

Yours sincerely,

For GREENHILL



John Zunis

Team Leader – Government Projects
Transport and Infrastructure, GREENHILL



Approved by

Peter Tan

Principal Engineer

Encl: Attachment A – Raw Data Collection and Analysis

Meeting: Council

Title: ERA Water Board Meeting Minutes 21 July 2022

Responsible Manager: Acting Chief Executive Officer, Scott Reardon

Author: Council Secretariat, Danielle Edwards

Key Pillar: Strategic Community Plan Key Pillar 7 - A responsible and influential local government

Type of Report: Information Only

Recommendation

That Council receives and notes the ERA Water Minutes from the Board Meeting convened on 21 July 2022.

Summary

To provide Members with the minutes of the ERA Water Board meeting convened on 21 July 2022.

Background

Walkerville is a Constituent Council of ERA Water. Meetings are held in accordance with the Charter and the matters discussed are reported back to the respective Councils via the minutes of these meetings.

Cr MaryLou Bishop is Council's ERA Water Board Member representative.

Items considered at this meeting included:

Item Number	Report	Resolution Number
6.	Chairpersons Report	-
8.1.1.1	Strategic Plan Reporting Framework	ERAW03/22-23
8.2.1.1	Minutes of the Audit Committee meeting 15 June 2022	ERAW04/22-23
8.2.1.2	ERA Water Audit Committee Terms of Reference	ERAW05/22-23
8.2.2.1	Operations Report	ERAW08/22-23
8.2.3.1	Management Accounts Report	ERAW09/22-23

Item Number	Report	Resolution Number
8.2.4.1	Risk Register Report	ERAW10/22-23
8.3.1.1	2022-2023 Projects Work Plan	ERAW11/22-23 – ERAW13/22-23
9.1	Operations Report – Item 5	ERAW14/22-23
9.2	Next ERA Water Board Meeting – 15 September 2022	-

Members are to note that the minutes of the meeting held on 21 July 2022 are to be confirmed at the next meeting of the ERA Water Board.

Any items requiring a decision of Constituent Council's will, upon receipt from ERA Water, be presented to Council for consideration.

Attachment

Attachment A	ERA Water Board Meeting Minutes 21 July 2022
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MINUTES

of

ERA WATER BOARD MEETING

held at the

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE, GILBERTON**

On

21 July 2022

MINUTES

21 July 2022

1. OPENING

The meeting was declared open at 8:31am.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge this land that we meet on today is the traditional land of the Kurna People and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the Kurna people today. We pay respect to the cultural authority of Aboriginal people visiting or attending from other areas of South Australia and Australia.

3. ATTENDANCE RECORD

3.1 Present

- Mr Jeff Tate (Presiding member)
- Cr MaryLou Bishop, Elected Member (Town of Walkerville)
- Cr John Minney, Elected Member (City of Norwood, Payneham & St Peters)
- Mr Chris Cowley, CEO (City of Burnside) – arrived at 8:33am

3.2 In attendance

- Mr Terry Sutcliffe, Acting General Manager
- Mr Michael Richardson, BRM Advisory – arrived at 8:45am
- Danielle Edwards, Council Secretariat

3.3 Apologies

- Mr Mark Millington, Operations Contractor

4. ADOPTION OF MINUTES

4.1 ERAW01/22-23

Moved: Cr Bishop

Seconded: Cr Minney

That the minutes from the Board meeting held on 19 May 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

4.2 ERAW02/22-23

Moved: Cr Minney

Seconded: Cr Bishop

That the minutes from the Special Board meeting held on 23 June 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

5. DECLARATIONS OF INTEREST – Material, Actual, Perceived

Acting General Manager, Terry Sutcliffe, declared a perceived interest in agenda item 8.2.2.1 'Operations Report' as he is a member of the Kensington Gardens Bowling and Tennis Club.

Acting General Manager, Terry Sutcliffe, declared a perceived interest in agenda item 8.3.1.1 '2022-2023 Projects Work Plan' as he has a family member employed by one of the companies discussed.

6. CHAIRPERSON'S REPORT

- The past 4-5 months have been extremely busy getting the 2022-23 budget finalised.
- Now we are entering the next era for ERA Water with a focus on the following;
 - Activating metrics from the Strategic Plan
 - Identifying projects that we want to advance
 - Financial position/debt cap – nearing debt cap at the end of the financial year
 - Discussion about where we go from here – need to be clear about what expenditure we can hold back until last quarter of the year (interest rates to be considered)
 - Impact of cost of plant and equipment repairs
 - Recapitalisation proposal (learned a lot from this experience) – consider thinking about ways to reduce the debt in the short to medium term.
 - Chairperson met with the CEO of the Local Government Finance Authority (LGFA). Questions from the CEO about management of debt cap and progress with the scheme. Now that the budget has been adopted with approval of the Constituent Councils, we can provide the CEO with additional information such as the strategic plan and focus in 2022/23 on stabilising operations and identifying future opportunities and risks.
 - Budget is incredibly tight
 - Have made good progress in the last 12 months
 - Reduction in SA water charges are having a large impact on ERA Water.
 - It was decided that there will be a workshop session at the September 2022 ERA Water Board meeting to look at all options.

7. PRESENTATIONS

Nil.

8. REPORTS

8.1 Strategy and Policy

8.1.1 Strategy

8.1.1.1 Strategic Plan Reporting Framework

ERAW03/22-23

Moved: Cr Bishop

Seconded: Mr Cowley

1. That the ERAW Strategic Plan 2022-2025 reporting framework incorporating metrics and a reporting template forming attachments A and B respectively to the agenda report be approved, with a variation in section 1.1.2 to be 'as at 30 June' of each year.
2. That a report be prepared for the September meeting in relation to options for the allocation of water in a drought.

