AGENDA

FOR A

COUNCIL MEETING

TO BE HELD ON

TUESDAY 12 NOVEMBER 2019

COMMENCING AT 7PM

AGENDA FOR A MEETING OF THE COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY, 12 NOVEMBER 2019 AT 7PM.

MEMBERSHIP:
Mayor H Holmes-Ross
Crs J Bange, J Berry, A Christopoulos, S Fisher, K Hockley, D Kruse, C McCarthy, D Munro, J Sanderson, K Steele, L Taeuber, A Tilley and Y Todd

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KATE O’NEILL
ACTING CHIEF EXECUTIVE OFFICER
PLEDGE AND KAURNA ACKNOWLEDGEMENT

The Mayor will pledge:

We acknowledge that this land we meet on is the traditional land of the Kaurna people. We respect their spiritual relationship with their country.

We, as a Council, welcome all members of the community and pledge honesty and good governance in all of our dealings.

PRESENT:

APOLOGIES:

LEAVE OF ABSENCE:

ABSENT:

STAFF IN ATTENDANCE:

WELCOME

BUSINESS

1. ELECTED MEMBERS’ DECLARATIONS OF INTERESTS

The Mayor will ask if any Member wishes to disclose an interest in relation to any item being considered at the meeting.
2. **CONFIRMATION OF MINUTES**

2.1 **FULL COUNCIL MEETING - 22 OCTOBER 2019**

RECOMMENDED that the Minutes of the Full Council Meeting held on 22 October 2019 be confirmed.

3. **ADJOURNED MOTIONS**

Nil

4. **DEPUTATIONS**

*Deputations are to be no more than three minutes in length, without leave of the meeting.*

5. **ADJOURNED BUSINESS**

Nil

6. **PRESENTATIONS**

Nil

7. **GALLERY QUESTION TIME**

Members of the Gallery may ask two questions.

*These questions must be in writing and supplied to the Minute Secretary. If a response is not given by the Mayor or Administration at the meeting, the reply will be provided in a future Agenda.*

8. **PETITIONS**

Nil
9. DECISION REPORTS

9.1 KINGSWOOD OVAL CLUBROOM REDEVELOPMENT

Report Author/Manager: Hayley Ashworth & John Valentine / Thuyen Vi-Alternetti
General Manager: Craig Harrison
(Meeting Date: 12 November 2019)
(Location: Boorman Ward)
(Consultant Used: $Nil)

This report has been previously brought to Council as a Discussion Paper and is now provided as a Decision Report.

Changes to the previous report are highlighted in Bold Italics.

PROPOSAL

To seek a decision on whether Council wants to provide in principle landlord support and a funding contribution for the redevelopment of the existing building (with new extensions) at Kingswood Oval to enable the Kingswood Sports and Social Club to seek further grant funding from the State Government’s Office for Recreation, Sport and Racing’s Grassroots program.

RECOMMENDATION – ITEM 9.1

DECISION 1 – In Principle Landlord Support & Council Funding

Option 1 (Staff Recommendation)

1. That Council advise the Kingswood Sports and Social Club that it supports the development of more appropriate facilities at Kingswood Oval.

2. That at this stage Council does not provide in principle landlord support to the Kingswood Oval Clubroom Development for the plans dated 9 September 2019, as provided at Attachment A of this report.

3. That Council in principle allocate $25,000 (to be decided at a future budget review) to undertake design, structural engineering and quantity surveying investigations based on the existing option estimated to cost $2,100,000.

4. That the outcome of the design, structural engineering and quantity surveying investigations be reported back to Council for consideration.

Option 2 (Club’s request)

1. That in principle landlord support be granted to the Kingswood Oval Clubroom Redevelopment

2. That Council manage the project to deliver the design, construction and commissioning stages of the redevelopment.
3. That Council provides in principle support for the allocation of $500,000-$750,000 (to be considered at a future budget review), subject to the project successfully receiving all remaining external funds. **Noting that this will have an equivalent rates impact of 0.1% in the 2020/2021 Annual Business Plan & Budget.**

4. A report to be brought back to Council confirming a receipt of all funding received

5. That the Chief Executive Officer be authorised to execute the funding agreement between Council and the Kingswood Sports and Social Club to enable the delivery of the project.

**Option 3 (Enabling grant application for November 13)**

That Council provides in principle landlord support and an allocation of $750,000 (to be considered at a future budget review) for the Kingswood Oval Clubroom redevelopment. **Noting that this will have an equivalent rates impact of 0.1% in the 2020/2021 Annual Business Plan & Budget** and will be subject to:

1. Council managing the project to deliver the design, construction and commissioning stages of the redevelopment.

2. Council allocating $25,000 (to be considered at a future budget review) to undertake design, structural engineering and quantity surveying investigations based on the existing option estimated to cost $2,100,000.

3. The project successfully receiving all remaining external funds to create a project fund of $2,100,000.

4. That the Chief Executive Officer be authorised to execute the funding agreement between Council and the Kingswood Sports and Social Club to enable the delivery of the project.

5. That the outcome of the design, structural engineering and quantity surveying investigations be approved by Council.

**BACKGROUND**

Kingswood Oval is located on Belair Road, Kingswood and comprises an oval, clubroom building and playground. The oval and building is used as a home ground by the Unley Football Club and Unley Cricket Club which forms the Kingswood Sports and Social Club (The Club). **According to the Unley Jets Football Club 44% of the club’s members live within the City of Mitcham.**

As part of the May 2019 Federal election the Club received a commitment of $500,000 towards improved facilities from the Federal Government. The Club has also previously secured $100,000 from the State Government.
Since being advised of the Federal funding, the Club have worked to consider options for redeveloping the facilities at Kingswood Oval. The Club are looking at an option to refurbish the existing 2 storey building and add an extension to include toilets and change rooms.

The Club’s preferred option has an estimated order of cost of $2.1 million. These estimates are based on very basic concepts as the time frames involved have not allowed any design and cost refinement.

The Club is looking to lodge an application with the Office for Recreation Sport and Racing for $738,000 and they are seeking a contribution from Council of $750,000.

The City of Mitcham Sports Facility Strategy (November 2016) envisaged development at Kingswood Oval consistent with what is proposed by the Kingswood Sports and Social Club.

Currently at this site there are over 1100 active users which includes individuals from the following groups:

- Unley Football Club
- Unley Cricket Club
- Mercedes Old Scholars Association (MOSA) Soccer Club
- AFL 9’s
- Reclink Annual Football Cup
- Mercedes College Senior Boys Football teams
- Highgate School
- St Joseph’s School, Kingswood
- Mitcham Girls High School
- Unley High School
- Woolies Blasters and Master Blasters Cricket
- Kenny’s Commando’s Friday Football Fitness Group
- St Johns Ambulance Football Teams
- Sturt Football Club Girls Football Competition

The Club have clearly demonstrated the need to redevelop the current clubroom/changeroom facility at Kingswood Oval to meet the demands of increased participation at the site.

Attachments:

A. Proposed Site Plan
B. Support Letters for project

STRATEGIC OBJECTIVES

Goal 1 Accessible & Connected Community

Objective 1.3 Our community has access to high quality, vibrant, well serviced places and spaces to meet, learn and recreate.
Goal 4 Vibrant & Rich Culture

Objective 4.1 We have special places, spaces and stories that create a strong sense of place and great experiences for our community.

DISCUSSION

*Strategic Justification*

The City of Mitcham’s Sports Facilities Strategy (November 2016) identified the following in relation to Kingswood Oval:

- The existing club users should continue to be supported including in their endeavours to improve the clubroom facilities
- The building is rated at an asset service level 2, which states that there should be a good sized building with club amenities (usually 300m² to 500m²)
- Ongoing building improvements to address health and safety including possible expansion of the building towards Belair Road
- Upgrades to the building will be necessary.

An identified project in South Australian Cricket Association’s South Australian Cricket Infrastructure Strategy identified the following “Work with the City of Mitcham and Unley Cricket Club to redevelop Kingswood Oval clubrooms and changerooms.”

*Proposed Project*

The Club have been liaising with the South Australian National Football League (SANFL), the South Australian Cricket Association (SACA), Ausco Modular and Council Administration to develop a plan for the site which complies with the current facility guidelines. After consulting with their members, the Club are proposing to refurbish and extend the existing facility. The clubs have chosen this option for several reasons including that the:

- Upper level provides elevated views of the oval
- Existing balcony can be extended and interior social area refurbished
- Extended balcony would provide a permanent undercover BBQ area
- Extended balcony also provides undercover spectator area
- This design does not impinge on the oval playing surface
- Existing building complements the adjacent high school

This proposed option also provides the following:

- An increase in 200m² of the current footprint
- Two accessible toilets
- Two additional change areas
- One additional changeroom
- An extended balcony area
- An additional store room
Why is this project needed?

The existing facility at Kingswood oval is two storey and does not meet existing Cricket Australia and Australian Football League facility guidelines which includes female facility guidelines. The current facility was constructed in the 1970’s for football and cricket clubs with senior male members only, and 1-2 teams each. Since then both clubs have grown in membership numbers and as of 2019 the combined number of football and cricket senior and junior teams is approximately 40. The sheer growth in participation numbers has led to the existing facility being unable to cope with the demands of recently increased participation. From season 2017 to season 2019 the Unley Football Club grew female participation by 720% to now host 82 female participants, however these participation levels of females across the main two user clubs has been hindered by small, antiquated, run-down and generally female unfriendly facilities.

Another issue that arises from the current facility is that although it is two storey there is no lift or access ramp and therefore there is restricted access to the second floor for those with mobility issues.

Project Costs

The Club have managed to consider their requirements and generate a broad concept for the project being $2,100,000. The cost estimates, at this stage, do not allow for a number of costs associated with a project of this scale and with facilities that need to be designed and constructed for a 40 to 50 year timeframe.

Costs that need to be considered for a project of this nature include:

- Professional fees – architect, structural engineer, services engineer, interior design, quantity surveyor; generally professional fees will cost some 10 to 12% of the project budget
- Design and construction contingencies, with no refined design the contingency will need to be in the order of 15% at this stage of the project
- Services augmentation, without a review of the existing electricity, water, sewer and gas supply at the site it is not possible to state that there will not be an augmentation charge
- Potential costs associated with housing The Club’s activities during the approximately 12 month construction period
- Furniture and fit-out for the redeveloped building
- Compliance with Disability Discrimination Act, including the installation of a lift.
- Suitability of the existing building for redevelopment.

Subject to the Club’s application to the Office for Recreation Sport and Racing’s (ORSR) Grassroots Sports fund for $738,000, and if Council resolves to commit $750,000, there will be a project funding pool of $2,100,000.

Both options 1 & 3 require an allocation of $25,000 by Council to enable architectural, structural engineering and quantity surveying investigations to
develop a concept design and cost estimate demonstrating the condition of the existing building and what can be achieved within a $2,100,000 project budget.

To successfully deliver the project within $2,100,000 and have a fit for purpose facility to meet user needs the above described professional fees, design and building contingency, allowance for services augmentation and temporary accommodation will need to be achieved within the $2,100,000. The City of Mitcham with its project, finance, property and contracts management resources and experience, and as the owner of the land and building, would be best placed to project manage the delivery of the project.

This will require Council to work closely with the Club to ensure that the final project meets their needs and is fit for purpose for the next 40 to 50 years.

**Grassroots Football, Cricket & Netball Facility Program**

_The Club are intending to submit a grant application to Round 2 of Office for Recreation, Sport and Racing’s Grassroots Football, Cricket and Netball Facility Program._

_The Grassroots Football, Cricket, and Netball Facility Program is aimed at increasing participation and improving gender equity in Australian Rules Football, Cricket and Netball to support healthier, happier, and safer communities._

_SACA, SANFL, Cricket Australia and the AFL have contributed $1 million per funding round towards this program._

_Round 2 of the grant program is currently open and has a budget of $6 million across South Australia. At this stage there has been no announcement of a third round so this may be the clubs last chance to apply for funding through this grant program._

_When considering external funding there is no pre-determined model for contributions. Funding programs vary significantly, there can be period when there is very little or no funds available and periods when funding programs are available, i.e. the current Grassroots fund. External funding availability is also heavily influenced by electoral cycles, with funds for projects being promised as part of election campaigns. Securing external funding is both a mix of strategic actions of having well conceived and community endorsed plans to lobby for external funding and being opportunistic and pursuing external grant programs when they become available._

**Proposed Funding**

_The Club is now seeking in principle landlord support and requesting a funding contribution from the City of Mitcham to apply for the remaining costs $750,000 of the project through a grant application to Round 2 of Office for Recreation, Sport and Racing’s Grassroots Football, Cricket and Netball Facility Program which closes on 13 November 2019 therefore a decision from Council is time sensitive._
Proposed funding of the project as per the table below includes:

<table>
<thead>
<tr>
<th>Funding Amount</th>
<th>Proposed Funding Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>State Government</td>
<td>Confirmed - $10,000 expended on developing designs</td>
</tr>
<tr>
<td>$500,000</td>
<td>Federal Government – Election Funding Commitment</td>
<td>Confirmed once additional funding is sourced</td>
</tr>
<tr>
<td>$20,000</td>
<td>Unley Football Club</td>
<td>Confirmed</td>
</tr>
<tr>
<td>$2,000</td>
<td>Unley Cricket Club</td>
<td>Confirmed</td>
</tr>
<tr>
<td>$750,000</td>
<td>City of Mitcham</td>
<td>Not confirmed – requested by Club (subject to this report)</td>
</tr>
<tr>
<td>$738,000</td>
<td>State Government</td>
<td>Not confirmed – to be sourced through grant funding</td>
</tr>
<tr>
<td><strong>TOTAL $2,100,000</strong></td>
<td></td>
<td></td>
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The Club were asked to respond to the query about the size of their financial contribution to the project. In response the Club advised that over the years they have spent funds on furniture, fixtures and equipment at the clubrooms in accordance with their Lease and a value was not able to be provided.

**Previous Council Funded Projects**

**Comparison of previous projects Council have funded:**

<table>
<thead>
<tr>
<th>Approx. active users</th>
<th>Project Description</th>
<th>Total Project Cost</th>
<th>Council Contribution</th>
<th>Club Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hewett Reserve</strong></td>
<td>5 clubs 1000 users</td>
<td>Demolish and develop 540m²</td>
<td>$1,652,000</td>
<td>$752,000 45.5%</td>
</tr>
<tr>
<td><strong>St Marys Park</strong></td>
<td>2 clubs 700 users</td>
<td>New clubroom 490 m² Upgrade to existing 400m²</td>
<td>$1,589,900</td>
<td>$618,950 38.9%</td>
</tr>
<tr>
<td><strong>Blackwood Oval</strong></td>
<td>2 Clubs 700 Users</td>
<td>Changeroom Extension 278m²</td>
<td>$746,140</td>
<td>$250,000 33.5%</td>
</tr>
<tr>
<td><strong>Price Memorial Oval</strong></td>
<td>2 Clubs 700 users</td>
<td>New Changeroom, public toilet, site</td>
<td>$989,000</td>
<td>$499,000 50.5%</td>
</tr>
</tbody>
</table>
### Proposed projects:

<table>
<thead>
<tr>
<th>Approx. active users</th>
<th>Project</th>
<th>Total Project Cost</th>
<th>Council Contribution</th>
<th>Club Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kingswood Oval</strong></td>
<td>2 Clubs 1100 users</td>
<td>Upgrade existing 2 storey building &amp; Extend 861m²</td>
<td>$2,100,000</td>
<td>$750,000 35.7%</td>
</tr>
<tr>
<td><strong>Hawthorndene Oval</strong></td>
<td>1 club 165 users</td>
<td>New development incl. service connections, site prep, DDA access, design and construction contingency 158m²</td>
<td>$504,000 (building) $240,000 (services and site works)</td>
<td>$212,000 28.5%</td>
</tr>
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### Risks and Benefits of Decision Options

The major risks and benefits of the 3 Options are considered to be:

<table>
<thead>
<tr>
<th>Option</th>
<th>Risks</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| **Option 1** | External funding of $1,338,000 not secured for the project  
Project cannot proceed | $25,000 Council funded study determines building suitability and project scope for a $2,100,000 budget |
| **Option 2** | Council funding of $750,000 is required  
No certainty that building can be modified or that budget of $2,100,000 is sufficient  
$750,000 of Council’s finite funding capacity is diverted from other strategic initiatives of Council. | External funding of $1,338,000 could be secured for the project  
Project can proceed |
| **Option 3** | Council funding of $750,000 is required  
$750,000 of Council’s finite funding capacity is diverted from other strategic initiatives of Council. | External funding of $1,338,000 could be secured for the project  
Project can proceed  
$25,000 Council funded study determines building suitability and project scope for a $2,100,000 budget |
Council’s current Strategic Management Plan includes the Strategic Initiative of “Improves Community Facilities” of which this project aligns.

In addition, Council is currently seeking feedback on its draft Strategic Management Plan (SMP), Mitcham 2030. In preparing the draft, Council has identified six priority themes and has committed to developing a 4-Year Delivery Plan that will nominate major initiatives and future funding aligned to each.

While this project aligns to the priority theme of ‘Services and Facilities’ (i.e. where Council has indicated its desire to provide ‘convenient access to a diverse range of facilities for our community’), it is being considered in isolation of other initiatives that may form part of next year’s budget deliberations and/or the setting of a new Delivery Plan.

Accordingly, a decision now is one without this broader context, and should be made on the assumption that allocating funds to the project will reduce capacity for future years.

However, if Council chooses to defer its decision until after preparation of the Delivery Plan, it must do so recognising the risk that further matching funding for this project may not be available.

Round 2 of the Grassroots Funding closes 13 November 2019 and there is no guarantee that an additional round will be available.

Community Implications

The redevelopment of the current facility at Kingswood Oval will provide the Unley Football Club and Unley Cricket Club with a facility that meets both SACA and SANFL Facility Guidelines. The upgrade and extension of the existing building will provide a functional facility that has an increase in changeroom and toilet facilities to be able to meet the increase in participation at the site.

The upgraded facility will also benefit the following user groups:

- Unley Football Club
- Unley Cricket Club
- Mercedes Old Scholars Association (MOSA) Soccer Club
- AFL 9’s
- Reclink Annual Football Cup
- Mercedes College Senior Boys Football teams
- Highgate School
- St Joseph’s School, Kingswood
- Mitcham Girls High School
- Unley High School
- Woolies Blasters and Master Blasters Cricket
• Kenny’s Commando’s Friday Football Fitness Group
• St Johns Ambulance Football Teams
• Sturt Football Club Girls Football Competition

Environmental / Heritage Implications

The refurbished building and extension would be designed and constructed to minimize its energy needs and to reduce its on-going power and water costs.

Cost Shifting Implications / Legislative Cost Imposts

Not Applicable

Impact on Budget including Lifecycle Costing

The cost to redevelop and extend the current facility is $2,100,000 with preliminary costings provided by Ausco Modular.

Kingswood Sports and Social Club have sourced significant external funding totaling $622,000, comprising:

• $500,000 Federal Government
• $100,000 State Government
• $20,000 Unley Football Club
• $2,000 Unley Cricket Club

Kingswood Sport and Social Club seeks Council funding of $750,000 towards the project.

If Council approves a funding contribution of $750,000 the borrowing costs would be $57,000 per annum which equates to 0.1% of rates.

Risk Management / WHS Assessment

The cost estimates, at this stage, do not allow for a number of costs associated with a project of this scale, (as detailed above). If Council approves an allocation of $25,000 for architectural, structural engineering and quantity surveying investigations a concept plan and cost estimate could be developed to determine what can be achieved with a $2,100,000 budget.

The project would be project managed by Council and will work with Kingswood Sports and Social Club to determine a funding agreement and mechanisms to manage the project.

If landlord support and additional funding are not granted, the project will be delayed and the club will need to renegotiate the $500,000 Federal Commitment & $100,000 State Government Funding they have already received.
Legal / Policy Implications

Fees and responsibilities will be in accordance with Council’s Leasing and Licensing of Sports Facilities Policy and City of Mitcham’s Sports Facility Strategy.

Engagement

Kingswood Sports and Social Club have led the broad concept development in liaison with their members, South Australian Cricket Association, South Australian National Football League and Council Administration. Council staff have provided input into the plan.

CONCLUSION

_The Club are seeking to redevelop their current clubrooms at a cost of $2,100,000. They have been successful in receiving a Federal Funding Commitment of $500,000 and State Government funding of $100,000 towards the project. The Club are now looking to lodge an application with the Office for Recreation Sport and Racing for $738,000 and are seeking a contribution from Council of $750,000._

This report seeks a decision on whether Council provide in principle landlord support for the redevelopment of the facilities at Kingswood Oval.

The report also seeks a decision on whether Council allocate funding of $750,000 towards the project.

The redevelopment of this facilities will provide upgraded and expanded amenities for the multiple user groups at this site and will support the increase in female participation at Kingswood Oval.
Kingswood Sports and Social Club Incorporated

4 October 2019

Kingswood Sports and Social Club Submission to the City of Mitcham re: Kingswood Oval Redevelopment

Our Request

The Kingswood Sports and Social Club (the Club), incorporating the Unley Football Club and Unley Cricket Club, seeks support from the City of Mitcham, the South Australian National Football League, and South Australian Cricket Association, to proceed with the redevelopment of the Kingswood Oval facilities.

The Club and other stakeholders mentioned above met on 12 September 2019, and particularly discussed various preliminary budget pricing options and designs as presented by AUSCO (copies attached). It is a fair reflection of the meeting, in the Club’s submission, that options 2 and 3 were the primary options deserving of serious consideration, but subject to ongoing discussions as to final costs and design. The Club has been asked to identify its preferred option and outline the reasoning behind why that option ought to be supported by the City of Mitcham and the other stakeholders.

Given the limited time available between the meeting on 12 September 2019 and the need to present a submission to the City of Mitcham as part of their imminent planning and budgetary processes, the Club has not been able to revisit any detailed costings or designs with AUSCO, and particularly as there has been the absence of key parties involved in the process. It is also understandable that AUSCO are reluctant to engage in a more expensive and expansive design process without any guarantees as to payment, or protection of their current intellectual property in the event the development proceeds without them being involved. In the circumstances, the Club has worked essentially with the information already provided.

While the Club has continued to work within the parameters of the costings and designs already presented, the Club has taken on board issues raised at the meeting on 12 September 2019, particularly with respect to:

1. why the Club would prefer one option over another (and where the two options are of a similar cost);
2. what the Club might do to help reduce the overall cost of the redevelopment project (or the respective monetary contribution of the various likely funders of the project); and
3. where we might find changes to the proposed square meterage of the redevelopment project, to assist in achieving an overall cost reduction to the project, but also remain within appropriate stakeholders’ compliance guidelines.

The Club seeks support from the City of Mitcham for the redevelopment of the Kingswood oval facilities, by agreeing to approve the redevelopment of its facility and an appropriate budgetary allowance made to proceed with option 3 as now presented.

While the Club is primarily putting forward this request for the redevelopment funding commitment, previous support for government grant funding has been received from other local community organisations and groups, including the three local high schools, several local primary schools, other users of the grounds (soccer, Reclink Cup, AFL 9’s), and appropriate State and City level sporting bodies, who all stand to benefit from the redevelopment. Letters and Forms of support can be provided if requested.
Funding Status

Currently, both options 2 and 3 as presented (and generally agreed as the most feasible options all round) run to costs of approximately $2 million.

State and Federal government funding commitments (as per attached correspondence) currently provide for $500,000.00 (total sum unexpended) towards the redevelopment costs. Access to possible Grassroots Facility Program funding is soon to be available through the State government. A commitment from the City of Mitcham over the next two budget cycles at an amount of between $500,000.00 and $750,000.00 would allow for a Grassroots funding commitment of perhaps a maximum $660,000.00 (and which is below the top line of funding previously made available to other organisations through this funding source).

A funding commitment from the City of Mitcham along the above lines, if also met by the Grassroots funding process, would allow for an achievable redevelopment project to be undertaken in accordance with the preliminary costing and designs provided by AUSCO, but also understanding that alternative funding would continue to be explored by the Club as the project is approved and proceeds, including:

1. a current commitment to cash funding by the Unley Football Club and Unley Cricket Club, who had previously allowed for such a contribution to the amount of $22,000.00 (documentation attached) in pursuing an earlier government funding opportunity;

2. future cash fundraising initiatives implemented by the Club (through the football and cricket clubs), such as establishing a dedicated building fund – which inevitably are successful when a real endpoint to efforts is seen by potential contributors;

3. a set recurring commitment from Mercedes Old Scholars Association (as part of its ongoing relationship with the Unley Football Club senior team, the Unley Mercedes Jets) specifically directed towards the ongoing maintenance and upkeep of the facility as redeveloped;

4. in-kind support from various trades persons associated with the Club, whether by way of its members, players or supporters, both in the initial strip out of the existing facility, and in the fit out of the new facility;

5. the securing of funding from the relevant State sporting organisations when budgeting permits.

Why option 3

Members of the constituent bodies of the Club have been consulted over the proposed redevelopment of the Kingswood Oval facilities for the best part of a decade.

A strong preference has always been expressed for the Club to pursue refurbishment and extension of the existing facility, rather than the wholesale levelling and reconstruction of a new facility.

Previous surveying of the Club’s members has identified the following to be of importance:

- maintaining the uniqueness and history of the current facility, and its elevated viewing opportunity for spectators, rather than being replaced by a perceived less than unique, bland, one size fits all outcome;

- expanding the social areas of the clubrooms by way of enhanced interior refurbishment and expansion of the existing balcony, to permit for greater social usage of the site (given there are now in excess of 1,000 members of the combined Unley Football Club and Unley Cricket Club);

- improving upstairs access by way of the provision of a lift, to fit within community standards and expectations as to proper and safe access to the facility;

- the provision of a permanent and safer undercover barbecue area;

- improvement of the upstairs facilities, not the least by way of the provision of toilet facilities; and
as has been obvious for many years now, and most importantly, the need for compliant, modern, expanded unisex changerooms and associated facilities – where the existing structure fails to meet current facility guidelines, and is wholly inappropriate for female usage.

The Club also submits that pursuing option 3 allows for the following to be achieved:

- the maintenance of a building that continues to blend in with the local built environment (Mitcham Girls High School), and lessens the overall impact on the streetscape;

- the undertaking of the refurbishment of the existing footprint, and addition of the low-level AUSCO style designed extension, would allow for the redevelopment to occur over several budget cycles (if required by the City of Mitcham);

- the compartmentalisation of the redevelopment in accordance with option 3 would allow for a significant part of the facility to be used while the other part of the facility is being built or refurbished. This would eliminate the need for the placement of temporary changerooms on another part of the Kingswood Oval site, and avoid the consequent costs associated with placement of the alternative facilities and connection of the various utilities to the area concerned;

- the refurbishment of the existing structure is intended to achieve a significant replacement of existing infrastructure, including old and outdated wet areas, plumbing, electrical and other fixtures and fittings, and thereby helping contain future maintenance costs. In effect, the existing structure will be utilised as a shell, noting that the building of itself remains fit for purpose and is a solid structure;

- a new roof and solar panels will also contribute to the reduced need for ongoing maintenance, costs and the risks in operation of the facility;

- at the same time, the existing bar and kitchen facilities will remain in situ, and additional cost thereby avoided of having a whole of site redevelopment effectively reconstituting such facilities;

- the footprint of the two options being considered needs to take account of the possible impact on the playing surface/area of Kingswood Oval. Between the two options, option 2 presents a significant possible impact on the size and shape of the playing surface, where it will create several pinch points within an unreasonable proximity of the existing playing surface. The existing playing surface is already one of the smallest AFL type grounds in the Adelaide area, and to encroach on that any further would be detrimental to both the Unley Football Club and Unley Cricket Club;

- by way of example, the current building footprint is 233 square metres (466 square metres over 2 floors). Pursuing option 2 would leave a footprint of a single storey building over 725 square metres. Pursuing option 3 would leave a footprint of 433 square metres (861 square metres over 2 floors);

- put another way, option 2 represents 31.1% of the original footprint, while option 3 by comparison is only 18.5% of the existing footprint, but allows for 150 square metres of extra floor space;

- to avoid the possibility of option 2 impacting on the playing surface of Kingswood Oval would mean either shifting the entire footprint in a westerly direction, which would impact on street frontage, or in a southerly direction, and therefore overlying the existing utility service points (and cause additional cost) and encroaching on to Kyre Avenue. In the event the latter occurs, this would significantly delay the project, as it would necessitate the closing off of part of Kyre Avenue, and the associated need to pursue a process of public notification and gazetting of any changes to the road. It would also affect the available car parking as used by other community members and the adjacent school, and have a flow on effect with on-street parking, impacting on local residents;

- the existing facility, when utilised for social events, has proven to be effective with noise abatement to the local environment, and it is not clear if a prefabricated AUSCO type structure would allow for the same outcome;

- the comfort of spectators and the ability for them to utilise the interior of the facility, but also remain focused on the activities on the sporting ground itself, is enhanced by the design of option 3, with its expanded
balcony are. Whereas option 2 would only allow for a limited viewing area for spectators at the front of the facility, and any spectators intending on viewing the sporting activities from within the clubrooms would have their view obscured by those on the outside;

- the enhanced viewing provided by option 3, with its expanded balcony, would provide for undercover spectator viewing, and protection from the various weather elements, which would not be afforded to any significant degree by option 2 where more than several dozen supporters might wish to view the playing ground from in front of the clubrooms.

Options for modification

On the understanding option 3 in a basic sense is the preferable, then the Club recognises some “give and take” as to the size of the proposed redevelopment might need to be considered, to contain costs within budgetary expectations.

Having now been provided with preliminary budget pricing at what might be described as the “top end”, cost savings could be achieved by considering the reduction of certain of the areas of the facility, including:

1. reducing the social space area by 50 square metres;
2. reducing the gym area by 10 square metres;
3. reducing the office area by 10 square metres;
4. possibly reducing the storeroom area somewhat, but perhaps on an understanding that the existing storage sheds on the northern side of Kingswood Oval might, as part of the overall redevelopment and as a last step, be extended to allow for more effective storage in that area – noting that currently the Unley Cricket Club is forced to incur the cost of external storage for part of its equipment.

In looking to reduce the footprint in the above respects, it is also understood that there might need for variation to the size of the changerooms from 40 square metres to 45 square metres, to fit within AFL Facility Guidelines.

The Club remains open to further discussions with the City of Mitcham in relation to the above proposal, but otherwise looks forward to a positive response to the Club’s submission.

If there are any queries that arise from the above submission, then please contact the undersigned.

Mark Keam
Grants Officer
Unley Football Club Inc. (for and on behalf of KSSC)
0414 155 692

End. AUSCO Clubroom Options 09/09/19
Community Recreation and Sports Facilities Program submission extract
Letter from Unley Cricket Club
Letter from The Hon M McCormack MP
Letter from Mr P Comish (ORS)
To whom it may concern,

The Unley Cricket Club would be looking at contributing $2,000 towards the redevelopment at Kingswood Oval.

Kind Regards,

Oliver Smith
Unley Cricket Club President
Dear Mr Heaslip,

I am writing to confirm the Australian Government’s commitment to provide up to $500,000 for the Kingswood Oval Club Rooms project (the Project).

The commitment will be delivered by the Department of Infrastructure, Transport, Cities and Regional Development through the Community Development Grants Programme (CDG).

The Australian Government is committed to supporting local communities to prosper and grow. Local infrastructure projects are critical if we want to boost economic growth and improve local amenities and facilities.

A Departmental Officer will contact you shortly to discuss the next steps. You will be required to provide sufficient information for the Department to undertake an assessment of the project before final funding approval and negotiation of a Deed of Agreement. Whilst this letter confirms the commitment to your project, funding of $500,000 is contingent upon the execution of a Deed of Agreement.

I recommend that you do not enter into financial commitments or begin work on the project until such time a Deed of Agreement has been signed with the Australian Government. Please note that the contents of this letter should be kept confidential until a Deed of Agreement is signed with the Australian Government.

I wish you every success and look forward to seeing the project completed.

Yours sincerely,

Michael McCormack
In reply please quote: 2018/14045/01

Mr Rod Stuart
President
Unley Football Club Incorporated
PO Box 863
Mitcham Shopping Centre
TORRENS PARK SA 5062

Dear Mr Stuart

Re: 2017-18 Special Purpose Grants – Grant Offer

I am pleased to offer you a grant of $100,000 (plus GST) (‘Grant’) on behalf of the Minister for Recreation, Sport and Racing for the following purpose:

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Redevelop facilities at Kingswood Oval to support improved training areas and unisex change rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Grant:</td>
<td>$100,000 (plus GST) for the 2017-18 financial year</td>
</tr>
</tbody>
</table>

The details of the Grant are set out in Attachment 1.

This offer is subject to your acceptance of the contents of this Letter of Offer, the Grant Details set out in Attachment 1, the Grant Terms and Conditions set out in Attachment 2, and the Expenditure Declaration provided as Attachment 3.

To accept this offer, you must complete/sign the Acknowledgement and Acceptance of Offer and return it to the Office for Recreation, Sport and Racing, at this address:

Funding Services
Office for Recreation, Sport and Racing
Reply Paid 219
BROOKLYN PARK SA 5032

Or

Email to: ORSgrants@sa.gov.au

Please return the Acknowledgement and Acceptance of Offer no later than 20 June 2018.
This offer will lapse if your acceptance is not received by 29 June 2018.

If you accept this offer, the following documents will make up the Grant Agreement:

- The Letter of Offer;
- Your signed acceptance of this offer;
- The Grant Details (Attachment 1);
- The Grant Terms and Conditions (Attachment 2); and
- The Expenditure Declaration (Attachment 3).

If you have any queries regarding this offer, please do not hesitate to contact Funding Services on 1300 714 990.

Yours faithfully

Peter Cornish
Manager, Funding Services
Office for Recreation, Sport and Racing

\[ \ne June 2018 \]

Enclosure:
- Acknowledgment and Acceptance of Offer
- Attachment 1: Grant Information
- Attachment 2: Grant Terms and Conditions
- Attachment 3: Final Income and Expenditure Declaration
9.2 HAWTHORNDENE OVAL CHANGEROOM DEVELOPMENT

Report Author/Manager: Hayley Ashworth & John Valentine / Thuyen Vi-Alternetti

General Manager: Craig Harrison

(Meeting Date: 12 November 2019)

(Location: The Park Ward)

(Consultant Used: $Nil)

This report has been previously brought to Council as a Discussion Paper and is now provided as a Decision Report.