CARRIED

8.1.2 Policy

Nil.

8.2 Monitoring

8.2.1 Audit Committee

8.2.1.1 Minutes of the Audit Committee meeting 15 June 2022

ERAW04/22-23

Moved: Cr Minney

Seconded: Mr Cowley

That the minutes of the Audit Committee meeting held 15 June 2022 forming Attachment A to the agenda report be noted.

CARRIED

8.2.1.2 ERA Water Audit Committee Terms of Reference

ERAW05/22-23

Moved: Cr Minney

Seconded: Cr Bishop

That the Board approve the Terms of Reference for the ERA Water Audit Committee forming Attachment A to the agenda report.

CARRIED

ERAW06/22-23

Moved: Cr Minney

Seconded: Cr Bishop

That in accordance with the provisions of Clause 5.4 of the approved Terms of Reference for the ERA Water Audit Committee, Mr Michael Parkinson, independent member of the Audit Committee, be appointed as Chairperson of the Audit Committee until 30 September 2022.

CARRIED

ERAW07/22-23

Moved: Cr Minney

Seconded: Cr Bishop

That the board review the ERA Water Audit Committee Terms of Reference within 12 months, including the question of skill requirements of members.

CARRIED

8.2.2 Operations

8.2.2.1 Operations Report

ERAW08/22-23

Moved: Mr Cowley

Seconded: Cr Bishop

That the report be received.

CARRIED

8.2.3 Management Accounts

8.2.3.1 Management Accounts Report

ERAW09/22-23

Moved: Cr Minney

Seconded: Mr Cowley

That the Board notes the Financial Board Report including the monthly management accounts and cashflow forecast, forming Attachment A to the agenda report and tabled document.

CARRIED

8.2.4 Risk Register

8.2.4.1 Risk Register Report

ERAW10/22-23

Moved: Cr Minney

Seconded: Cr Bishop

1. That the Risk Register forming Attachment A to the report be noted.
2. That future Risk Registers be divided into operational and strategic categories, with strategic risks for board consideration.

CARRIED

8.3 Confidential Items

8.3.1 Business and Operational Planning

8.3.1.1 2022-2023 Projects Work Plan

ERAW11/22-23

Moved: Cr Minney

Seconded: Cr Bishop

Recommendation (Public)

Pursuant to s90(3)(b)&(k)

Pursuant to Section 90(2) of the Local Government Act 1999 the Board orders that all members of the public, except the Acting General Manager Terry Sutcliffe, BRM Advisory's Michael Richardson and Secretariat Danielle Edwards, be excluded from attendance at the meeting for Agenda Item 8.3.1.1 '2022-2023 Projects Work Plan.

The Board is satisfied that, pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and (ii) would, on balance, be contrary to the public interest, and pursuant to section 90(3)(k) of the Act, the information discussed includes details regarding tenders for the supply of goods, the provision of services or the carrying out of works.

CARRIED

The meeting moved into confidence at 9:53am.

ERAW13/22-23

Moved: Cr Minney

Seconded: Mr Cowley

Recommendation (Public)

Pursuant to s91(7)

That considered Agenda Item 8.3.1.1 – 2022-2023 Projects Work Plan - in confidence under Sections 90(2) and 90(3)(b)&(k) of the Local Government Act 1999, the Board, pursuant to section 91(7) of that Act orders that the agenda report, excepting Attachments A and B, and minutes relevant to this Agenda Item be retained in confidence for 12 months, excepting that the Board authorises the Acting General Manager to release all or part of the minutes to substantive parties as may be required to enable enactment of the resolution.

CARRIED

The meeting moved out of confidence at 10:00am.

9. OTHER BUSINESS

9.1 Operations Report – Item 5

Preamble

West End Brewery licence – ROI issued

- ERA Water are eligible to submit a ROI
- ROI's are non-binding – via email
- ERA Water will lodge a non-binding ROI for ERA Water or nominee – then seek discussions with three councils which will;
 - include the offer of a cost effective option to increase water available
 - not include a price offering (willing to negotiate)

Resolution

ERAW14/22-23

Moved: Mr Cowley

Seconded: Cr Minney

That the board submit a non-binding EOI as ERA Water or nominee to the West End Brewery and seek discussions with the three constituent Councils regarding their potential interest in the acquisition of the all or part of the water licence.

CARRIED

9.2 Next Meeting

The next ERA Water Board Meeting will be held at 8:30am on Thursday 15 September 2022, at the Walkerville Council Chambers.

10. CLOSURE

The chair declared the meeting closed at 10:07am

Meeting: Council

Title: Outstanding Council Resolutions & Actions

Responsible Manager: Acting Chief Executive Officer, Scott Reardon

Author: Council Secretariat, Danielle Edwards

Key Pillar: Strategic Community Plan Key Pillar 7 - A responsible and influential local government

Type of Report: Information Only

Recommendation

That Council receives and notes the list of Council resolutions currently being processed as at 11 August 2022.

Summary

This report provides a table of Council resolutions that are currently being processed up to 11 August 2022.

Background

Monthly reports are provided to Council including a list / table of resolutions currently being actioned.

Those **greyed out** reflect resolutions that have been completed and / or no further action required.