Changes to the previous report are highlighted in Bold Italic.

PROPOSAL

To seek a decision on whether Council provides in principle landlord support and a funding contribution to enable the Coromandel Valley Ramblers Cricket Club to seek further grant funding from the State Government’s Office for Recreation, Sport and Racing’s Grassroots program to build a changeroom facility at Hawthorndene Oval.

RECOMMENDATION – ITEM 9.2

DECISION 1 – In Principle Landlord Approval & Council Funding

Option 1 (Staff Recommendation)

1. That Council advise the Coromandel Valley Ramblers Cricket Club that it supports the development of facilities at Hawthorndene Oval.

2. That at this stage Council does not provide in principle landlord support for the plans dated 25 February 2019 (provided at Attachment A of this report).

3. That Council allocate $5,000 towards a precinct planning exercise including a compliance and infrastructure services review, and a review of the footpath and trail network and the location of the facility.

4. That Council affirms its commitment of $65,000 already budgeted for this project at the 14 November 2017 Council meeting.

5. A further report be provided on the outcomes of the precinct planning exercise.

Option 2 (Club’s request)

1. That in principle landlord support be granted for the development of changerooms with associated amenities, public toilet, umpires’ room and canteen (provided at Attachment A of this report).

2. That Council manage the project to deliver the design, construction and commissioning stages of the project, noting that development approval will be required.
3. That Council provides in principle support for the allocation of $147,000 new capital, (to be considered at a future budget review), in addition to the $65,000 already committed, subject to the project successfully receiving all remaining external funding. Noting that this will have an equivalent rates impact of 0.02% in the 2020/2021 Annual Business Plan & Budget.

4. That the Chief Executive Officer be authorised to execute the funding agreement between Council and Coromandel Ramblers Cricket Club to enable the delivery of the project

Option 3 (enabling grant application for November 13)

That Council grant in principle landlord support and an allocation of $147,000 new capital (to be considered at a future budget review) in addition to the $65,000 previously committed for the development of changerooms with associated amenities, public toilet, umpires’ room and canteen (as provided at Attachment A of this report). Noting that this will have an equivalent rates impact of 0.02% in the 2020/2021 Annual Business Plan & Budget and will be subject to:

1. Council managing the project to deliver the design, construction and commissioning stages of the project, noting that development approval will be required.

2. Council allocating $5,000 towards a precinct planning exercise including a compliance and infrastructure services review, a review of the footpath and trail network and the location of the facility.

3. The project successfully receiving all remaining external funding to make a project fund of $744,000.

4. Council authorises the Chief Executive Officer to execute the funding agreement between Council and Coromandel Ramblers Cricket Club to enable the delivery of the project.

BACKGROUND

Hawthorndene Oval is located at Watahuna Avenue, Hawthorndene. The oval is currently used for formal recreation by the Coromandel Valley Ramblers Cricket Club (the Club), the SANFL Schools Saturday Football (Auskick), junior cricket, and schools including St Johns Grammar School. Additionally, the oval is used extensively for informal recreation by the broader community.

The Coromandel Valley Ramblers Cricket Club were established in 1926 and have been utilising the site since then. The Club currently have five senior male teams, four junior teams and a Woolworths Junior Blasters Program of approximately 30 kids each year. The Club have had interest from Belair Primary and St Johns Primary in using a facility at Hawthorndene in previous seasons and more recently with Coromandel Valley Primary School.
At Council’s meeting of 14 November 2017, Council endorsed:

**Decision 1 – Landlord Approval**

(1) That landlord approval be granted to the Hawthorndene Oval – small clubroom and community facility (as provided at Attachment A of the report), with minor variations if required for development approval (noting development approval would be required).

(2) That landlord approval is granted on the condition that should access be required to the stormwater drain, the Coromandel Ramblers Cricket Club is responsible for any costs associated with removal and replacement of building decking.

**Decision 2 – Council Funding**

(1) That Council contributes $20,000 from the Community Facilities Grant, subject to full funding of the project being obtained.

(2) That Council in principle supports the priority budget bid of $45,000 Net Capital New Expenditure in the 2018/19 Capital Works Program budget to be considered as part of the 2018/2019 Annual Business Plan and Budget.

(3) That Administration negotiates with the Coromandel Ramblers Cricket Club to determine a funding agreement and mechanisms that will be put in place to manage and deliver project and associated risks.

(4) That the Hawthorndene Oval – small clubroom and community facility is included as a State Election Priority Project.

**Original Proposal**

The previous drawings (Attachment A) presented to Council in November 2017 were 14m x 6m and included a clubroom facility with a liquor license. A development application for these plans was lodged and went out for public notification. Concerns were received around the incorporation of the clubroom and liquor license.

The original design was submitted with their grant application for Round One (1) of Office for Recreation, Sport and Racing’s Grassroots Football, Cricket and Netball Funding Program. However, as the design did not meet Cricket Australia’s Facility Guidelines this impacted the success of their grant application.

The Club have developed a new plan which is a bigger footprint to ensure they meet Cricket Australia’s preferred facility guidelines, they have also removed the clubroom component and at this stage are not applying for a liquor license. With the second round of Grassroots funding open and closing on 13 November 2019 the club are now wishing to submit another grant application and are seeking landlord approval and an additional funding commitment from Council.
STRATEGIC OBJECTIVES

Goal 1 Accessible & Connected Community

Objective 1.3 Our community has access to high quality, vibrant, well serviced places and spaces to meet, learn and recreate.

Goal 4 Vibrant & Rich Culture

Objective 4.1 We have special places, spaces and stories that create a strong sense of place and great experiences for our community.

DISCUSSION

Strategic Justification
The City of Mitcham Sport Facilities Strategy (November 2016) identified the following in relation to Hawthorndene Oval:

- The building is rated at an asset service level 1, which states that there should be a smaller building (usually 150m²)
- Build a new club facility which has a small footprint and could include toilets, a kiosk and changerooms
- Improving the oval facilities should alleviate pressures on other grounds
- Increase the usability and value of Hawthorndene Oval for sport by providing moderate amenities.

In conjunction with the South Australian Cricket Association, the Club engaged Ausco Modular to design a new plan which is a moderate size to ensure they meet the Cricket Australia guidelines and Council’s Sports Facilities Strategy recommendation to “Establish a club facility (of moderate size).”

Proposed Project
The Club are looking to establish change rooms, toilets, an umpires’ room and a canteen to support sports played at the oval.

The proposed facility (refer to Attachment B) provides a moderate size building of approximately 25.4m x 6.2m, plus viewing veranda, including:

- A publicly accessible unisex/disabled toiled and parents’ room which will replace the existing public toilet that is located by the oval and is in poor condition and inaccessible for wheelchairs.
- A storage room with roller door access for all sporting groups to use to store equipment
- Two changerooms each with two toilets and showers
- A canteen with kitchen and basic food preparation
- A viewing veranda

The Club’s proposed location of the building was previously selected to:
- Provide a location that will fit in with the precinct and not be prominently visible from Watahuna Avenue and Apex Park precinct
- Provide minimal impact on the residential properties on Wattle Avenue
- Provide accessibility from the existing gravel carpark on the corner of Watahuna Avenue and Wattle Avenue
- Provide minimal impact on regulated trees and vegetation
- Ensure that the building avoids existing services (power) and meets the required distance from the oval boundary. It is noted that there is an underground stormwater drain that will be beneath the building deck. The deck has been designed so that should access to the stormwater drain be required into the future, the deck can be removed and replaced.
- Provide viewing to the oval.

Whilst the club’s proposal is consistent with the City of Mitcham Sport Facilities Strategy it is considered that further refinement of the location of the amenities is required. The Sports Facility Strategy was developed without the benefit of an engineering services review of the proposed location of the amenities site. The site is problematic due to the distance and height difference between the site and required engineering services (electricity, water and sewer). Furthermore, the proposed site is problematic in relation to retaining walls and for DDA access and the cost involved in achieving DDA compliance.

It is recommended that with both Options 1 and 3 Council undertakes a precinct planning exercise to determine the best possible location for the amenities. This exercise would include a review of all required engineering services (electricity, water and sewer), and DDA compliance and could result in a reduction to the current estimation of $240,000 for these elements. A precinct planning exercise could also review the siting of the amenities in relation to existing footpaths / trails.

**Liquor License**

The current floorplan of the building only allows for a small canteen and large change room space and there is no provision in the design for a clubroom to hold social events. The Club has highlighted that they would allow other sporting and recreational groups to hire the facility however they will not allow it to be hired out for private events such as birthdays and engagement parties.

*The Coromandel Valley Ramblers Cricket Club are not applying for a liquor licence as part of this proposal. The Club has clearly flagged that they would like to have a liquor licence only for Thursday evenings until 9pm and Saturdays until 10pm, however, they will apply for this at a future date once the changeroom has been developed and is being*
utilised. The times of use for a liquor license can also be managed through a clause in their lease agreement with Council.

When this occurs, the club will be required to lodge a Development Application as this will change the building to a non-residential club because of the included sale of liquor (non-complying form of development involving public notification). Council will have the opportunity to grant landlord approval when a report is brought to Council and during this, they will be able to consider the adjacent residents when deciding on whether landlord approval is granted.

**Why is the project needed?**

The Club have no facilities at the site. There is one public toilet facility, which is quite rundown and a sheltered seating area at the southern end of the oval. This new facility will allow the Club's members to have a family friendly home base, including a changeroom facility and accessible toilet, canteen, storage space and a deck that their spectators can utilise to watch their matches.

**Project Costs**

The Club have received a cost estimate for the building of $504,000. The Club have already managed to receive and raised funds to contribute to this project however the cost estimate for the building aspect of the project does not allow for costs associated with **distances to electricity, water and sewer and contours of the site**, particularly in the current proposed location at the oval:

- Service connections for electricity, water and sewer, this will be a major cost due the level of the site and the distances to these services
- Retaining walls
- Cleared / level site preparation
- Stormwater disposal
- Disability Discrimination Act compliant car parking, path to the facility and into the building
- Demolition of the existing public toilets

Without a detailed review of the above elements it is considered that a provisional sum of $200,000 will be required for these matters. These costs can be included in the application to the Office for Recreation Sport and Racing’s Grassroots funding program which, if successful, would contribute 50% of these **site specific and infrastructure related** costs. **However, allocating $5,000 to complete** a precinct planning exercise could potentially identify a more appropriate site with lower engineering, DDA compliance and related costs.

Total estimated cost of the project is as follows:

<table>
<thead>
<tr>
<th>Scope of Works</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ausco Building</td>
<td>$504,000</td>
</tr>
<tr>
<td>Service connections, retaining walls, site preparation, DDA access</td>
<td>$200,000</td>
</tr>
</tbody>
</table>
Design and construction contingency (20%) for services, DDA etc $40,000

Total estimated cost of project $744,000

It is important to note that these figures are preliminary to allow The Club to apply for grant funding which closes on November 13 2019.

**Grassroots Football, Cricket & Netball Facility Program**

The Club have fundraised a substantial amount and received funding from the State Government to contribute to the development and are intending to submit a grant application to Round 2 of Office for Recreation, Sport and Racing’s Grassroots Football, Cricket and Netball Facility Program.

The Grassroots Football, Cricket, and Netball Facility Program is aimed at increasing participation and improving gender equity in Australian Rules Football, Cricket and Netball to support healthier, happier, and safer communities.

SACA, SANFL, Cricket Australia and the AFL have contributed $1 million per funding round towards this program.

Round 2 of the grant program is currently open and has a budget of $6 million across South Australia. At this stage there has been no announcement of a third round so this may be the clubs last chance to apply for funding through this grant program.

When considering external funding there is no pre-determined model for contributions. Funding programs vary significantly, there can be periods when there is very little or no funds available and periods when funding programs are available, i.e. the current Grassroots fund. External funding availability is also heavily influenced by electoral cycles, with funds for projects being promised as part of election campaigns. Securing external funding is both a mix of strategic actions of having well-conceived and community endorsed plans to lobby for external funding and being opportunistic and pursuing external grant programs when they become available.

**Proposed Funding**

Since the Council meeting on 22 October 2019 the Club have increased their contribution to the project from $70,000 to $80,000, this decreases the amount being requested by the Club from Council from $157,000 to $147,000.

Proposed funding of the project comprises:

<table>
<thead>
<tr>
<th>Funding Amount</th>
<th>Proposed Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$80,000</td>
<td>Coromandel Ramblers Cricket Club</td>
<td>Confirmed</td>
</tr>
<tr>
<td>$80,000</td>
<td>State Government</td>
<td>Confirmed</td>
</tr>
<tr>
<td>$20,000</td>
<td>City of Mitcham</td>
<td>Endorsed 14 November</td>
</tr>
</tbody>
</table>
There is currently one female and one male public toilet located at Hawthorndene Oval which were built in 1975. These toilets are very rundown and are located on sloping ground which has no DDA access to them. This year the toilets have had approximately $8,000 spent on them to access and replace blocked drains and to re-instate concrete floors. This work was required due to the tree roots growing into the sewer connections, which will be an ongoing issue with the toilets located in this position. Although the upgrade of these toilets are currently not budgeted for in the Capital Renewal program they will need to be replaced in the future which according to similar projects will cost approximately $130,000 with approximately a further $30,000 for demolition, DDA access and retaining walls. A new accessible public toilet will be included in this development which will replace the existing public toilet and therefore Council will not have to allocate budget in future capital renewal projects.
Comparison of Previous Council Funded Projects

Comparison of previous projects Council have funded:

<table>
<thead>
<tr>
<th>Approx. active users</th>
<th>Project</th>
<th>Total Project Cost</th>
<th>Council Contribution</th>
<th>Club Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hewett Reserve</strong></td>
<td>5 clubs 1000 users</td>
<td>Demolish and develop 540m²</td>
<td>$1,652,000</td>
<td>$752,000 45.5%</td>
</tr>
<tr>
<td><strong>St Marys Park</strong></td>
<td>2 clubs 700 users</td>
<td>New clubroom 490 m² Upgrade to existing 400m²</td>
<td>$1,589,900</td>
<td>$618,950 38.9%</td>
</tr>
<tr>
<td><strong>Blackwood Oval</strong></td>
<td>2 Clubs 700 Users</td>
<td>Changeroom Extension 278m²</td>
<td>$746,140</td>
<td>$250,000 33.5%</td>
</tr>
<tr>
<td><strong>Price Memorial Oval</strong></td>
<td>2 Clubs 700 users</td>
<td>New Changeroom, public toilet, site services</td>
<td>$989,000</td>
<td>$499,000 50.5%</td>
</tr>
</tbody>
</table>

Proposed projects:

<table>
<thead>
<tr>
<th>Approx. active users</th>
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</thead>
<tbody>
<tr>
<td><strong>Kingswood Oval</strong></td>
<td>2 Clubs 1100 users</td>
<td>Upgrade existing 2 storey building &amp; Extend 861m²</td>
<td>$2,100,000</td>
<td>$750,000 35.7%</td>
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<tr>
<td><strong>Hawthorndene Oval</strong></td>
<td>1 club 165 users</td>
<td>New development incl. service connections, site prep, DDA access, design and construction contingency 158m²</td>
<td>$504,000 (building) $240,000 (services and site works)</td>
<td>$212,000 28.5%</td>
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Risks and Benefits of Decision Options

The major risks and benefits of the 3 options are considered to be:

<table>
<thead>
<tr>
<th>Option</th>
<th>Risks</th>
<th>Benefits</th>
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<tbody>
<tr>
<td>Option 1</td>
<td>External funding of <strong>$532,000</strong> not secured for the project</td>
<td>$5,000 Council funded study determines engineering services, compliance, retaining walls etc.</td>
</tr>
<tr>
<td></td>
<td>Project cannot proceed</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Council, at a future date, will need to allocate funds to replace the existing toilets.</strong></td>
<td></td>
</tr>
<tr>
<td>Option 2</td>
<td>Council funding of <strong>$147,000</strong> is required (plus existing commitment of $65,000)</td>
<td>External funding of <strong>$372,000</strong> could be secured for the project, ($160,000 is from other external funding)</td>
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<tr>
<td></td>
<td>$147,000 of Council’s finite funding capacity is diverted from other strategic initiatives of Council.</td>
<td>Project can proceed</td>
</tr>
<tr>
<td></td>
<td><strong>Council does not need to allocate funds to replace the public toilets</strong></td>
<td></td>
</tr>
<tr>
<td>Option 3</td>
<td>Council funding of <strong>$147,000</strong> is required (plus existing commitment of $65,000)</td>
<td>External funding of <strong>$372,000</strong> could be secured for the project, ($160,000 is from other external funding)</td>
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<td>$147,000 of Council’s finite funding capacity is diverted from other strategic initiatives of Council.</td>
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<td></td>
<td><strong>Council does not need to allocate funds to replace the public toilets</strong></td>
<td>$5,000 Council funded study determines engineering services, compliance, retaining walls etc.</td>
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</table>

Council’s current Strategic Management Plan includes the Strategic Initiative of “Improves Community Facilities” of which this project aligns.

In addition, Council is currently seeking feedback on its draft Strategic Management Plan (SMP), Mitcham 2030. In preparing the draft, Council has identified six priority themes and has committed to developing a 4-Year Delivery Plan that will nominate major initiatives and future funding aligned to each.

While this project aligns to the priority theme of ‘Services and Facilities’ (i.e. where Council has indicated its desire to provide ‘convenient access to a diverse range of facilities for our community’), it is being considered in isolation of other initiatives that may form part of next year’s budget deliberations and/or the setting of a new Delivery Plan.
Accordingly, a decision now is one without this broader context, and should be made on the assumption that allocating funds to the project will reduce capacity for future years.

However, if Council chooses to defer its decision until after preparation of the Delivery Plan, it must do so recognising the risk that further matching funding for this project may not be available.

Round 2 of the Grassroots Funding closes 13 November 2019 and there is no guarantee that an additional round will be available.

Community Implications

The development of a moderate size changeroom facility will provide the Coromandel Valley Ramblers Cricket Club with a home facility to use on training nights and game days. It will also be available for other sporting user groups to hire. It’s also important to note that the proposed changeroom facility will not include a clubroom and will not be hired out for social events. Currently there are no facilities at Hawthorndene Oval (except for the rundown public toilet) and sheltered seating at the southern end of the ground, and the new building will provide the following benefits for the community:

- Viewing area for the oval
- Canteen facility
- Storage facility
- Changing, parents’ room and toilet facility

Environmental / Heritage Implications

The current site location identifies the possibility of three trees for removal that will require both Council and Planning approval.

Should Council provide landlord approval of the building, the trees will be included on the monthly ‘Trees to be Removed Report’ to Council, and following this, a Development Application lodged.

Cost Shifting Implications / Legislative Cost Imposts

Not Applicable.

Impact on Budget including Lifecycle Costing

Option 1 – $5,000 can be accommodated within existing budget allocation

Option 2 & 3 – In principle support at this stage subject to securing grant funding. Budget decision to occur at a future budget review

The order of cost for the project is $744,000 comprising buildings ($504,000) service connections, retaining walls, DDA access, site preparation, demolition of existing toilets ($200,000) with a contingency allowance of 20% ($40,000) for engineering services, DDA compliance, retaining walls.
Option 2 & 3 would require a Council contribution of **$147,000** (over and above the already endorsed $65,000) which would be: $12,000 per year or (0.02% of Rates in 2020/21).

**Risk Management / WHS Assessment**

Council Administration would project manage the delivery of the project. Negotiations would be held with the Coromandel Valley Ramblers Cricket Club to determine a funding agreement to transfer funds already committed to the project.

*If landlord support and additional funding are not granted, the project will be delayed and the club will need to renegotiate the $80,000 State Government funding they have already received.*

**Legal / Policy Implications**

Fees charged to user groups and maintenance responsibilities will be in accordance with Council’s Leasing and Licensing of Sports Facilities Policy.

**Engagement**

The Coromandel Ramblers Cricket Club began discussions with Council Staff in 2013. The Club have led the design development, in liaison with the other sporting user groups, South Australian National Football League, South Australian Cricket Association, Office for Recreation, Sport and Racing and Council Administration. Council staff have provided input into the plans, ensuring that the facilities provided are consistent with Council’s Sports Facilities Strategy.

The project is identified in Council’s endorsed Sports Facilities Strategy, which was consulted on in 2016. Further consultation would occur as required through the development assessment process.

**CONCLUSION**

*The Club are seeking to develop a new Changeroom facility at a cost of $744,000. They have been successful in receiving $80,000 from the State Government and are committing an additional $80,000 of their own funds to the project. The Club are now looking to lodge an application with the Office for Recreation, Sport and Racing for $372,000 and are seeking a contribution from Council of $147,000 in addition to the $65,000 already committed.*

This report seeks a decision on whether Council provides in principle landlord approval for the development of moderate size changeroom facility at Hawthorndene Oval to enable the Coromandel Valley Ramblers Cricket Club to seek further grant funding through the Office for Recreation, Sport and Racing’s Grassroots Football, Cricket and Netball Funding Program.

The report also seeks a decision on whether Council provide in principle funding allocation towards the project of **$147,000**, in addition to the $65,000
already committed. The project would include provision of a new public toilet as part of the building, to replace the existing public toilet block (which would be demolished).

The development of a new moderate amenities' facility will provide multiple sporting user groups and other community groups with appropriate facilities to support their continued recreational use at Hawthorndene Oval.
COUNCIL AGENDA

12 NOVEMBER 2019
ITEM 9.2 - ATTACHMENT A

N/E ELEVATION
scale 1:100

N/W ELEVATION
scale 1:100

S/E ELEVATION
scale 1:100

S/W ELEVATION
scale 1:100

SCHEDULE OF COLOURS/MATERIALS:

- roof: Colorbond custom orb (colour: Pale Eucalypt)
- gutters/downpipes: Colorbond Pale Eucalypt
- doors/windows: silver anodised aluminium
- rail doors: clear finished select hardwood
- timber frame:
- Colorbond custom orb (colour: Pale Eucalypt)

domain building group
PO Box 295, BELAIR S.A. 5052
office & fax (08) 8379 5756  mobile 0412 821 285

Proposed Clubhouse at Hawthorndene Oval, Hawthorndene for The Coro Ramblers

Elevations
DBG150729B-S3
Scale at A3 1:100
Drawn by LDB

Landlord Approval

5/04/17
31st October 2019

The Coromandel Valley Ramblers Cricket Club has utilised Hawchorndene Oval for much of its 93 years in existence and we acknowledge we are very fortunate to play matches at one of the most picturesque venues in South Australia. For the past 6 years we have worked closely with council staff to design a multi-purpose facility that would finally provide our club with a home base and allow other sporting codes to make better use of the venue.

We did receive landowner consent, subject to development approval, in November 2017 to construct a smaller facility that would cater for our needs and small user groups. However we have been denied grant funding on the basis that the venue was not designed to be multi-use across all sporting codes. Our new design will cater for many sports and assist with an increase in activity on the oval which was highlighted as being required in the council sports strategy released 2 years ago. The increase in use will assist with taking pressure of other ovals in the area including Hewett Reserve, also noted as being required in the sports strategy.

Our club will commit $80,000 towards the project which is a significant sum for a cricket club and is the result of several years of fundraising. With a commitment of this magnitude our club will be heavily invested in the facility and do all we can to preserve our relationship with council and local residents. Our liquor licence application is only to provide for post-game drinks for members and will not allow for parties or non-cricket club events to take place, nor does the layout of the facility provide for functions. We would also be open to further restricted hours on a trial basis to allow residents time to assess the impact.

By combining our funds with council’s contribution we can proceed with a significant grant submission that would save the council from spending funds demolishing and rebuilding the existing public toilet. The existing toilets are a blemish on the precinct and will need to be upgraded in the future.

The South Australian Cricket Association and South Australian Football League have contributed significant funds into the Grassroots grant program and our club has worked very closely with each to progress our application. We have very strong support from both groups which will assist the integrity of the application and we have never been better positioned to achieve a positive outcome.

We are very appreciative of the time and effort from council staff in progressing this project in recent years and now seek landowner consent from council which is compulsory for the Grassroots Sport grant application.

Regards,

Matt Smith
President CVRCC
Matthew Smith  
President  
Coromandel Valley Ramblers Cricket Club  
442b Main Road  
Coromandel Valley SA 5051

31 October 2019

Dear Matt,

Re: Proposed Hawthorndene Oval Clubroom

Thank you for the opportunity to comment on the clubroom proposal by the Coromandel Valley Ramblers Cricket Club.

St John’s Grammar school co-ordinates junior football trainings/matches and cricket matches at Hawthorndene Oval and would welcome an upgrade to the facilities. The existing toilets are dated, filthy, and unusable by disabled spectators and are not a safe environment after hours due to no lighting. A new public toilet with improved lighting and all-user access will significantly improve the willingness of our families to participate in sport at Hawthorndene Oval.

The design also incorporates a covered deck that will allow parents and friends of the children playing to watch from a sheltered location. The change rooms would also be ideal for presentations and a canteen for hot drinks and food.

The equipment storage facility would also be very useful for our school, as we do not have an existing facility to store equipment at the oval. This will save us considerable effort shifting equipment to the games/trainings each week.

We believe the proposal will be a significant improvement for the local area and will assist us to attract more children to play sport at the oval.

Yours sincerely,

[Signature]

Simon Laube  
St Johns Grammar School

Learning to Soar
Reference no. 180212

Mr Matt Smith
President
Coromandel Valley Ramblers Cricket Club
442b Main Road
COROMANDEL VALLEY SA 5051

By email: president@coromandelramblers.com.au

Dear Mr Smith,

I am writing regarding the State Liberal Party’s 2018 election commitment to contribute $80,000 to fund new facilities at Hawthornedene Oval.

The Coromandel Valley Ramblers Cricket Club have had a long-standing commitment to this project, and your Club’s fund-raising activities have been outstanding. I am very proud that the Marshall Liberal Government will deliver the additional funding needed to get this project up and running.

The new facilities and clubrooms will provide enormous benefit in accommodating the club’s growing membership and supporter base, as well as benefiting local residents and families.

I have written to the Minister for Recreation and Sport, the Hon Corey Wingard MP, to initiate the process, and I will continue to keep you informed of our progress.

Yours sincerely,

Sam Duluk MP
Member for Waite

5 April 2018
9.3 MITCHAM RESERVE HERITAGE TREE CONSERVATION - FOOTPATH REALIGNMENT

Report Author/Manager: Tim Johnson / Rick Hennig
General Manager: Daniel Baker
(Meeting Date: 12 November 2019)
(Location: Boorman Ward)
(Consultant Used: $2790)

This report has been previously brought to Council as a Discussion Paper and is now provided as a Decision Report.

Changes to the previous report are highlighted in Bold Italics.

PROPOSAL

To seek Council support to relocate two sections of footpath in Mitcham Reserve to improve growing conditions for River Red Gum trees and to reduce risk to reserve patrons.

RECOMMENDATION – ITEM 9.3

Option 1 (Staff Recommendation)

That Council:

1. Supports increased mulching around trees 7 and 51 and the realignment and upgrade of approximately 135m of footpath, and

2. In principle supports the priority and budget bid of $40,000 for the replacement of the footpaths to be considered at 2019/2020 Budget Review 2.

Option 2

That Council:

1. Supports increased mulching around trees 7 and 51 and the realignment of approximately 60 m of footpath

2. In principle supports the priority and budget bid of $18,000 for the replacement of the footpaths to be considered at 2019/2020 Budget Review 2.

Option 3

That Council supports realignment of the footpaths around trees 7 and 51, with works to be postponed until major maintenance or asset renewal becomes necessary due to deteriorating footpath condition.

Option 4

That Council does not approve footpath relocation from beneath Mitcham Reserve's River Red Gum trees.
BACKGROUND

A report discussed by Council on 28 February 2017 raised concern with deteriorating health and increasing risk associated with several River Red Gum trees at Mitcham Reserve. The report followed a previous report on this matter dated 12 April 2016, which Council received for information only.

Options considered to address the tree health and risk concerns were:
- to undertake detailed tree examinations to inform pruning specifications for risk mitigation, and
- mulching the root zones of the trees (an area of approximately 1430m²) to enhance tree health and to reduce the risk associated with falling branches (mulch deters occupancy as patrons prefer to recreate on turf areas, thus reducing exposure to tree-related risk).

Following consideration of the report of 28 February 2017 Council resolved as follows:

(1) That Council notes:
   (a) the updated independent arborist’s report dated 14 December 2016 (refer Attachment B1 – B 13)
   (b) the Mitcham Reserve Heritage Tree Protection Plan (refer Attachment C1)

(2) That Council supports mulching an area of approximately 1430m² around five significant River Red Gums and two dead habitat trees at Mitcham Reserve as detailed in Mitcham Reserve Heritage Tree Protection Plan (Attachment C1).

(3) That Council supports the planting of additional River Red Gums in Mitcham Reserve to reinforce heritage values.

Mulching was completed in May 2017. Companion planting of indigenous understorey plants and additional trees including some River Red Gums was completed in autumn 2018. Further tree planting opportunities, including the potential for community involvement in planting on Mitcham Reserve for Arbour Day 2020, are currently being developed and will be presented for Council’s consideration in the future.

The River Red Gums in Mitcham Reserve continue to be audited independently to inform ongoing health and risk management. A recent audit identified potential further tree health improvement and risk mitigation options. Due to the high community interest in and significance of these trees which dominate Mitcham Reserve this report seeks Council direction on next steps.

Attachments:

A. Mitcham Reserve Tree Audit 2019
STRATEGIC OBJECTIVES

Goal 2 Sustainable City

Objective 2.1 Our biodiversity within open spaces, waterways, reserves and streetscapes is protected and enhanced.

Goal 4 Vibrant & Rich Culture

Objective 4.1 We have special places, spaces and stories that create a strong sense of place and great experiences for our community.

DISCUSSION

The suggestion of mulching around Mitcham Reserve’s mature River Red Gums resulted in considerable discussion of anticipated aesthetic impacts of reducing the turf area. Council supported mulching the root zones to sustain the trees and manage risk. The resulting amenity and enhanced biodiversity of the native gardens established in the mulch, as shown in Figures 1 and 2, have been well received by the community.

The mulch continues to improve soil condition, which is helping to restore tree health and vigour. Most reserve visitors use the Reserve’s facilities and lawns in preference to the mulch areas, so the mulch provides the additional benefit of reducing their exposure to risk from branch failure. Fallen branches have been retained in the mulch areas, as can be seen in Figures 2 and 5.

The trees within Mitcham Reserve are independently audited at intervals not exceeding three years to manage their health and community safety. Findings of the most recent audit, dated 2 January 2019, are attached (Attachment A).

Many of the recommendations included in the recent audit have been addressed over recent months to ensure that tree-related risk in Mitcham Reserve remains low. Not all recommendations in independent reports are progressed urgently, however. An independent arborist may recommend trees for replacement if they are predisposed to developing structural flaws,
for example, but where they present a low risk Council’s staff may retain and monitor them to preserve the benefits the trees provide. By reviewing independent arborists’ recommendations in this manner, Council’s staff ensure that resulting works comply with Council’s Tree Policy and that tree removal is minimised without compromising public safety.

Figure 2: The amenity of planted areas beneath the gums has been well received by the community; reduced occupancy of these areas reduces risk.

Attachment A recommends a long-term strategy to continue to improve tree health and risk management at Mitcham Reserve. Council’s attention is drawn to the final two dot points on page 19 of the tree audit report (Attachment A), which recommends the relocation of footpath sections from beneath the canopies of trees 7 and 51 (Figures 3, 4, 5 and 6).

Consistent with recommendations of the independent arborist’s report, Council’s Staff support the relocation of the sections of path from beneath the canopies of trees 7 and 51, with new paths to be built to the south of each tree, as shown in Figures 4 and 6. Doing this will improve growing conditions for the trees, reduce tree-related risk to pedestrians, increase opportunities for planting of local provenance plants, and reduce future tree root impacts on paths.

Relocating the path further south of tree 7 will provide an opportunity to marginally increase the mulch area to the south of this tree, as indicated in Figure 4. This increase in mulched/planted area will total approximately 80m². The extent of mulch beneath tree 51 will remain unchanged, with additional mulch to be applied only in the area where the current path intersects the existing mulch area (Figure 6).

Tree-chipper mulch produced locally, such as clean eucalypt mulch produced during Council operations, would be used to match the existing mulch. Using locally produced mulch provides the additional


environmental benefits of reducing waste and reducing energy consumption for transport.

Figure 3. Current path alignment is directly beneath the canopy of tree no. 7.

Figure 4. Recommended realignment of footpath to the south of Tree 7 and increased mulch area.

To avoid introducing a patchy aesthetic to Council’s premier urban park, replacement of the full section of the paths beneath trees 7 and 51 is recommended (Option 1). The extent of each path recommended for realignment and replacement is shown in Figure 7. Option 1 (staff recommendation) proposes to replace 135 metres of footpath as indicated by the solid and dashed yellow lines in Figure 7. Option 2 proposes a reduced scale of path replacement totalling 60 metres, as indicated by the solid yellow lines in Figure 7.
Figure 5. Current path alignment is directly beneath the canopy of tree no. 51; note the sections of a recently fallen log in the mulched garden area.

Impervious asphalt paving is highly prone to root damage and rarely attains its full asset life-cycle when in close proximity to trees. The condition of the path beneath tree 7 is fair, with some minor areas lifted by tree roots. The path beneath tree 51 is in good condition. To obtain the maximum value from the existing footpaths the proposed works could be postponed (Option 3). Postponement is not recommended as it would provide less than optimal tree health and risk mitigation benefits.

Pervious pavements are less prone to tree root damage than sealed pavements, as summer drying of the soil beneath them prevents shallow root
development. Pervious asphalt will not deviate from the aesthetic specified in the Mitcham Village Heritage Implementation Plan (Hamnett & Associates 2009) and will provide additional benefits. Pervious asphalt will be used when the paths in Mitcham Reserve are replaced.

This also represents an excellent opportunity to incorporate this type of footpath to maximise the pervious area of the reserve.