COUNCIL RESOLUTIONS ALLOCATED TO ADMINISTRATION – CURRENTLY BEING ACTIONED

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
18/07/2022	14.4.1 ERA Water Budget Review Three 2021-22 CNC15/22-23 - That Council approves the ERA Water Budget Review Three Report for the 2021-22 financial year as detailed in Attachment A to this report. - That Administration writes to ERA Water advising of Council's decision.	COMPLETE	<i>This Item will be removed from the September 2022 Agenda.</i>		CS
18/07/2022	14.3.5 Walkerville Art Show Sponsorship Agreement - Extension for the Rotary Club of Walkerville CNC14/22-23 That Council supports an extension of the current Walkerville Art Show Sponsorship Agreement with the Rotary Club of Walkerville (appearing as Attachment A to this report) for the 2022 event to open on Saturday 8th and run until Saturday 15th October.	COMPLETE	<i>This Item will be removed from the September 2022 Agenda.</i>		MCD&E
18/07/2022	14.3.5 Third Party Community Groups CNC13/22-23 - That Council approves the waiving of user fees and/or charges for venue hire for the following local community organisations: - Walkerville Probus Club; and - Walkerville Rotary Club - That Council authorises Administration to enter into extensions of Memorandums of Understanding (MOU) with each group that exercise the right to take up the waiver for a period up to but not exceeding 30 June 2023.	COMPLETE	<i>This Item will be removed from the September 2022 Agenda.</i>		MCD&E

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
18/07/2022	14.3.4 39 Smith Street – Funding & Preliminary Masterplan CNC12/22-23 1. That Council receive and note the 39 Smith Street – Funding & Preliminary Masterplan report. 2. That Council direct Administration to provide an update on the progress of refurbishment to the Member for Adelaide, Lucy Hood, then proceed to a preliminary community consultation to inform the community of the current plans and timeframes for the refurbishment and activation of 39 Smith Street (Site), as well as to seek the community's general feedback about possible future options for the activation of the old Fuller Street works depot site. 3. That following completion of recommendations 1 and 2, a further update report be presented to Council regarding the preliminary community feedback.	IN PROGRESS PENDING		October 2022	ACEO/C&MM
18/07/2022	14.3.3 Walkerville Oval Redevelopment – Floor Plan Design & Consultation CNC11/22-23 1. That Council formally endorses; • the relocation of the public toilet amenities from the rear of the Warwick Street building to the oval side of the building, appearing as Attachment A to this report (page 161);				ACEO/C&MM

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	along with Option A presented as Attachment D (pp.165) to this report as the final design of the Warwick street building. 2. That Council proceed to a four (4) week community consultation on the Walkerville Oval Redevelopment, as it relates to the following attachments to the report being Attachment A; the ground floor plan of the Warwick street building (p. 161), Attachment B; the bowling club plan (p. 162) and Attachment D; the top floor plan of the Warwick street building (also referred to as Option A p. 165); to seek the community's feedback on: 2.1 whether the community continues to support the allocation of funds beyond the currently endorsed \$9.5M, and 2.2 whether the community would support a minor increase in the council debt limit from the current \$9.5M to approximately \$10.5M to ensure the completion of the project. 3. That following the completion of the community consultation, a subsequent report – including the consultation findings – be presented to Council.	IN PROGRESS PENDING		September 2022	
18/07/2022	14.3.2 Behavioural Management Framework & Draft Policies – Council Feedback Moved: Cr Furlan Seconded: Cr Williams 1. That Council receives and notes the proposed Draft Behavioural Standards, appearing as Attachment A to this report. 2. That Council receives and notes the proposed Draft Behavioural Management Policy, appearing as Attachment B to this report.				

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DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	3. That Council receives and notes the proposed Draft Behavioural Support Policy, appearing as Attachment C to this report. 4. That Council receives and notes the Table of Hierarchy – Behavioural Management Framework, appearing as Attachment D to this report. 5. That Council endorses the feedback to the Local Government Association on the proposed Behavioural Management Policy and the proposed Behavioural Support Policy, appearing as Attachment E to this report. 6. That Council authorise administration to finalise and submit Council feedback to the LGA before the submission closing date being 6 August 2022.	COMPLETE			CS
18/07/2022	14.3.1 Review of Council By-Laws CNC09/22-23 1. That Council receive and note the Review of Council By-Laws report. 2. That the Acting Chief Executive Officer be authorised to refer Draft By-law 5 – Dogs, as appearing as Attachment E to this report, to the Dog and Cat Management Board for comment in accordance with Section 90(5)(a)(b) of the <i>Dog and Cat Management Act 1995</i>. 3. That the Council endorse the following proposed By-laws and release them for public consultation in accordance with Section 249 of the <i>Local Government Act 1999</i>, with the consultation commencing at least 21 days after the Dogs By-law has been referred to the Dog and Cat Management Board:	COMPLETE IN PROGRESS			CS

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	a. By-law No 1 – Permits and Penalties (Attachment A); b. By-law No 2 – Local Government Land (Attachment B) c. By-law No 3 – Roads (Attachment C); d. By-law No 4 – Moveable Signs (Attachment D), and e. By-law No 5 – Dogs (Attachment E). 4. That the Acting Chief Executive Officer be authorised to make any minor editorial and formatting changes as may be required to the proposed By-laws, appearing as attachments A-E to this report, in order to finalise the documents for the purposes of undertaking public consultation. 5. That following the conclusion of the consultation process, a subsequent report be presented to Council for adoption of the By-laws.	PENDING			
18/07/2022	14.1.1 Draft Social Media Policy – for consultation CNC08/22-23 1. That Council authorises the release of the Draft Social Media Policy, appearing as Attachment A, for public consultation for a period of 21 days. 2. That Council authorise Administration to make changes to the Social Media Policy of a minor technical or formatting nature, prior to release for consultation.	IN PROGRESS	Consultation currently in progress	September 2022	C&MM
18/07/2022	14.1.2 Draft Rating Policy Consultation Finding CNC07/22-23 1. That Council receives and notes the Rating Policy Consultation Finding report.				