![Figure 7](image_url)

**Figure 7.** The existing footpath location is indicated by the dashed white lines; Option 1 proposes to replace the full section of each path as indicated by the solid and dashed yellow lines while Option 2 proposes reduced works indicated by the solid yellow lines only.

**Community Implications**

The proposal will have minimal impact on the recreational use of Mitcham Reserve, but it will improve community safety. The recommended footpath deviations will provide a more interesting path route meandering around these feature trees.

**Environmental / Heritage Implications**

As the River Red Gums are Mitcham Reserve’s dominant visual features, enhancing the health of these trees and reducing community risk associated with these natural assets is fundamental to their conservation. Environmental and heritage values of the Reserve and the trees individually will be preserved by the recommended works.

*The use of pervious paving will provide environmental benefits including increased rainfall infiltration and potentially enhanced transpiration by established and additional plants. Inclusion of recycled rubber in the pervious asphalt, as has been tested at St Mary’s Oval, will*
provide further environmental benefit without compromising the aesthetic goals of the Mitcham Village Heritage Implementation Plan.

The mulch areas beneath the trees support biodiversity conservation and habitat creation through the planting of local provenance plants. Plantings to date have utilised hardy, colonising species; further planting as soil conditions improve over coming years will establish a more diverse range of understorey species.

Cost Shifting Implications / Legislative Cost Imposts

Nil

Impact on Budget including Lifecycle Costing

Option 1 proposes to replace the full length of the path sections beneath trees 7 and 51, a total length of 135 metres. This is estimated to cost $40,000. These footpaths have served approximately half of their expected service life and renewal is not scheduled within the next decade, but current asset management processes do not consider the interaction of the paths with the adjacent trees. Premature replacement of the footpath assets is justified on the basis of tree health and risk mitigation.

Option 2 presents the minimal footpath realignment necessary to remove the paths from beneath the tree canopies (28 m of path from beneath tree 7 and 32 m from beneath tree 51). This is estimated to cost $18,000.

Should Council resolve to implement Options 1 or 2, then impacts on the adopted budget will be considered during Budget Review 2.

Options 3 and 4 have no impact on the adopted budget, with no cost likely to be incurred within the next decade.

Risk Management / WHS Assessment

The recommendation (Option 1) represents an ideal approach to tree risk management whilst maintaining and preserving these iconic heritage trees. Standard operating procedures will ensure work health and safety requirements are met during these works.

Legal / Policy Implications

Council’s obligation to exercise due diligence and duty of community care will be met through taking the recommended action. The recommendation is consistent with Infrastructure Policy 14:30 Tree Policy:

General Principle 5: Best Practice, Research, Innovation and Leadership. Council will...demonstrate a highly professional approach to arboriculture through strict adherence to accepted best practices and standards.

Reserve Trees 1.6: Appropriate tree cover will be sustained on reserves to conserve local indigenous tree types, habitat and natural amenity
Tree Maintenance 4.1: Council will develop and implement standards which integrate accepted best practices into tree planting and maintenance programs. The standards will focus on delivering customer and staff satisfaction through tree establishment, long and safe tree life expectancy, and ensuring public and staff safety.

Engagement

There has been no engagement or communication regarding this proposal to relocate the two footpath sections around trees 7 and 51.

CONCLUSION

Mitcham Reserve’s iconic River Red Gum trees have high cultural, aesthetic and environmental value, but they can also present risks to the community. Mulching beneath their canopies and planting of indigenous understory plants has been shown to improve tree health and effectively manage risk by reducing occupancy beneath tree canopies. Realigning the two sections of footpath as recommended will further reduce risk associated with the River Red Gums and will enhance the health of these specimen trees.
TREE SURVEY REPORT

Mitcham Reserve

Prepared for:
Chris Tozer
Horticultural Officer – Trees
City of Mitcham
PO Box 21 Mitcham Shopping Centre
Torrens Park SA 5062

2 January 2019

Prepared by:
Michael Palamountain
Consulting Arborist
Tree Environ Pty Ltd
# Tree Survey at Mitcham Reserve – January 2019

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Appendix 1 – Tree Survey Data
Appendix 2 – Site plan with tree numbers
Tree Survey at Mitcham Reserve – January 2019

Summary

83 trees were assessed in Mitcham Reserve. Species diversity is limited to one locally indigenous tree species, 3 Australian native species and 9 exotic ornamental tree species. Nine trees qualify as regulated trees and thirteen trees qualify as significant trees under the Development Act 1993. The majority of trees are in average to good health and have an average to good structure. 39 trees have a life expectancy in excess of 50 years and 39 trees have a life expectancy of less than 50 years. Eleven trees are unlikely to see the next decade out. The majority of trees pose a low risk to the users of the site, with one tree posing a moderate risk, and no trees posing a high risk. A range of tree management guidelines are presented, including the removal of four trees and pruning of 21 trees. Fifteen trees require mulching to be applied, or mulches topped up. Modifications to the target zone beneath 3 trees is recommended. Additional tree plantings are recommended on a small but regular basis to improve age and species diversity and natural biodiversity.
Tree Survey at Mitcham Reserve – January 2019

Introduction

I originally carried out a survey of 84 trees in Mitcham Reserve in August 2015 following a request from Chris Tozer, Horticultural Officer – Trees at the City of Mitcham. I was requested to carry out an audit of all trees to assess condition, risk and life expectancy in order to determine maintenance requirements to maintain tree health and acceptable levels of risk at the site. A range of recommendations were made to manage various trees and target zones beneath selected trees. The majority of these recommendations were implemented.

I have since been requested to carry out a follow up assessment of the trees to assess their current condition and risk to determine current maintenance requirements to maintain tree health and acceptable levels of risk at the site. The current tree survey was carried out in November 2018.

Qualifications

I have based this report on my education, experience, ongoing training, site observations and the information provided to me. I have 20 years’ experience in the field of arboriculture, both as a practicing (climbing) and consulting arborist. I have climbed and pruned in excess of 1,000 mature trees and assessed in excess of 10,000 trees. A summary of my qualifications includes:

- Bachelor of Science (Botany and Ecology) – University of Sydney (1994)
- Diploma of Horticulture ( Arboriculture) (2005)
- I am a registered consulting arborist with Arboriculture Australia. I have maintained Continuing Professional Development with this certification.
- I have an Australian Arborist Industry Licence - Tier 1 (AL1153)
Tree Survey at Mitcham Reserve – January 2019

Scope of this survey

This report is concerned with an audit of all trees within Mitcham Reserve, bound by the following:

- Norman Walk to the north.
- Old Belair Rd to the east.
- Evans Ave to the south and south west.
- The boundary fence common with Scotch College to the west.
Tree Survey at Mitcham Reserve – January 2019

Survey method

I carried out the survey at the site on the 6th and 20th November 2018. I had full access to the trees in question and observations were from what was visible from within the Reserve boundaries. I carried out a level 2 assessment of the trees and all my observations were visual from ground level. All dimensions are estimates unless otherwise indicated.

The tree survey collected the following information on the subject trees.

Tree number

The tree number in the survey data table corresponds with the tree locations marked on the aerial image attached at the end of the document.

Tree species

Tree names are given as botanical names and common names. Most names are given to species level while a small number are noted only to generic level where species is uncertain.

Trunk circumference

Trunk circumference is measured 1m above natural ground level. The trunk circumference class is noted as follows:

- <2m
- 2.0-3.0m - Regulated Trees under the Development Act 1993
- 3.0m+ - Significant Trees under the Development Act 1993

Please note that some exemptions apply to certain tree species in certain circumstances. These exemptions have been noted in the survey data.

Tree height

Tree height is noted in the following classes:

- Small tree (<10m)
- Medium tree (10-20m)
- Large tree (20m+)

Age estimate

The age of trees are estimated to within ±10 years for younger trees and ±20 years for older trees. Tree age may not be accurate as growing conditions vary at each planting site and the trees may be younger or older than reflected by their actual size. Tree age may be determined more accurately from reliable historical data where available.
Tree Survey at Mitcham Reserve – January 2019

Tree health

Tree health and vitality are determined by assessing such factors as foliage colour, distribution and density, annual extension growth, the level of epicormic regrowth, the number, size and location of dead branches, the presence and severity of dieback, the presence of pests and diseases in the crown, the presence and level of borer activity, the rate of wound closure and wood production in the trunk/scaffold limbs, the presence of soil contaminants or compacted soils, the presence of fungal fruiting bodies, evidence of root disturbance, or changes in soil levels. The following list outlines the range of health and vitality classes used.

☐ **Good**: Actively growing. Minor pest activity, few dead branches, good growing conditions.

☐ **Average**: Moderate growth rate, moderate number of pests and diseases, moderate number of dead branches, presence of epicormic shoots, minor crown dieback and other signs of stress. Trees in this category have the capacity to respond to improved growing conditions or other treatments.

☐ **Below average**: Reduced growth rate, significant pest or diseases issues present or evidence of past activity present, foliage may be thinned, terminal dieback may be present, and an excessive number of dead branches may be present within the crown.

☐ **Poor**: Poor growth rate, poor foliage colour, distribution and density, moderate to high levels of pest infestation, severe dieback, excessive epicormic shoots present and other signs of severe stress. Trees in this category are unlikely to have the capacity to respond to improved growing conditions or other treatments.

☐ **Dead**: No live parts remaining. NOTE: Locally indigenous trees may still have value in the landscape even though they are dead.

Tree Structure

Tree structure is recorded using the following classes.

☐ **Good structure**: The tree has stable form. Branch attachments are free of defects. Some minor structural defects or concerns may be present. Maintenance pruning or other treatments are capable of improving tree structure with minimal input and without adversely impacting tree health or appearance.

☐ **Average structure**: For a tree to qualify in this category it will have one or more of the following structural issues; average form with an irregular crown, co-dominant stems with minor bark inclusions, minor bark inclusions in the primary or secondary branch attachments, a leaning trunk, a history of poor pruning (such as lopping), minor trunk wounds and/or decay, over-extended stems or branches with moderate leverage, poorly tapered stems or branches, a history of small branch failures or rubbing limbs, minor root damage. Maintenance pruning or other treatments may be capable of improving tree structure with moderate input, however there may be adverse impacts on tree health and/or appearance.

☐ **Below average**: For a tree to qualify in this category it will have one or more of the following structural issues; co-dominant stems or main branches with major bark inclusions (bark inclusions are likely to be accompanied by signs of instability), a strongly leaning trunk, a history of poor pruning, major trunk wounds and/or decay may be present, over-extended stems or branches with excessive leverage, or limbs may be poorly tapered. Maintenance pruning or other treatments have limited potential to provide a means of improving tree structure without adverse impacts on tree health and/or appearance. Planning for long term removal may be required.
Tree Survey at Mitcham Reserve – January 2019

- **Poor structure** – For a tree to qualify as having poor structure it will have one or more of the following significant structural issues: Poor form, very irregular crown, co-dominant stems or main branches with a major bark inclusion and signs of instability, a severely leaning trunk, severely over-extended stems or branches with excessive leverage, poorly tapered branches, a history of very poor pruning, major trunk wounds, large open cavities and areas of decay, a history of significant branch failure, major damage to the root crown or an unstable root system. Pruning or other treatments are unlikely to improve tree structure without major adverse impacts to tree health and/or appearance. Removal may be required.

**Surrounding environment**

Comment is made of the tree in relation to its surrounding environment. This may include any number of the following:

- Overhang to important structures, footpaths, roadways, driveways, car parking areas, seating areas, lawn areas, adjacent property, play areas etc.
- Interference with signs, structures, lighting, visibility, power lines.
Tree Survey at Mitcham Reserve – January 2019

Tree risk assessment

I have used the ISA Tree risk assessment method to determine the risk posed by the trees to persons and property over the coming 12 months under normal weather conditions.


Tree risk is calculated in 2 steps:

Part 1- Likelihood matrix

The likelihood of a failure occurring$^{III}$

$\times$

The likelihood of the failure impacting a target$^{IV}$

Factors taken into account include the location of targets relative to the tree condition of concern as identified in our visual tree assessment, surrounding site factors, tree age, health & vigour, species profile, response growth, loads on the defect and the likelihood of failure, the target frequency & mobility$^{V}$, fall characteristics and target protection.

The likelihood matrix below is used to determine the likelihood of a branch failure impacting the various targets,

<table>
<thead>
<tr>
<th>Likelihood of failure</th>
<th>Likelihood of impacting target</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Very low</td>
</tr>
<tr>
<td>In imminent</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Probable</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Possible</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Improbable</td>
<td>Unlikely</td>
</tr>
</tbody>
</table>

When considering the occupancy rates of the various targets that the trees in Mitcham Reserve overhang, the following factors have been considered. This is based on my observations during the current tree survey, the conversations on park usage with Chris Tozer from the City of Mitcham, and my experiences as a parent who has used the park for various gatherings over the years on weekends.

- Mitcham Reserve is a high-profile Reserve, well known to the local community and the broader population of Adelaide.
- The park is used on a daily basis by parents with toddlers as a daytime play activity for up to a couple of hours at a time (occasional use).
- The park is used on a daily basis by some parents and school children who walk along paths and through the Reserve to attend the nearby Scotch College Adelaide Junior School and ELC, generally before school and after school. This is typically for short

*tree envoices* Managing trees in the urban landscape
Tree Survey at Mitcham Reserve – January 2019

- periods of time (occasional use). Many other families do not walk through the Reserve and access the school other ways.
- Members of the general public walk through the Reserve, exercise in/through the Reserve, use seating in the Reserve etc. on a daily basis. This is typically for short periods of time (occasional use).
- Structures including play equipment, BBQs and the uncovered and covered picnic tables are permanent non-mobile structures beneath some of the trees (constant use).
- There are large open lawn areas used by families during good weather and on weekends for family gatherings. These families can be present for several hours at a time and may contain large numbers of people. These gatherings occur less frequently during weekdays, during colder months and during unpleasant weather. These gatherings are less likely to occur during adverse weather. On average, per day, over the entire year, these gatherings occur on an occasional basis, not forming a large proportion of the day. However, to err on the side of caution, the occupancy rate during peak periods is considered to be frequent use.
- In general, when the weather is favourable, more people are likely to use the Reserve for longer periods of time. It is also during more favourable weather that branch failures are less likely to occur.
- In contrast, during adverse weather conditions, the Reserve is less likely to be used and for shorter periods of time. It is during adverse weather that branch failures are more likely to occur.
- The risk assessment in this survey considers normal weather conditions. This risk assessment cannot determine a risk outcome during adverse weather conditions.
- Old Belair Road is a busy road and passes on the eastern side of Mitcham Reserve. This road carry 23,400 vehicles per day\(^\text{est.}\). The traffic is heavily concentrated during peak hours. Traffic is less frequent during ‘work/school hours’ and even less frequent outside these times. Overall, the occupancy rate is considered frequent.
- Structures and vehicles provide some level of protection to people from small and medium branch failures.
- Following the recommendations from the previous tree survey report of 2015, the area beneath the crowns of the large veteran River red gums has been modified, with the inclusion of mulches and planting of native plants. This reduces the frequency and duration of human occupation beneath these trees, as well as improving tree health and growth rates.
Tree Survey at Mitcham Reserve – January 2019

Part 2 – Risk rating matrix

The likelihood of failure and impact
(carried over from part 1)

The consequences of the failure

The consequences from the failure are determined by a complex of all the variable factors at the site. These include the size of the tree part, fall characteristics, factors that may protect the target, the level of damage or injury that could be expected and the significance of the target value, be it monetary or otherwise.

The risk rating matrix is used to assign an overall tree risk rating.

<table>
<thead>
<tr>
<th>Likelihood of failure &amp; impact</th>
<th>Negligible</th>
<th>Minor</th>
<th>Significant</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Likely</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Somewhat likely</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

The overall tree risk rating for each tree is presented in the survey data table.

Life expectancy

The useful life expectancy is an estimate of the number of years a tree can reasonably be expected to remain healthy with acceptable levels of risk in the current growing conditions. Consideration should also be given to site use and the way tree structure and risk interact with the cost of maintenance. Simply remaining alive is not sufficient in the majority of cases. Trees should continue to provide amenity and other benefits. For some trees, habitat value may contribute to or increase a trees useful life expectancy.

Management recommendations

A variety of appropriate risk mitigation options are possible depending on circumstances. Whether a client chooses to mitigate risk depends on their perception of risk and what level of risk they find acceptable, as well as the cost, aesthetics and inconvenience of mitigation.

Management recommendations are provided in the survey data that I believe are most appropriate to mitigate risk. Following these recommendations the residual risk may be reduced to a lower level.

These recommendations may include:

- Pruning
- Target management
- Tree removal
- Cabling & bracing
Tree Survey at Mitcham Reserve – January 2019

In addition, some management recommendations may be provided, irrespective of tree risk. Where the risk posed by the tree is considered to be low, pruning works may not be necessary to reduce risk. However, some tree pruning works could be considered in an effort to maintain an acceptable level of risk. The recommended works will vary depending on circumstances and species and may include maintenance pruning designed to improve tree form and reduce the impact of the tree on its surroundings.

Management priority

The priority for the management recommended is given. The suggested time frames are as follows.

- **Urgent**: As soon as reasonably practical
- **High**: Within 6 months
- **Medium**: Within 2 years
- **Low**: As funds allow

Tree management timeframes are typically shorter where a risk issue is identified.