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	2. That on the basis that this policy has received no substantive changes, Council endorse and adopt the Rating Policy, appearing as Attachment A to this report; 3. That Council authorises Administration to make any necessary minor technical or formatting amendments to the Rating Policy.	COMPLETE	<i>This Item will be removed from the September 2022 Agenda.</i>		CS
18/07/2022	14.1.3 Draft Caretaker Policy Consultation Finding CNC06/22-23 1. That Council receives and notes the Draft Caretaker Policy Consultation Finding Report. 2. That on the basis that this policy has received no substantive changes, Council endorse and adopt the Caretaker Policy, appearing as Attachment A to this report; 3. That Council authorises Administration to make any necessary minor technical or formatting amendments to the Caretaker Policy.	COMPLETE	<i>This Item will be removed from the September 2022 Agenda.</i>		CS
18/07/2022	12.1 Cr Wilkins – 39 Smith Street CNC05/22-23 That Council, in light of the funding announcement with respect to 39 Smith street, directs Administration to develop, and present back to council for review by the August 2022 ordinary Council meeting, a Project Management Plan for the 39 Smith street development. The Project Management Plan shall include the following sections; Project Summary	COMPLETE	Report appearing as Item 16.3.5 of 15 August 2022 Council Agenda. <i>This Item will be removed from the September 2022 Agenda.</i>		ACEO

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	- Project objectives, including a draft statement of requirements for the project to be agreed with key stakeholders and the Elected Members - A draft summary management plan of how the facility will be operated once complete (a more detailed management plan to be developed by Jan 2023) - A project development methodology (a road map of how the project will progress to execution) - A summary procurement plan (a more detailed plan to be developed if required later. prior to tender) - A summary cost and resources management plan (how the project will develop, track, and manage capital cost and resources provided by Council, including change management) - A stakeholder and communications management plan, including documentation of the key stakeholders; and timing of community consultation, EM informal gatherings and/or workshop dates - A project organisation chart, with role responsibilities and accountabilities of the project team documented - A detailed schedule including key milestones and decision dates				
20/06/2022	14.3.2 Parking Permit Fee Comparison Report CNC336/21-22 - That Council receive and note the Parking Permit Fee Comparison Report; - That Council retains the proposed Fees and Charges for Residential Parking Permits, appearing as Attachment A to this report, for the 2022-23 Financial Year; - That following the 2022 Local Government General Elections, the incoming Council further consider the Fees and Charges for Residential	ON HOLD	<i>To be considered after 2022 Local</i>	December 2022	GMPERCS 144

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	Parking Permits as part of a Township wide Parking and Transport Strategy.		<i>Government Elections</i>		
20/06/2022	14.2.2 Code of Practice Amendments – End of Public Health Emergency Declaration CNC333/21-22 1. That Council adopts the revised Code of Practice – Procedures at Meetings (Attachment B), Code of Practice – Access to Council Meetings, Committee Meetings and Council Documents (Attachment D) and revised Informal Gatherings Policy (Attachment F). 2. That Council authorises Administration to make any necessary minor technical or formatting amendments to the Code of Practice – Procedures at Meetings (Attachment B), Code of Practice – Access to Council Meetings, Committee Meetings and Council Documents (Attachment D) and revised Informal Gatherings Policy (Attachment F). 3. That Council ask administration to review options of adjusting meeting procedures to allow for continued electronic participation. 4. Should electronic participation not be able to proceed, that the matter is pursued through ERA Mayors and CEOs to GAROC, then to the LGA and Government to alter legislation to allow electronic participation.	COMPLETE ONGOING		July 2022	CS
20/06/2022	12.1 Cr Williams – Levi Oval/Vale Street Fencing CNC326/21-22 That Council explore replacing the fence/bollards that were removed from the Vale St border at Levi Oval with	ONGOING	Options being investigated	September 2022	GMA&I 145

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	suitable fencing to avoid children or sporting equipment accessing Vale Street.				
16/05/2022	14.3.1 Walkerville Oval Exeloo – Consultation and Options Report CNC295/21-22 1. That Council tables further consideration of the Exeloo project on the south eastern half of the Oval until Oval Redevelopment plans have been concluded and a master plan for the area has been developed. 2. That Administration investigate the hire or purchase of a Portoloo to provide interim toilet facilities during the construction of Walkerville Oval facilities.	ONGOING	Options being investigated	TBC	GMA&I, A&PE
21/03/2022	14.1.4 Suburban Boundary Realignment/Renaming Update Report CNC243/21-22 Moved: Cr Williams Seconded: Cr Wilkins 1. That based on the preliminary feedback from the Office of the Surveyor-General's Senior Staff, Council directs Administration to proceed to a subsequent Township wide community consultation in order to gauge the community's interests in pursuing the following suburban boundary realignment/renaming proposal: <i>That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale</i>	IN PROGRESS		October 2022	A/CEO C&MM

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	<i>Park and annexed into the suburb of Walkerville;</i> 2. That Council directs Administration to engage Action Market Research to develop a suitable consultation and marketing strategy in order to undertake the end-to-end management of said community consultation; and 3. That following the completion of recommendations 1 and 2 and prior to commencing the community consultation, a subsequent report, including a ½ page historic summary and school zone clarification, be returned to Council for consideration which outlines the proposed consultation methodology and developed survey questions.	COMPLETE COMPLETE			
21/02/2022	14.3.2 Alfred Street Upgrade – Community Consultation Outcomes CNC218/21-22 That Council: - direct Administration to write to the Department for Infrastructure and Transport to request a speed limit change for Alfred Street from 50km/hr to 20km/hr; - endorse making Alfred Street a one-way street with the entrance being from Walkerville Terrace; - allow Administration to progress the concept design, appearing as Attachment C to this report, to a detailed design with the following proposed changes: - Introducing two parking spaces at the Walkerville Terrace entrance, bringing the total number of car parks to 10, thus removing two trees from the entrance on Walkerville Terrace.	COMPLETE COMPLETE IN PROGRESS	Letter has been drafted and sent to DIT for speed limit change. Tender Awarded, works construction to commence from September 2022 Update information report to be submitted to Council in a future meeting.	~~June 2022~~ September 2022	GMA&I 147

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	b. Making four of the eight parking bays at the Alfred Street Playground "Resident Permit Only". c. Introducing a disability compliant carpark into the design of the new parking bays adjacent to the playground. d. Making minor adjustments to the garden bed and tree layouts to ensure property access is not compromised. e. Engaging a Traffic Engineering Consultant to assess parking arrangements for Walkerville Terrace between Alfred Street and Smith Street. f. Reducing the encroachment of parking bays into the playground space, where possible.				
17/01/2022	14.3.2 Clean Birth Kits Assembly Event CNC191/21-22 That Council waive the security and hire fees for the Walkerville Rotary Club to hold a Clean Birth Kits Assembly event in the Town Hall on a date in FY2021/22 as yet to be determined.	COMPLETE	Originally deferred due to COVID <i>This Item will be removed from the September 2022 Agenda.</i>	April 2022	MCD&E
17/01/2022	14.3.1 Victoria Terrace Road Reserve, Walkerville CNC191/21-22 1. That Council receive and note the Victoria Terrace Road Reserve, Walkerville report. 2. That Council direct Administration to continue to further negotiate with the Purchaser of 6 Victoria Terrace, Walkerville in order to reach a fair and equitable solution for both Council and the Community, which may include seeking to register a Right-of-Way Easement on Certificate of Title	IN PROGRESS	Administration is currently awaiting response from the property owner with respect to scheduling a suitable time for a meeting to discuss reaching a suitable outcome.	September 2022	A/CEO

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	5735/464 for the small section of land included in the public path adjacent to the property in exchange for formally allowing the Purchaser to continue to utilise and proportional area of the Road Reserve. 3. That following further discussions with the Purchaser, Administration provide Council with a subsequent options report that seeks to find the best possible outcome for both parties involved.		Administration is seeking legal advice regarding next steps.		
17/01/2022	13.1 Car Parking Enquiry – Cr Ashby CNC189/21-22 That following the reply from DIPTI regarding the old Highways Department car park, administration initiate informal contact with Woolworths, The Watson and local traders to ascertain their interest and if required, undertake a feasibility study regarding the possibility and feasibility of leasing this area for the future use of Walkerville residents, visitors, businesses and transient commuters.	IN PROGRESS	Meeting held with Colliers 22 February 2022. Colliers supportive of the proposal in principle. Meetings with other stakeholders pending. Awaiting further communication for the State Government. A report outlined the finding is anticipated to be submitted to Council at the Ordinary meeting in September 2022.	September 2022	A/CEO
20/12/2021	14.2.2 Fuller Street & Belt Street Parking Restrictions CNC162/21-22 That Council endorse the implementation of:	COMPLETE			GMA&I

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	- a Three-Hour Parking Zone in Belt Street and part of Fuller Street (as shown in Figure 1), with Resident Permits Exempt, from Monday to Friday, 8am-6pm; - additional parking restrictions at the intersection of Belt Street and Fuller Street (as shown in Figure 2), with changes to take affect from 1 February 2022; - with the view to review on 1 July 2022.	COMPLETE	Information report on results of parking changes to 15 August 2022 meeting <i>This Item will be removed from the September 2022 Agenda.</i>		
20/12/2021	12.1 Street Sweeping Budget Consideration – Cr Conrad Wilkins CNC160/21-22 That Council during budget deliberations for the FY22-23 consider increasing street sweeping services to fortnightly throughout the township during April-May and October-December each year as a budget bid.	COMPLETE	This item has been included as part of the 2022-2023 ABP&B process, due for adoption on 1 August 2022	~~June 2022~~ August 2022 <i>This Item will be removed from the September 2022 Agenda.</i>	AMCS GMA&I
18/10/2021	14.3.7 Future Living Code Amendment – Co-housing Project Policy CNC99/21-22 - That Council receive and note the report titled 'Future Living Code Amendment – Co-housing project Policy' along with Attachments A and B. - That Council write to the State Planning Commission confirming their support for the Proposal to Initiate a Code Amendment - Future Living Code Amendment as contained in Attachment B, further confirming their agreement to be included within the affected area for the Code Amendment.	NO FURTHER ACTION COMPLETE	Email sent on 20/10/2021		GMPCRS