In some cases, tree management may also have a shorter time frame, irrespective of the current risk rating. This may be the case where the management of a tree now is necessary to avoid an elevated risk issue developing at some time in the future. A good example is the formative pruning of young trees, which is very cost effective and typically reduces or eliminates potential risk issues in the future.
Tree Survey at Mitcham Reserve – January 2019

Observations

Site description

Mitcham Reserve was the original village green, the centre of colonial life in the Mitcham Village. Today this Reserve is a popular place for picnics and events. Brownhill Creek runs through the Reserve and there are sheltering trees, playground equipment, public toilets, electric barbecues, and seating.

Tree data

The data collected on the trees is compiled in a table attached at the end of the report.

Tree numbers

A total of 83 trees were surveyed (4 have been removed). Several trees formed a group with similar qualities amongst them. These groups were given 1 tree number but may include 2 or more trees.

Tree species

The site consists of a large number of a single species of locally indigenous trees, a small number of Australian native trees and a large number of exotic ornamental trees, some of which have weed potential in a riparian environment. Tree species in the Reserve including:

<table>
<thead>
<tr>
<th>Locally indigenous (x37)</th>
<th>Australian native (x4)</th>
<th>Exotic (x42)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eucalyptus camaldulensis</td>
<td>Callistemon sp. Bottlebrush (x1)</td>
<td>Fraxinus ‘Raywood’ Claret Ash (x3)</td>
</tr>
<tr>
<td>River Red Gum (x37)</td>
<td>Corymbia citriodora Lemon Scented Gum (x2)</td>
<td>Lagunaria patersonia Norfolk Island Hibiscus (x1)</td>
</tr>
<tr>
<td>Fig Tree (x1) (possibly Port Jackson Fig)</td>
<td></td>
<td>Olea europaea Olive (x2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pinus halepensis Aleppo Pine (x1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Populus nigra ‘Italica’ Lombardy Poplar (x1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salix babylonica Willow (x1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schinus ateira Peppercorn (x10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ulmus minor (syn. procera) English Elm (x9)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ulmus parvifolia Chinese Elm (x14)</td>
</tr>
</tbody>
</table>

Just outside the Reserve, but within the Brownhill Creek environment are several Desert Ash (Fraxinus angustifolia subsp. Oxycarpa) which have high weed potential in a creek environment.
Tree Survey at Mitcham Reserve – January 2019

There are several large, remnant River Red Gums (*Eucalyptus camaldulensis*) in the Reserve, that provide a link to our pre-European heritage of the land and that also provide very important ecological and environmental values. These remnant trees have been reduced in number since European settlement of Adelaide.

They have been augmented by tree plantings of various themes over the decades. Aerial imagery of 1949 (below) shows some early tree plantings in the Reserve included many exotic tree species (indicated by their darker foliage when compared to the local River Red Gums) and are likely to have included Willows, Elms, Poplars, Ash, Pines, Peppercorns, Olives and others, many of which remain in the Reserve today. These have altered the character and ecological values of the Reserve from its pre-European days.

In more recent years, attempts have been made to plant Australian native and locally indigenous tree species, to varying success. Just outside the site, downstream to the west along Brownhill Creek are numerous other exotic tree species, including Desert Ash and English Elm.
Tree Survey at Mitcham Reserve – January 2019

Trunk circumference

A breakdown of the trunk circumference on site is as follows;

- There are 52 trees with a trunk circumference below 2m (non-regulated trees)
- There are 15 trees with a trunk circumference between 2.0 and 3.0m
  - 9 of these qualify as regulated trees under the Development Act 1993
  - 6 of these are exempt trees (dead trees or exempt species)
- There are 16 trees with a trunk circumference of 3.0m or greater
  - 13 of these qualify as significant trees under the Development Act 1993
  - 3 of these are exempt trees (dead trees or exempt species)

Tree height

A breakdown of the tree height on site is as follows;

- 44 small trees and shrubs below 10m
- 28 medium trees between 10-20m
- 11 large trees greater than 20m tall

Age class

The age distribution of the current tree population within the Reserve is as follows:

- 16 trees <10 years old
- 22 tree 10-20 years old
- 12 trees 20-40 years old
- 7 trees 40-60 years old
- 10 trees 60-80 years old
- 2 trees 80-100 years old
- 1 tree 100+ years old
- 12 trees 150+ years old

Tree health

The majority of trees on site are in average to good health. A breakdown of tree health is as follows;

- 48 trees are in good health
- 27 trees are in average health
- 1 tree in below average health
- 2 trees are in poor health (tree 64 - Ficus and tree 75 – Eucalyptus camaldulensis)
- 4 trees are dead (all locally indigenous Eucalyptus camaldulensis)
Tree Survey at Mitcham Reserve – January 2019

Tree structure

The majority of trees on site have an average to good structure. Many trees have a history of recent pruning to manage parts or all of their crowns. A breakdown of tree structure is as follows:

- 39 trees have a good structure
- 39 trees have an average structure
- 5 trees have a poor structure
  - Young trees that are loose in the ground – trees 28, 31 and 60
  - Regrowth from a cut stump – tree 26
  - A tree with poor form and limited growing space – tree 73

There are approximately 12 remnant River red gums scattered across the site, closer to Brownhill Creek. Many of these trees have evidence of past branch failures and several habitat hollows. Some of these are dead.

Surrounding environment

Comment on the various targets present beneath these trees and their estimated occupancy rate have been presented in the survey methodology.

Risk

Explain risk issues at site:

- No trees present an extreme risk to the users of the site
- No trees present a high risk to the users of the site
- One tree presents a moderate risk to the users of the site (tree 42 – large dead branches overhanging Old Belair Rd)
- 82 trees present a low risk to the users of the site

Life expectancy

The estimated life expectancy of the trees are as follows:

- <10 years = 11 trees
- 10-20 years = 7 trees
- 20-50 years = 21 trees
- 50+ years = 30 trees
- 100+ years = 9 trees
- No life left (dead trees) = 4 trees
### Tree Survey at Mitcham Reserve – January 2019

#### Tree management

The trees surveyed have management recommended as follows:

<table>
<thead>
<tr>
<th>Action and Priority</th>
<th>Not regulated</th>
<th>Regulated</th>
<th>Significant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove – High</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 6 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove – Medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 2 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove – Low</td>
<td>63, 73, 75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As funds allow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove and replant</td>
<td>28, 31, 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – High</td>
<td>25, 38, 47, 70</td>
<td></td>
<td>7, 42</td>
</tr>
<tr>
<td>Within 6 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – Medium</td>
<td>3, 4, 5, 15, 20, 39, 45, 46, 64, 69, 77</td>
<td>40, 55</td>
<td>41, 53</td>
</tr>
<tr>
<td>Within 2 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – Low</td>
<td>81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As funds allow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Pruning required</td>
<td>X38 trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage target zone</td>
<td>47</td>
<td></td>
<td>7, 51</td>
</tr>
<tr>
<td>– low risk trees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mulch around trees</td>
<td>10, 27, 29, 30, 32, 33, 34, 35, 36, 45, 46, 50, 62, 64, 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm Leaf Beetle</td>
<td></td>
<td>19, 55</td>
<td></td>
</tr>
<tr>
<td>treatment every 2-3 years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Managing trees in the urban landscape
Tree Survey at Mitcham Reserve – January 2019

Appraisal

Overall condition of trees

Mitcham Reserve is a popular public Reserve, valued by the local community for its open lawn areas for family gatherings, play equipment and it’s ‘natural’ environment.

The current tree survey assessed 83 trees in the Reserve. Only nine qualify as regulated trees and another thirteen qualify as significant trees. The vast majority are trees less than 80 years of age, many of which are not regulated.

The majority of the trees are in average to good health and have average to good structure. There is evidence that the majority of these trees have been pruned in recent years.

The survey identified that the majority of trees present a low risk to the users of the site, with only one tree posing a moderate risk (tree 42 with large dead branches that overhang Old Belair Rd).

The life expectancy of this tree population varies widely, with 38 trees with a life expectancy in excess of 50 years and 39 trees with a life expectancy of less than 50 years. Sixteen trees are unlikely to see the next decade out.

Species diversity

In terms of species diversity, Mitcham Reserve has a limited range of tree species. There are 37 trees (forming one species – Eucalyptus camaldulensis) that are indigenous to the locality. These trees provide high levels of habitat and biodiversity value (particularly the older veteran trees) but are vulnerable in that they only form the one species. Additional planting of locally indigenous trees and large shrubs should occur. There has been some recent planting of locally indigenous small shrubs and ground covers beneath several of the larger remnant River red gums, which will improve species diversity and habitat value in the coming years.

Another 4 trees (3 species) are of Australian origin, with the remaining 42 trees (forming 9 species) that originate overseas. Overall, the tree diversity does not provide adequate levels of species and habitat diversity in a Reserve with far greater potential. Higher levels of species diversity provide greater resilience and sustainability on the longer term and provides improved habitat values in the Reserve as a whole.

In addition, some of the exotic trees have weed potential in a creekline situation where seed or vegetative parts can freely float downstream and re-establish new undesirable exotic trees, particularly the Olives, Desert Ash (just outside the Reserve) and remaining Willow. These weed species are all identified in the City of Mitcham Invasive Plant List.

There are many creek sites across Adelaide (and within the City of Mitcham) where these species germinate freely, over populate creek embankments and outcompete locally indigenous tree and shrub species. If these weed species are retained at the site, they will require active management to ensure they do not become established in Brownhill Creek.
Tree Survey at Mitcham Reserve – January 2019

Remnant River red gums

The Reserve has impressive examples of some remnant River red gums (*Eucalyptus camaldulensis*) that provide links to our pre-European heritage. These trees provide very important habitat and biodiversity value in the local area, even when they are dead.

There are 37 River Red Gums in Mitcham Reserve, seventeen of which are estimated to be over 80 years of age, most of which are still growing well. This is a long-lived species that has the potential to remain growing at the site for another century or two.

Since the last tree survey report was prepared in 2015, Council has been proactive in managing the older veteran trees by installing mulches beneath them and underplanting with a variety of locally indigenous shrubs and ground covers.

This activity has improved the site in several ways:

- The mulching improves soil health which improves tree health. With improved tree growth, the trees are more likely to develop wood tissues to support their structure.
- The mulching has reduced human occupancy frequency and duration beneath the trees, resulting in a lower risk to the users of the Reserve.
- The planting of indigenous understory plants improves ecological biodiversity.

I observed that the mulch levels were becoming depleted in places. It is important to top up mulch levels around the veteran trees and aim to maintain mulch levels at a depth of ~75-100mm. This is to ensure the trees grow at their optimum rate, and it assists in reducing human occupancy frequency and duration beneath the trees.

I am aware of three notable branch failures from three of the veteran trees in the last three years, including trees 33, 36 and 51. In all cases, the failed branches landed onto the mulch zones and there was no personal harm that I am aware of. The most recent branch failure from tree 51 caused damage to several temporary fence panels used to secure a construction zone. Overall, the mulching strategy has assisted in improving tree health and reducing the likelihood of personal harm.

The current survey identified these remnant trees pose a low risk to the users of the site, largely due to the change in site use beneath the trees.

In an effort to ensure these remnant trees continue to pose a low risk to the users of the site, the following strategies should be considered:

- Keep pedestrians out of the mulch zones while plants are still establishing. This could be done using small hoop type fencing that is not too intrusive. Once the plants become more established, the fencing will no longer be required. The established plants will assist in maintaining low human occupancy rates beneath the trees, thereby maintaining low risk levels.
- Extend mulch zones slightly where the branches extend beyond the mulch zone.
- Create a mulch zone with underplanting beneath tree 7. The bitumen path that passes beneath the crown of tree 7 should be diverted, out into an open lawn area between the crowns of tree 7 to the north and trees 34 and 36 to the south.
- Modify the route of the path beneath tree 51. The section of path beneath the crown of tree 51 should be removed and the area mulched and planted out with native shrubs and...
Tree Survey at Mitcham Reserve – January 2019

ground covers. The path could be re-aligned further to the south, closer to the new playground area.

Recommended path diversion and mulch zone beneath tree 7
Tree Survey at Mitcham Reserve – January 2019

Recommended path diversion and mulch zone beneath tree 51
Tree Survey at Mitcham Reserve – January 2019

It is important to note that the dead River Red Gums (trees 21, 35, 43 and 47) are important to the maintenance of biodiversity at the site. These trees have habitat hollows and many different bird species were observed to be using these hollows. While dead trees are exempt from control under the Development Act 1993, their retention is warranted in my view to maintain habitat value in the Reserve.

The dead River red gum near the southern carpark (tree 47) has been managed since the last tree survey of August 2015 including pruning works to shorten several longer dead branches, and mulching and planting beneath the tree to reduce human occupancy rates beneath the tree.

Several large cracks are visible in the structure of the tree which may indicate instability. To address this, a couple of options have been recommended for this tree as follows:

- Shorten the dead branch to the south over the car parking bay or relocate the handicap parking bay to exclude any potential targets.
- Perform a pull test on the mid/upper trunk to determine stability.
Tree Survey at Mitcham Reserve – January 2019

*Tree 41* is another remnant River red gum located between the current Old Belair Rd bridge and the historic bridge within Mitcham Reserve.

This tree is below average health with very sparse and chlorotic foliage and moderate levels of dieback. There is evidence of extensive borer damage on the lower trunk and root crown, which is likely to be causing extensive damage to the vascular tissue, contributing to tree decline.

At the same time, the tree has evidence of possum and bird activity in the various hollows, highlighting the high habitat value this tree offers.

The decline of the tree is related to the borer activity, but the underlying cause is unclear. I found no evidence of root damage. I do not suspect chemical poisoning, as tree 42 on the opposite side of Brownhill Creek is growing well and is in good health.

It is possible this tree will continue to decline, or it may recover to some extent. The tree should be monitored to determine if the decline is continuing and any action is required.

At this point in time, the tree leans away from Old Belair Rd and poses a low risk to vehicles on the roadway. If tree decline continues and a pattern of branch failure develops, some pruning may be required to reduce the crown.
Tree Survey at Mitcham Reserve – January 2019

New tree plantings

Several new River red gums have been planted in the Reserve in recent years. Some are establishing well, despite previous concerns they may not. Several younger plantings are of a poor quality, have not successfully established and are unlikely to thrive. These trees are still loose in the ground and are suspected of having poor root architecture (rootbound at time of planting). These trees are unlikely to make it past 10 years of age. These trees should be removed and replanted (trees 28, 31 and 60).
Tree Survey at Mitcham Reserve – January 2019

Risk mitigation

The risk assessment identified that the vast majority of trees (82 trees) pose a low risk to the users of the site. One tree was identified as posing a moderate risk to the site (tree 42). No trees were identified as posing a high risk to the users of the site.

To mitigate the risk associated with tree 42, it is recommended the larger dead branches overhanging the road and footpaths be reduced in length.

Tree management

A range of management recommendations are presented in the survey data for these trees as follows:

- Six non-regulated trees have been recommended to be removed.
- 23 trees have been recommended to have some level of pruning.
- 38 trees to not require any pruning
- Three trees should be removed and replanted (poorly performing River Red Gums).
- Three trees are recommended to have modifications made to their target zones.
- Fifteen trees are recommended to have mulch applied or mulches topped up.
- Two trees are recommended to be treated for elm leaf beetle.

When managing the dead River Red Gums, clean cut pruning will result in trees with an ‘unnatural’ appearance. Therefore consideration should be given to ‘breaking’ weaker sections from the tree, leaving natural fracture points and hollow behind. Existing fauna will need to be appropriately managed for this strategy.

Tree Planting

Tree planting programmes should occur on a small but regular basis. This ensures that there is a good supply of young trees and that the age distribution is spread out. This avoids the need to remove large numbers of older declining trees in a short period of time. This phenomenon can be observed in naturally occurring environments.

It is suggested that if 5 new trees are planted every year within Mitcham Reserve, there will be an additional 50 trees by the end of the decade. If the pattern continues, there will be a more sustainable tree population of mixed ages. When the need arises to remove trees, the overall impact on the amenity at the park will be minimised. This is a trend that is occurring across most cities around the world.

When replanting at the site, consider increasing species diversity for greater sustainability. In addition, consider incorporating more locally indigenous tree species for greater natural biodiversity.
Tree Survey at Mitcham Reserve – January 2019

Conclusions

- 83 trees were assessed in Mitcham Reserve.
- Species diversity is limited to one locally indigenous tree species, 3 Australian native species and 9 exotic ornamental tree species.
- Nine trees qualify as regulated trees and thirteen trees qualify as significant trees under the Development Act 1993.
- The majority of trees are in average to good health and have an average to good structure.
- 39 trees have a life expectancy in excess of 50 years and 39 trees have a life expectancy of less than 50 years. Eleven trees are unlikely to see the next decade out.
- The majority of trees pose a low risk to the users of the site, with one tree posing a moderate risk, and no trees posing a high risk.
- A range of tree management guidelines are presented, including the removal of four trees and pruning of 21 trees.
- Fifteen trees require mulching to be applied, or mulches topped up.
- Modifications to the target zone beneath 3 trees is recommended.
- Additional tree plantings are recommended on a small but regular basis to improve age and species diversity and natural biodiversity.
# Tree Survey at Mitcham Reserve – January 2019

## Recommendations

A summary of the tree management recommendations is set out below. Specific recommendations are set out on the pages that follow.

<table>
<thead>
<tr>
<th>Action and Priority</th>
<th>Not regulated</th>
<th>Regulated</th>
<th>Significant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove – High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 6 months</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove – Medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 2 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove – Low</td>
<td></td>
<td>63, 73, 75</td>
<td></td>
</tr>
<tr>
<td>As funds allow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove and replant</td>
<td>28, 31, 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – High</td>
<td>25, 38, 47, 70</td>
<td>7, 42</td>
<td></td>
</tr>
<tr>
<td>Within 6 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – Medium</td>
<td>3, 4, 5, 15, 20, 39, 45, 46, 64, 69, 77</td>
<td>40, 55</td>
<td>41, 53</td>
</tr>
<tr>
<td>Within 2 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prune – Low</td>
<td>81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As funds allow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Pruning required</td>
<td>X38 trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage target zone – low risk trees</td>
<td>47</td>
<td></td>
<td>7, 51</td>
</tr>
<tr>
<td>Mulch around trees</td>
<td>19, 27, 29, 30, 32, 33, 34, 35, 36, 45, 46, 50, 62, 64, 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm Leaf Beetle treatment every 2-3 years</td>
<td></td>
<td>19, 55</td>
<td></td>
</tr>
</tbody>
</table>
Tree Survey at Mitcham Reserve – January 2019

1. I recommend that the four non-regulated and exempt species trees that are recommended for removal on health or risk grounds be removed according to their priority time frame. Development approval is not required to remove these trees.

2. The newly planted River Red Gums that are not performing well along the edge of the creek line should be removed and replaced (trees 26, 31 and 60).

3. I recommend trees that are to be retained on site be managed as outlined in the tree survey data according to their priority time frame. Pruning must conform to the following guidelines.
   - All pruning should conform to the Australian Standard AS 4373 – 2007 Pruning of Amenity Trees.
   - All pruning should be carried out or supervised by appropriately qualified and experienced arborists.
   - Pruning of these trees will comply with this Australian Standard and is not likely to constitute a tree damaging activity. In these cases, development approval will not be required.

4. To maintain a low level of risk beneath the larger remnant River red gums, the following is recommended:
   - Keep pedestrians out of the mulch zones while plants are still establishing. This could be done using small hoop type fencing that is not too intrusive. Once the plants become established, the fencing will no longer be required. The established plants will assist in maintaining low human occupancy rates beneath the trees, thereby maintaining low risk levels.
   - Extend mulch zones slightly where the branches extend beyond the mulch zone.

5. Modify the target zone beneath selected remnant River red gums as follows:
   - **Tree 7.** The bitumen path that passes beneath the crown of tree 7 should be diverted, out into an open lawn area between the crowns of tree 7 to the north and trees 34 and 36 to the south. The area beneath the tree should be mulched and planted out with locally indigenous ground covers and shrubs.
   - **Tree 51.** The section of path beneath the crown of tree 51 should be removed and the area mulched and planted out with native shrubs and ground covers. The path could be re-aligned further to the south, closer to the new playground area.
   - **Tree 47.** Shorten the dead branch to the south over the car parking bay or relocate the handicap parking bay to exclude any potential targets. In addition, perform a pull test on the mid/upper trunk to determine stability.

6. Monitor the health of tree 41 with a follow up assessment in 12 months.

7. Plant additional trees on a small but regular basis to improve age and species diversity and natural biodiversity.

8. The remaining trees should be assessed every 2-3 years.
Tree Survey at Mitcham Reserve – January 2019

If you have any further queries regarding the information contained in this report please feel free to contact me.

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Endnotes

1 Tree and risk assessments can be conducted at different levels and may employ various methods and tools. The level of assessment applied should be appropriate for the circumstances.

Level 1 - Limited visual assessment.

☐ A visual assessment from a specified perspective, near specified targets.
☐ The aim is to identify obvious defects or specified conditions.
☐ Typically identifies trees with imminent or probable likelihood of failure.
☐ This is the fastest and least thorough form of assessment intended for larger populations of trees.
☐ This can be carried out as a walkover, drive-by or fly-over inspection.

Level 2 - Standard assessment.

☐ A level 2 assessment is a detailed ground based visual tree inspection of a tree and its surroundings.
☐ The use of simple tools (mallet, binoculars, probes, spades), may be required.
☐ In some instances only limited information may be gained on specific internal, below ground or upper crown factors.
☐ For the majority of tree assessments the standard assessment provides adequate information to guide tree management.

Level 3 - Advanced assessment.

☐ A level 3 assessment is performed to provide detailed information about specific tree parts, defects, targets or site conditions.
☐ This assessment is usually conducted after a standard assessment has undertaken if additional information is required and with the approval of the client.
☐ Specialised equipment is often required for advanced assessment.
☐ The assessments are generally more time intensive and expensive.
☐ Advanced assessment techniques may include, aerial inspection, detailed target analysis, detailed site evaluation, decay testing, health evaluation, root inspection, tree stability monitoring and load testing.

NOTE: If tree condition cannot be adequately assessed at the specified level a higher level of assessment may be required.

1 A visual tree assessment (VTA) is an analytical process undertaken by a qualified Arborist or other suitably trained person to determine the structural soundness of a tree. Biological and mechanical components of trees are assessed, including tree health, presence of pests and diseases, die-back, foliage density and distribution, and vitality; growth rate, wound wood development and the trees capacity to respond to improved conditions. Mechanical components include trunk lean, crown bias, bark inclusions, wounds, hollowing, trunk bulges, ribs, cracks, branch form, failure history, pruning history, condition of trunk flare, and other existing defects. All these factors are examined to determine if internal weaknesses or abnormalities may be present. If abnormalities are detected, we may conduct further investigations using a range of tools. These include soft faced sounding mallets, long thin drill bits, Resistograph, Sonic Tomograph, Air spade and other tools as required. Ref: Mattheck, Claus & Breuer, Helga. The Body Language of Trees: A Handbook for Failure Analysis. Department of the Environment. London 1997.
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Regulated tree means—(as defined in Section 4 Interpretation (1) of the Development Act 1993)

(a) a tree, or a tree within a class of trees, declared to be regulated by the regulations (whether or not the tree also constitutes a significant tree under the regulations); or
(b) a tree declared to be a significant tree, or a tree within a stand of trees declared to be significant trees, by a Development Plan (whether or not the tree is also declared to be a regulated tree, or also falls within a class of trees declared to be regulated trees, by the regulations).

Section 5A—Regulated and significant trees (as defined in the Development Regulations 2008)

(1) Subject to this regulation, the following are declared to constitute classes of regulated trees for the purposes of paragraph (a) of the definition of regulated tree in section 4(1) of the Act, namely trees within the designated area under subregulation (3) that have a trunk with a circumference of 2 metres or more and, in the case of trees with multiple trunks, that have trunks with a total circumference of 2 metres or more and an average circumference of 625 millimetres or more, measured at a point 1 metre above natural ground level.

Significant tree means (as defined in Section 4 Interpretation (1) of the Development Act 1993)

(a) a tree declared to be a significant tree, or a tree within a class of trees declared to be significant trees, by a Development Plan (whether or not the tree is also declared to be a regulated tree, or also falls within a class of trees declared to be regulated trees, by the regulations); or
(b) a tree declared to be a regulated tree by the regulations, or a tree within a class of trees declared to be regulated trees by the regulations that, by virtue of the application of prescribed criteria, is to be taken to be a significant tree for the purposes of this Act;

5A—Regulated and significant trees (as defined in the Development Regulations 2008)

(1) Subject to this regulation, the following are declared to constitute classes of regulated trees for the purposes of paragraph (a) of the definition of regulated tree in section 4(1) of the Act, namely trees within the designated area under subregulation (3) that have a trunk with a circumference of 2 metres or more and, in the case of trees with multiple trunks, that have trunks with a total circumference of 2 metres or more and an average circumference of 625 millimetres or more, measured at a point 1 metre above natural ground level.

(2) Subject to this regulation—
(a) a prescribed criterion for the purposes of paragraph (b) of the definition of significant tree in section 4(1) of the Act is that a regulated tree under subregulation (1) has a trunk with a circumference of 3 metres or more and, in the case of a tree with multiple trunks, has trunks with a total circumference of 3 metres or more and an average circumference of 625 millimetres or more, measured at a point 1 metre above natural ground level; and
(b) regulated trees under subregulation (1) that are within the prescribed criterion under paragraph (a) are to be taken to be significant trees for the purposes of the Act.

Epocomic regrowth arises from dormant buds beneath the surface of the bark. These buds are stimulated to grow by heavy pruning, branch death, storm damage or stressful events such as plagues of defoliating insects, fire, mechanical wounding or poor growing conditions. They occur as a response by the tree to stress and are intended to rapidly provide renewed leaf area for photosynthesis and the production of carbohydrates. Epocomic shoot growth also occurs during the process of tree decline as limbs die or fail and crown size diminishes. The strength of attachment of epocomic stems is often less than that of normal limbs. Where epocomic growth occurs in response to lopping or storm damage, the competing stems prevent development of sound structural characteristics and may require specialized Arboricultural management over an extended period to improve tree form and minimize risk.

Eucalypt Longicorn Beetle - Phoracantha spp., commonly known as Borers, are host specific beetles that feed on living or dead gum trees. The adult beetles have very long segmented antennae that are directed backwards over their elongated and cylindrical body. The larvae are white tapering grubs with large dark brown head with strong mandibles. The larvae bore mainly under the bark of the lower trunk feeding on the cambium layer. In severe attacks the trunk may be ring barked causing the death of the tree. They pupate inside the wood. When they hatch, the adults cut emergence oval shaped holes through the bark. Naturally,
Tree Survey at Mitcham Reserve – January 2019

they may occur in small numbers in healthy trees. They can increase in numbers in trees that are stressed or unhealthy for a wide variety of reasons (incompatible with climate, poor pruning history, root disturbance, poisoning etc.).

Co-dominant stems are stems or trunks of about the same size originating from the same position by division of the main stem. When the stem bark ridge turns upwards the union is strong and when the ridge turns inward the union is potentially weak.

Included Bark Crotches are potential structural weaknesses that occur in trees between the main stem and a branch or between leaders of equal size (co-dominant stems). Bark between the stems turns downwards and prevents the interlocking of wood fibres rather than upwards to form a branch bark ridge as occurs in structurally sound crotches. This defect is under genetic control and may be repeated throughout the tree or occur in only one crotch. The position of an included bark crotch in a tree plays an important part in the trees structural stability. Low included bark crotches may be more serious than those higher in a tree. Depending upon the severity of the defect, tree age and species involved, it may be possible to prune or cable trees with bark inclusions in order to reduce the risk of failure. Bark inclusions that do not display signs of structural instability and are in sheltered locations, are unlikely to be a unsafe issue and may not warrant Arboricultural intervention.

Branching order describes the divisions between successively smaller branches in a tree. The main trunk is what emerges from the ground and is not considered a branch. First order branches (or primary branches) emerge from the main trunk and are the main scaffold branches of the tree. Second order branches (or secondary branches) emerge from these first order branches, followed by third order branches (tertiary branches) and so on. Successive branching is usually characterised by a reduction in branch diameter at each division. Draper, D and Richards, P. Dictionary for Managing Trees in Urban Environments CSIRO Publishing and Institute of Australian Consulting Arboriculturists 2000.

Lopping or topping is the practice of cutting branches or stems between branch unions or internodes. This is an unacceptable practice for the following reasons:

- a) Lopping increases the rate of shoot production and elongation.
- b) The resulting regrowth is weakly attached and becomes prone to failure or collapse.
- c) The stubs that remain may decay.
- d) The natural habit of the tree is destroyed.
- e) Lopping may reduce the lifespan of the tree.
- f) This type of pruning predisposes trees to fungal infections and insect attack.

Ref: AS 4973-2007 Pruning of amenity trees

Taper in roots, stems and branches is the increase in diameter along a given length. Adaptive growth describes the branch’s responses in the cambium to mechanical forces and gravitational effects so there is a uniform distribution of mechanical stresses. Taper develops as a consequence of a range of these forces and the distribution of lower order branches. A lack of taper along a stem or branch may increase the probability of failure. Lonsdale, D. Principles of Tree Hazard Assessment and Management Department of Environment, Transport and the Regions, London 1999.

Tree failures during normal weather conditions (storms of similar strength occurring one to many times annually) are often predictable and preventable. However, any tree, containing weaknesses or not, will fail if forces applied exceed the strength of the tree or its parts.


Improbable: The tree or tree part is not likely to fail during normal weather conditions and may not fail in extreme weather conditions within the specified timeframe.

Possible: Failure may be expected in extreme weather conditions, but it is unlikely during normal weather conditions within the specified timeframe.

Probable: Failure may be expected under normal weather conditions within the specified timeframe.
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Imminent: Failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. This is an infrequent occurrence for a risk assessor to encounter and may require immediate action to protect people from harm.

For Targets and likelihood of impact. The likelihood of a failed tree or tree part impacting a specified target.


Very Low
- The likelihood of the failed tree or part impacting the target is remote.
- Likelihood of impact could be very low if the target is outside of the anticipated target zone or if occupancy rates are rare.
- Another example of very low likelihood of impact is people in an occasionally used area with protection against being struck by the failure due to the presence of other trees or structures between the tree being assessed and the targets.

Low
- There is a slight chance that the failed tree or part will impact the target.
- This is the case for people in an occasionally used area with no protection factors and no predictable direction of fall, a frequently used area that is partially protected; or a constant target that is well protected from the assessed tree.
- Examples are an occasionally used service road next to the assessed tree, or a frequently used street that has a large tree providing protection between vehicles on the street and the assessed tree.

Medium
- The failed tree or part could impact the target, but is not expected to do so.
- This is the case for people in a frequently used area when the direction of fall may or may not be towards the target.
- An example of a medium likelihood of impacting people could be passengers in a car travelling on an arterial street (frequent occupancy) next to the assessed tree with a large dead branch over the street.

High
- The failed tree or part is likely impact the target.
- This is the case when the is a constant target with no protection factors and the direction of fall is toward the target.

ISA Occupancy rates – The amount of time one or more targets are within the target zone. (Tree Risk Assessment Manual – International Society of Arboriculture 2017, p. 126)

Rare
- The target zone is not commonly used by people or other mobile/movable targets. Areas well away from actively used parts of sites.

Occasional
- The target zone is occupied infrequently or irregularly. Country roads, low use foot paths, low use sections of parks. Seldom used areas, frequently used for short periods. Comotones, low use areas where special events occur.

Frequent
- The target zone is occupied for a large portion of the day or week, e.g., suburban streets that receive moderate volumes of traffic, car parks or facilities that are open during the daytime only, sidewalks in shopping areas, and busy delivery areas.

Constant
- A target is present at nearly all times, 24 hrs/day, 7 days/week. Can include static immovable targets (buildings) or a steady stream of targets, moving through the target zone.


ISA Consequences of failure and impact. The consequences of failures can be categorised using the following guidelines. (Tree Risk Assessment Manual – International Society of Arboriculture 2017, pp 129-130)
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Negligible consequences are those that involve low-value property damage or disruption that can be
replaced or repaired; they do not involve personal injury. Examples of negligible consequences include:
- Striking a person causing no more than a bruise or scratch.
- Damage to a lawn or landscape bed
- Minor damage to a structure requiring inexpensive repair
- Disruption of power to landscape lighting
- Disruption of traffic on a neighbourhood street

Minor consequences are those that involve minor personal injury, low- to moderate-value property damage, or small disruption of activities. Examples of minor consequences include:
- Minor injury to a person, typically not requiring professional medical care
- Damage to a landscape deck
- Moderate monetary damage to a structure or vehicle
- Short term disruption of power on secondary lines, street lights, and individual services
- Temporary disruption of traffic on a secondary road

Significant consequences are those that involve substantial personal injury, moderate- to high-value property damage, or considerable disruption of activities. Examples of significant consequences include:
- A medium sized part striking an unoccupied new vehicle from a moderate or high height
- A large part striking a structure resulting in high monetary damage
- Disruption of distribution primary or secondary voltage power lines, including individual services and street lighting circuits
- Disruption of traffic on a secondary road

Severe consequences are those that could involve serious personal injury or death, high value property damage, or major disruption of important activities. Examples of severe consequences include:
- Injury to one or more persons that may result in hospitalization or death
- Destruction of a vehicle of extremely high value
- Major damage to or destruction of a house
- Serious disruption to high-voltage distribution circuits or transmission power lines
- A large part striking an occupied house
- Serious disruption of high voltage distribution and transmission power line
- Disruption of arterial traffic or motorways

Levels of Risk In the tree risk assessment matrix, four terms are used to define levels of risk, low, moderate, high and extreme. These risk ratings are used to communicate the level of risk and to assist in making recommendations to the owner or risk manager for mitigation and inspection frequency. The priority for action depends on the risk rating and risk tolerance of the owner or manager.

Extreme: The extreme-risk category applies in situations where failure is imminent with a high likelihood of impacting the target and the consequences of the failure are severe. The tree risk assessor should recommend that mitigation measures be taken as soon as possible. In some cases, this may mean immediate restriction of access to the target zone area to avoid injury to people.