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	3. That Council request that Administration continue to engage with the Co-housing working group to assemble an appropriate engagement strategy to be costed and presented to Council for endorsement before formal public consultation commences.	ONGOING	Start-up meeting has not been scheduled yet.	September 2022	
18/10/2021	14.3.6 Revised Cemetery & Memorial Policy and New Cemetery Management Agreement CNC98/21-22 1. That Council note the following recommendations as made by the Wesleyan Cemetery Advisory Committee on 9 September 2021: - That Council endorse a 50 year lease term only; - That Council consider increasing the projected revenue for a 50 year lease and this be assessed annually based on the Annual Fees and Charges review process; - That Council direct administration to undertake masterplanning of the site for the purposes of asset management, capital expenditure programs and cost benefit analysis for consistency and longevity of the cemetery; - That Council identify possible future significant capital expenditure for items within the cemetery; - That any/all income generated from the sale of burials be redirected back into the cemetery in the first instance and excess funds be redirected into Open Space programs and/or projects. 2. That Council receive and note the revised Cemetery & Memorial Policy, appearing as	NO FURTHER ACTION REQUIRED COMPLETE			GM(CS&SP) C&MM

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	Attachment A to this report and endorses it for public consultation for a period of 21 days;		Community consultation from 9am Monday 1 November 2021 to 5pm Tuesday 23 November 2021	<i>Results presented to Council September 2022</i>	
	3. That Council authorises Administration to make any necessary minor amendments to the Cemetery & Memorials Policy of a technical or formatting nature prior to releasing the policy for public consultation;	COMPLETE			
	4. That Council enter into a new Management Agreement (based on the same existing terms, conditions and fees currently in operation) with Adelaide Cemetery's Authority (ACA) over the whole of the land contained within Limited Certificate of Title 5874/2876 for a Term of three (3) years commencing 1 July 2021 for the purpose of ACA continuing the operational management of the Wesleyan Cemetery;	COMPLETE	Agreement executed 27 January 2022 for a Term of three years commencing 1 June 2021.		
	5. That the Chief Executive Officer be authorised to execute the new Management Agreement and any other associated operational documents;	COMPLETE	.		
	6. That following the execution of the new Management Agreement, Administration and the Adelaide Cemeteries Authority commence the mandatory public notification process as prescribed by s.38 of the Burial and Cremations Act 2013 as it pertains to the expiration of leases and re-use of an interment site;	IN PROGRESS	<i>A report will be presented to Council in the September 2022 agenda.</i>		
	7. That Council authorise Administration working with Adelaide Cemeteries Authority to develop and finalise any/all new applicable fees and charges that are associated with reinstating the burial of human remains within the	IN PROGRESS			

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	Cemetery in preparation for their enactment in the 2022/2023 financial year; 8. That in accordance with the Wesleyan Cemetery Advisory Committee's endorsements as outlined in Recommendation 1 of this report, following the completion of Recommendation 2 Administration prepare a subsequent consultation feedback report, masterplan and business case as it pertains to the future operations of the Wesleyan Cemetery for the Committee's and Council's consideration.	IN PROGRESS			
18/10/2021	11.1 Petition – Residential Parking Restrictions – Arthur Street and The Avenue, Medindie CNC91/21-22 That Council: 1. receives and notes the petition appearing at Attachment A as received from Lead Petitioners David and Stephanie Murdock, in relation to Residential Parking Restrictions – Arthur Street and The Avenue, Medindie; and 2. in response to the feedback received from the affected residents, temporarily revokes the 3 hour parking restrictions to Arthur Street and The Avenue, Medindie, covers all 3 hour restricted signage in the street until 30 June 2022 and conduct a survey with the residents on Arthur St and The Avenue in the month of June 2022; and 3. instructs Administration to reimburse residents on Arthur Street and The Avenue, Medindie who have paid for and received Transferable or Residential Parking Permits since 1 May 2021 and delegates to the Chief Executive Officer the authority to reimburse those residents on Arthur	NO FURTHER ACTION ONGOING COMPLETE	Streets have been assessed by Consultant in June showing no significant increases to parking on Arthur and The Avenue. Letter to be sent to Residents of these streets with findings. No further reimbursements	~~June 2022~~ September 2022 December 2021	GMA&I GMPERCS 153

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	and The Avenue, Medindie who may have purchased Transferable or Residential Parking Permits prior to 1 May 2021; and 4. that this order will come into effect at 9am on Tuesday 19 October 2021, noting that covering of the signs may take a period of time.		have been processed at the time of writing.		
16/08/2021	14.1.5 Long Term Financial Plan 2021 – 2030 CNC36/21-22 1. That Council receive and note the Long Term Financial Plan 2021 – 2030 report; 2. That Council adopt the Long Term Financial Plan 2021-2030, appearing as Attachment A to this report and 2021/22 budget deliberations key financial ranges of: - Operating Surplus ratio target to remain at 0-15%; - Net financial Liability ratio target to remain at 0-120%; - Asset sustainability ratio to remain at 90-110%. 3. That Council further note that Administration has included all financial ratios in the 'Uniform Presentation of Finances' table as recommended by the Audit Committee at their meeting held on 17 June 2021. 4. That Council consider developing a Strategic Assets Acquisition Strategy, which would include a percentage of its annual revenue as part of its 2022-23 Annual Business Plan deliberations for inclusion in the Long Term Financial Plan and Financial Guiding Principles.	COMPLETE COMPLETE COMPLETE IN PROGRESS	Item 14.1.1 (4) included on the Audit Committee's works program. Commentary from Audit Committee is expected to be presented to Council in September 2022.	September 2022	GM(CS&SP), FBP

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
19/04/2021	14.3.1 KEEP CLEAR Pavement Marking and Medindie Transport and Parking Plan Implementation Update CNC339/20-21 1. That Council requests that Administration formally approach the Department of Infrastructure and Transport in order to seek approval and installation of the KEEP CLEAR Pavement Markings at Dutton Tce / Northcote Tce (northbound and southbound) and Robe Tce Access / Robe Tce (R1)(eastbound). 2. That Council requests that Administration undertake further investigations for the KEEP CLEAR Pavement Markings at the Gilbert St / Walkerville Tce (eastbound) intersection and at Dutton Tce / Main North Road (westbound). 3. That Council receives and notes the update 12 months on from the implementation of the Medindie Transport and Parking Plan.	ONGOING COMPLETE NO FURTHER ACTION	Letter was sent to DIT in 2021 for Keep Clear at Northcote/Dutton and Robe/Robe by Traffic Consultant, no response as yet. Report presented to July 2021 meeting.	~~June 2022~~ December 2022	GMA&I
15/03/2021	14.4.1 ERA Water Budget Review Two 2020/2021 & Cash Flow Forecast CNC322/20-21 1. That Council approves the ERA Water Budget Review Two & Cash Flow Forecast Report for 2020/2021 as detailed in Attachment A to this report. 2. That Administration writes to ERA Water advising of Council's decision. 3. That Council requests that Administration undertake a scenario analysis using ERA Water LTFP scenarios as a basis and how that directly impacts the Town of Walkerville LTFP during the 2021/2022 Annual Business Plan and Budget Process.	COMPLETE COMPLETE COMPLETE	Letter forwarded to ERA Water General Manager 18 March 2021. Provided as part of the budget process <i>This Item will be removed from the</i>	June 2022	GM(CS&SP), FBP 155

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	4. That Council request ERA Water to reconsider the price of water supplied to constituent Councils as originally budgeted. 5. That Council consider including the budgeted results of subsidiaries as part of the ABP&B and LTFP process.	COMPLETE COMPLETE	September 2022 Agenda.		
15/03/2021	14.3.4 Treasury Report – CAD Fixed Interest rate update CNC319/20-21 1. That Council rescinds resolution CNC283/20-21 (15 February 2021) and in lieu thereof, resolves to convert a \$3.5m portion of its existing cash advance facility debenture CAD75 (issued by the Council under section 135 of the <i>Local Government Act 1999</i>) to a fixed rate cash advanced facility, from the Local Government Finance Authority, of up to 2.05% for a period of 5 years at the prevailing rate determined on 16 March 2021 and instructs Administration to write to the Local Government Finance Authority to inform them of Councils decision and apply a commencement date of 16 March 2021. 2. That Council further resolves that if the rate is higher than Council's current variable rate (2.05%) on the 16 March 2021, that Administration monitor movement of the fixed rate and if the fixed rate drops under Council's variable rate (2.05%) then Administration is to proceed with converting a \$3.5m portion of its existing cash advance facility debenture CAD75 fixed for a period of 5 years. 3. That Administration provide further update reports as part of the monthly financial reports to Council, as required in relation to this matter.	ONGOING ONGOING	Administration to provide info report on interest rates at the September 2022 meeting, following a review by the Audit Committee in August 2022.		GM(CS&SP), FBP 156

DATE	RESOLUTION	PROGRESS	ACTION	DUE DATE	RESPONSIBLE OFFICER
	4. That Council acknowledges that the total debt ceiling approved during the 2020/21 Annual Business Plan will remain unchanged.	NO FURTHER ACTION REQUIRED			
19/10/2020	14.1.2 Collections Strategy 2020-2024 CNC149/20-21 3. That Council resolve to replace the Collections Policy with the Collections Strategy 2020-2024, appearing as Attachment A to this report. 4. That Council requests that Administration undertake an audit of Council's Collection and a further report be presented to a future meeting. 5. That Council authorise Administration to make changes of a technical or minor formatting nature to the Collections Strategy 2020-2024.	COMPLETE IN PROGRESS COMPLETE	Council resolved to adopt the 2020-2024 Collections Policy at the October 2020 Ordinary meeting of Council. Administration to organise an audit of Council's Collection.	August 2021 October 2022	C&MM GM(CS&SP)
17/08/2020	13.2 Motion with Notice – Deputy Mayor Cr MaryLou Bishop CNC52/20-21 Council instruct Administration to engage with the Department of Infrastructure and Transport to allow “keep clear” line markings to designated Department of Infrastructure and Transport roads around the Township to make movement in and out of the four (4) suburbs easier.	IN PROGRESS	Sites have been identified documentation presented to Council at April 2021 & July 2021 ordinary meeting. Also refer to item CNC334/19-20	July 2021 November 2021 June 2022 December 2022	GM(A&I)

COUNCIL RESOLUTIONS ALLOCATED TO A SUB-COMMITTEE – CURRENTLY BEING ACTIONED

DATE	RESOLUTION	ACTION	PROGRESS	DUE DATE	RESPONSIBLE OFFICER
30/11/2020	3.1 Walkerville Oval Redevelopment Options Report CNC218/20-21 That Council resolves to proceed with the Walkerville Oval redevelopment and in so doing: 1. Instructs Administration to proceed with detailed designs for Option 2, being a total new building cost in the order of \$8 million; 2. Instructs Administration to submit a grant funding application as part of the State Government's Local Government Infrastructure Partnership Program, in the order of \$4 million to match the value of funds that Council will contribute; 3. Finalise the Prudential Review once funding is in place and detailed designs have been undertaken; 4. Undertake further public consultation to inform the community of Council's decision.	COMPLETE COMPLETE YET TO PROCEED COMPLETE	Community informed of the outcome of the 30 November 2020. All ratepayers were sent a letter from the Mayor, as well as being informed through the <i>Weekly Round Up</i> and social media. Prudential review to be commenced once further and detailed designs have been undertaken. In accordance with the updated project plan.	February 2023	CEO / GM(CS&SP)
16/08/2021	13.1 River Torrens Footpath – Cr James Nenke CNC35/21-22 That the New River Torrens Footpath to be constructed between Fuller St and Victoria Terrace be deferred commencement in September 2021, with the following actions:	IN PROGRESS		May 2022	GMA&I

DATE	RESOLUTION	ACTION	PROGRESS	DUE DATE	RESPONSIBLE OFFICER
	1. The project be referred to the Strategic Planning and Development Policy Committee (SPDPC) as a strategic project that has reference to Council's Urban Masterplan, the Mobility and Movement objectives within Council's Strategic Community Plan, and responds to Council's Disability Access and Inclusion Plan. The design should have consideration of how this footpath: i. Presents opportunity to provide entrance to the Commercial centre of Walkerville, ii. Connects our Commercial centre with the river environment, iii. Can influence or contribute towards future redevelopment of Mary P Harris Reserve, iv. Can be designed to provide access and inclusion to all community members whether walking, cycling, or within wheelchair. 2. The current budget of \$121,000 be considered for design and/or used for initial stage construction of a 2 year project, with further budget requirements to be considered for 2022/2023"	IN PROGRESS	Consultants have been engaged to undertake concept designs options for consideration and discussion by SPDPC. On hold awaiting land ownership issue along path alignment This project currently hasn't been considered for the 2022-23 budget due to unresolved land ownership issue along path alignment.	Dec 2022 May 2022 Dec 2022	
19/04/2021	14.3.6 Proposal to disband Waste Advisory Group CNC344/20-21 That Council resolves to suspend the Waste Advisory Group until 1 November 2022.	NO FURTHER ACTION UNTIL November 2022 ordinary meeting of Council		November 2022	CEO
17/08/2020	14.3.4 Waste Advisory Group – Green Waste Diversion and Other Initiatives CNC62/20-21				GM(A&I)

DATE	RESOLUTION	ACTION	PROGRESS	DUE DATE	RESPONSIBLE OFFICER
	1. That Council request Administration write to the Local Government Association to provide their support for the Woolworths and LGA "Food for the Earth" initiative requesting that the initiative include an educational element with regard to minimising unnecessary purchases.	COMPLETE	Letter to LGA sent on 31 August 2020		
	2. That Council request that East Waste consider the fullness/available capacity of the green waste bin in their next available audit.	COMPLETE	KESAB undertook random kerbside green waste audit in July 2022.	~~October 2020~~ September 2022	
	3. That Council request Administration undertake a survey of Walkerville households and businesses in order to investigate the behavioural drivers for green waste diversion.	COMPLETE	Report presented to December 2020 Council meeting	December 2020	
	4. That Council agrees to the Waste Advisory Group recommendation to undertake a public education program to increase awareness of the type of materials that can go in the green waste bin, accessing the funds East Waste allocate through KESAB.	IN PROGRESS	Education plan in drafting		
	5. That Council request that Administration further research and present additional intervention strategies to the next available Waste Advisory Group as it relates to:	Report presented to September 2020 meeting	Reports with initiatives presented on September 2020 meeting agenda	Ongoing as each waste stream is explored further	
	a. unrecovered resources and education around waste separation.	IN PROGRESS	Report presented to December 2020 WAG		
	b. comingled recycling and education including CDS and non-CS containers.	IN PROGRESS			
	c. organics contamination and education around waste separation.	ONGOING			
	6. That Council direct Administration to find \$1,100 savings in the Waste Budget in order to fund a small green waste educational program for households.	COMPLETE	Savings have been made and budget line has been set up		

DATE	RESOLUTION	ACTION	PROGRESS	DUE DATE	RESPONSIBLE OFFICER
	7. That as part of the 2021/ 2022 budget cycle Council consider installing a three bin system in the public domain specifically in the main trading streets where food is sold and the Community and Civic Centre.	Matter considered as part of the 2021/22 ABPB and NOT supported.	WAG has been suspended until 1 November 2022 CNC344/20-21	After July 2021	
19/08/2019	14.3.1 Proposed Additional Fees and Charges CNC40/19-20 That Council requests the WCAC to develop prototypes for types of appropriate plaques to be placed in the Wesleyan Cemetery and that a report be presented to Council for consideration	IN PROGRESS	Indicative historic concept design underway in accordance with new policy provisions.. An item pertaining to the Wesleyan Cemetery appears as Item 14.3.7 in the October 2021 Agenda. Once the associated policy has been endorsed, Administration will finalise all fees, charges, plaques etc. for the future operations of the Wesleyan Cemetery.	September 2022	GM(CS&SP)

CONFIDENTIAL RESOLUTIONS – CURRENTLY BEING ACTIONED

DATE	AGENDA ITEM / TITLE / RESOLUTION NUMBER	PROGRESS	RESPONSIBLE OFFICER
19/07/2022	19.1 Draft Mandatory Training Standard – Council Feedback CNC24/22-23	COMPLETE <i>This Item will be removed from the September 2022 Agenda.</i>	CS
19/07/2022	19.2 Strategic Property & Leasing Review - Walkerville Lawn Tennis Club CNC27/22-23	IN PROGRESS	ACEO
19/07/2022	19.3 Strategic Property & Leasing Review – Saints Gymnastics Club CNC30/22-23	IN PROGRESS	ACEO