High: High-risk situations are those for which consequences are significant and likelihood of failure and impact is very likely or likely, or consequences are severe and likelihood is likely. This combination of likelihood and consequence indicates that the tree risk assessor should recommend mitigation measures be taken. The decision for mitigation and timing of treatment depends on the risk tolerance of the tree owner or risk manager. In populations of trees, the priority of high-risk trees is second only to extreme risk trees.

Moderate: Moderate-risk situations are those for which consequences are minor and likelihood of failure and impact is very likely or likely, or likelihood is somewhat likely and consequences are significant or severe. The tree risk assessor may recommend mitigation and/or retaining or monitoring. The decision for mitigation and timing for treatment/depends on the risk tolerance of the tree owner or manager. In populations of trees, moderate-risk trees represent a lower priority than high- or extreme-risk trees.
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Low: The low-risk category applies when consequences are negligible, when likelihood of failure and impact is unlikely, or consequences are minor and likelihood is somewhat likely. Mitigation is generally not required. Mitigation or maintenance measures may be desired for some trees because it is sometimes possible to reduce future risk at very low cost, but the priority for action is low. Tree risk assessors may recommend retaining and monitoring these trees, as well as mitigation that does not include removal of the tree. Mitigation treatments may reduce the likelihood of failure or future risk, but the categorised risk rating is already at the lowest level.


## Mitcham Reserve
### Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
<th>Circumf. @ 1m (m)</th>
<th>Height (m)</th>
<th>Age</th>
<th>Health</th>
<th>Structure</th>
<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.53</td>
<td>small (&lt;10m)</td>
<td>60-80</td>
<td>Average average foliage density, epicormics - moderate,</td>
<td>Average single trunk, branch failures - regular, compact crown, internal decay - moderate, crown form - irregular,</td>
<td>overhanging footpath, overhanging road, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person, low car - moving,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.79</td>
<td>small (&lt;10m)</td>
<td>60-80</td>
<td>Average sparse foliage, epicormics - moderate, dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, branch failures - limited, over-extended branch to NE,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.62</td>
<td>small (&lt;10m)</td>
<td>60-80</td>
<td>Average epicormics - moderate, dieback moderate</td>
<td>Average single trunk, crown form - irregular, over-extended branches, branch failures - limited, branch failures - small, internal decay - moderate,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>20-50</td>
<td>Reduce over-extended branches to W over path through reduction pruning by 20-30%,</td>
<td>Medium (within 2 years)</td>
</tr>
</tbody>
</table>
## Mitcham Reserve
### Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
<th>Circumf. @ 1m (m)</th>
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<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.83 small (&lt;10m)</td>
<td>60-80</td>
<td>Average epicormics - moderate, dieback moderate</td>
<td>Average single trunk, crown form - irregular, bias to E, previously lopped, over-extended branches, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Significant person,</td>
<td>Low</td>
<td>20-50</td>
<td>reduce branch leverage to W over path through reduction pruning by 20-30%,</td>
<td>Medium (within 2 years)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.85 small (&lt;10m)</td>
<td>60-80</td>
<td>Average epicormics - moderate, dieback moderate</td>
<td>Good single trunk, broad spreading crown, branch failures - limited, pruning history - good, Internal decay - minor,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Significant</td>
<td>Low</td>
<td>20-50</td>
<td>Reduce leverage of primary branch to NE over path through reduction pruning - remove thick lower section.</td>
<td>Medium (within 2 years)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>1.69 small (&lt;10m)</td>
<td>60-80</td>
<td>Average epicormics - moderate, dieback moderate</td>
<td>Average single trunk, crown form - irregular, Internal decay - minor, branch failures - limited,</td>
<td>overhanging seating, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Significant person,</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Mitcham Reserve
#### Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
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<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>6.23 significant</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Good</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, bird chewing damage in several locations, response growth around bird chewing - good, several branch failures in recent years - small, several habitat hollows - small, pruning history - good, several large dead branches,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>100+</td>
<td>Shorten large dead by ~30-60%, mulch around tree, divert pedestrian path around crown - relocate to open area between trees 7 and 34/36</td>
<td>High (within 6 months)</td>
</tr>
<tr>
<td>8</td>
<td><em>Ulmus parvifolia</em> Chinese elm</td>
<td>&lt;1m small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good</td>
<td>Average loose in ground, poor root architecture, whipper snipper damage to lower trunk</td>
<td>overhanging lawn,</td>
<td>Improbable</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>protect trunk from damage (Sentree) and advise lawn contractors to modify practices around trees.</td>
<td>High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>1.39 medium (10-20m)</td>
<td>10-20</td>
<td>Good</td>
<td>Good single trunk, bias to NW,</td>
<td>overhanging BBQ,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor person,</td>
<td>Low</td>
<td>100+</td>
<td>none</td>
<td></td>
<td></td>
</tr>
</tbody>
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Surveyed 6th and 20th November 2018 by Tree Environments
## Mitcham Reserve

### Tree Audit

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<tbody>
<tr>
<td>10</td>
<td><em>Ulmus parvifolia</em> Chinese elm</td>
<td>1.15</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging car park, overhanging footpath,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><em>Ulmus parvifolia</em> Chinese elm</td>
<td>1.22</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn, overhanging seating, overhanging car park,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><em>Ulmus parvifolia</em> Chinese elm</td>
<td>0.9</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging car park, overhanging footpath, overhanging lawn, overhanging seating,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><em>Ulmus parvifolia</em> Chinese elm</td>
<td>0.68</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging footpath, overhanging seating, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
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Surveyed 6th and 20th November 2018 by Tree Environs
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</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Ulmus pumila</td>
<td>1.35 medium 10-20</td>
<td>10-20</td>
<td>Good dead branches - minor, Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited, branch failures due to bark inclusions - large,</td>
<td>overhanging car park, overhanging footpath, overhanging lawn, overhanging seating,</td>
<td>Possible live branch - medium, Medium car - parked, person,</td>
<td>Severe person</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Ulmus pumila</td>
<td>0.84 small &lt;10m</td>
<td>10-20</td>
<td>Good dead branches - minor, Good single trunk, bias to N, branch failures - limited, low branches over road,</td>
<td>overhanging car park, overhanging road,</td>
<td>Possible live branch - small, Medium car - moving, car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>lift lower crown over road</td>
<td>Medium (within 2 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Ulmus pumila</td>
<td>0.47 small &lt;10m</td>
<td>&lt;10</td>
<td>Good</td>
<td>Average single trunk, stunted crown, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - small, Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Ulmus pumila</td>
<td>1.3 medium 10-20</td>
<td>10-20</td>
<td>Good dead branches - minor, Good single trunk, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging car park, overhanging footpath, overhanging lawn, overhanging seating,</td>
<td>Possible live branch - small, Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Ulmus pumila</td>
<td>0.67 small &lt;10m</td>
<td>10-20</td>
<td>Good</td>
<td>Good single trunk, bias to N, branch failures - limited,</td>
<td>overhanging footpath, overhanging car park,</td>
<td>Possible live branch - small, Medium car - parked, car - moving, person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
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</tr>
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### Mitcham Reserve
#### Tree Audit

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</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>4.25, significant</td>
<td>large (&gt;20m)</td>
<td>80-100</td>
<td>Average disback - moderate, large dead branches - pruned out epicormics - moderate, good foliager density</td>
<td>Average single trunk, broad spreading crown, internal decay at base of trunk and in main branches - major, good response growth and adequate vigour, bird chewing damage, possum predation numerous habitat hollows,</td>
<td>overhanging road, overhanging footpath, damage to building, overhanging seating, overhanging lawn,</td>
<td>Possible live branch - large,</td>
<td>Medium car - moving, person,</td>
<td>Severe person, Significant car,</td>
<td>Low</td>
<td>10-20</td>
<td>mulch around tree, Elm Leaf Beetle treatment every 2-3 years.</td>
<td>High (within 6 months)</td>
</tr>
<tr>
<td>20</td>
<td>Ulmus minor (syn. procera) English elm</td>
<td>&lt;2m each</td>
<td>medium (10-20m)</td>
<td>10-20</td>
<td>Good, Elm leaf beetle</td>
<td>Average, crowded stems, some with bark inclusions, one stem to W rubbing in dead river red gum, resulting in notable wound.</td>
<td>overhanging road and verge,</td>
<td>Improbable whole stem</td>
<td>Medium car - moving, person,</td>
<td>Severe</td>
<td>Low</td>
<td>20-50</td>
<td>Thin out elm trees, retain dead red gum trunk, remove stub on red gum rubbing on Elm tree trunk.</td>
<td>Medium (within 2 years)</td>
</tr>
<tr>
<td>21</td>
<td>Eucalyptus camaldulensis River red gum</td>
<td>2.29, exempt dead tree</td>
<td>medium (10-20m)</td>
<td>100+</td>
<td>Dead</td>
<td>Good single trunk, internal decay - minor,</td>
<td>overhanging road verge,</td>
<td>Improbable whole stem</td>
<td>Low car - moving, person,</td>
<td>Severe</td>
<td>Low</td>
<td>none</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Ulmus parvifolia Chinese elm</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, crown form - symmetric, branch failures - limited,</td>
<td>overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Low person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
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<tbody>
<tr>
<td>23</td>
<td>Ulmus parvifolia Chinese elm</td>
<td>0.63</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, crown form - symmetric, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Ulmus parvifolia Chinese elm</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, crown form - symmetric,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Ulmus parvifolia Chinese elm</td>
<td>1.45</td>
<td>medium (10-20m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, bark inclusion branch to W over play equipment - minor,</td>
<td>overhanging play area, overhanging lawn, overhanging footpath,</td>
<td>Possible live branch - medium,</td>
<td>High play equipment, Medium person,</td>
<td>Minor play equipment, Severe person,</td>
<td>Low</td>
<td>50+</td>
<td>reduce branch leverage of 2nd order branches to W and S over new play equipment with bark inclusion through reduction pruning by 30%, High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Populus nigra 'Italica' Lombardy poplar</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>Good</td>
<td>Regrowth from cut stump. Not appropriate to retain.</td>
<td>overhanging lawn area</td>
<td>low</td>
<td>Low person,</td>
<td>Minor person,</td>
<td>low</td>
<td>Remove</td>
<td>High (within 6 months)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Eucalyptus camaldulensis River red gum</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Average</td>
<td>Average poor root architecture, slightly loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>mulch around tree, Low (as funds allow)</td>
<td></td>
</tr>
</tbody>
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surveyed 6th and 20th November 2018

by Tree Enviros
### Mitcham Reserve

#### Tree Audit

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<tr>
<td>28</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good</td>
<td>Poor root architecture, very loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole stem</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>plant new tree,</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>29</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Average leaf pests - moderate,</td>
<td>Average root architecture, slightly loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>mulch around tree</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>30</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Average leaf pests - moderate,</td>
<td>Average root architecture, slightly loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>mulch around tree</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>31</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Average thinning foliage short life expectancy,</td>
<td>Poor root architecture, very loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree</td>
<td>Medium person,</td>
<td>Minor</td>
<td>low</td>
<td>&lt;10</td>
<td>plant new tree,</td>
<td>Low (as funds allow)</td>
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<th>Management reco</th>
<th>Priority</th>
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<tbody>
<tr>
<td>32</td>
<td>Eucalyptus camaldulensis</td>
<td>5.49</td>
<td>medium (10-20m)</td>
<td>150+</td>
<td>Good foliage density - Improving, sections of damaged vascular tissue at ground level and along main stems, epicormics - minor, new mulched area below (excellent!)</td>
<td>Average single trunk, leaning trunk to W - minor, crown form - irregular, internal trunk decay - moderate, internal branch decay - moderate, older branch failures - very large, no recent notable branch failure, branch wounds - major, response growth - moderate, recent branch failures - limited, habitat hollows large,</td>
<td>overhanging seating, overhanging mulched garden bed</td>
<td>possible live branch - large,</td>
<td>low person,</td>
<td>Severe</td>
<td>Low</td>
<td>50+ Top up mulch layers</td>
<td>High (within 6 months)</td>
<td></td>
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<tbody>
<tr>
<td>33</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>4.47, significant</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Good foliage density - good, borer activity - minor, dead branches - minor, active beehives</td>
<td>Average single trunk, crown form - irregular, several very large branch failures, another large branch failure in ~2016 onto mulched garden area (no damage or harm), several branch wounds - moderate, response growth - moderate, overhanging mulched garden bed</td>
<td>possible live branch - large,</td>
<td>Low person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>50+</td>
<td>Top up mulch layers</td>
<td>High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>4.47, significant</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Good dead branches - minor, borer activity - minor, epicormics, minor,</td>
<td>Good single trunk, emergent crown above neighbouring trees, three old low large branch failures, recent branch failures - limited, over-extended branch in mid crown to N with average branch taper, overhanging mulched garden bed</td>
<td>Possible live branch - large,</td>
<td>Medium person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>100+</td>
<td>Top up mulch layers</td>
<td></td>
<td></td>
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surveyed 6th and 20th November 2018

by Tree Environ
### Mitcham Reserve
#### Tree Audit

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<tbody>
<tr>
<td>35</td>
<td><em>Eucalyptus camaldulensis River red gum</em></td>
<td>3.89, exempt dead tree</td>
<td>medium (10-20m)</td>
<td>150+</td>
<td>Dead</td>
<td>Average internal decay - moderate, developing torsional cracks on E side, habitat hollows in upper trunk</td>
<td>overhanging mulched garden bed</td>
<td>Possible whole tree</td>
<td>Low person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>none</td>
<td>Top up mulch layers</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td><em>Eucalyptus camaldulensis River red gum</em></td>
<td>4.22, significant</td>
<td>medium (10-20m)</td>
<td>150+</td>
<td>Good dead branches - minor, borer activity minor, active bee hive, epicormics - moderate,</td>
<td>overhanging mulched garden bed</td>
<td>Possible live branch - medium,</td>
<td>Low person,</td>
<td>Severe person,</td>
<td>Low</td>
<td>100+</td>
<td>Top up mulch layers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Removed tree</td>
<td></td>
<td></td>
<td></td>
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<tbody>
<tr>
<td>38</td>
<td>Fraxinus 'Raywood' Claret ash</td>
<td>0.99</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good single trunk, crown form symmetric, branch failures - limited, some crowded branches, suckers at base</td>
<td>overhanging lawn, overhanging road,</td>
<td>Possible live branch - small,</td>
<td>Medium car - moving, Low person,</td>
<td>Minor car, person,</td>
<td>Low</td>
<td>50+</td>
<td>formative prune, remove suckers at base, mulch around tree</td>
<td>High (within 6 months)</td>
</tr>
<tr>
<td>39</td>
<td>Fraxinus 'Raywood' Claret ash</td>
<td>0.87</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Average moderate number of small dead branches</td>
<td>Good single trunk, crown form symmetric, branch failures - limited, low branches over roadway</td>
<td>overhanging lawn, overhanging road,</td>
<td>Possible live branch - small,</td>
<td>Medium car - moving, Low person,</td>
<td>Minor car, person,</td>
<td>Low</td>
<td>50+</td>
<td>lift crown to E over road, mulch around tree</td>
<td>Medium (within 2 years)</td>
</tr>
<tr>
<td>40</td>
<td>Fraxinus 'Raywood' Claret ash</td>
<td>2.14 regulated</td>
<td>small (&lt;10m)</td>
<td>10-20</td>
<td>Good dead branches - minor,</td>
<td>Good multi-stemmed, crown form symmetric, branch failures - limited, low branches over roadway</td>
<td>overhanging lawn, overhanging road,</td>
<td>Possible live branch - small,</td>
<td>Medium car - moving, Low person,</td>
<td>Minor car, person,</td>
<td>Low</td>
<td>50+</td>
<td>lift crown to E over road, mulch around tree</td>
<td>Medium (within 2 years)</td>
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<tr>
<td>41</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>6.50 significant</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Below average, very sparse foliage, moderate dieback, chlorotic foliage, moderate epicormic growth, borer activity major, large sections of delaminating bark at base of trunk due to borer damage</td>
<td>Average single trunk, leaning trunk - moderate, bias to W (away from Belair Rd), trunk wounds at base - moderate, root damage - moderate, internal decay at base - moderate, large dead branches - shortened, several habitat hollows of varying size, recent branch failures - limited, load on lower trunk - high</td>
<td>overhanging road (leaning away), overhanging footpath, overhanging lawn, leaning towards old footbridge</td>
<td>Improvable whole tree Possible live branch - medium,</td>
<td>Low car - moving, Medium person, High old footbridge</td>
<td>Low</td>
<td>100+</td>
<td>Shorten larger dead branches, overhanging pedestrian walkways, monitor tree annually</td>
<td>Medium (within 2 years)</td>
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<tbody>
<tr>
<td>42</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>5.58 significant</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Average foliage density - average, borer activity - minor, dead branches - moderate, possum grazing, epicormics - moderate,</td>
<td>Average single trunk, broad spreading crown, crown form - irregular, two large old large branch failures, several medium branch failures, recent branch failures - limited, internal trunk decay - minor, several habitat hollows of varying size, response growth - moderate, large dead branches, load on defects (hollows)- low - medium, over-extended branches, root damage - minor,</td>
<td>overhanging road, overhanging footpath, overhanging lawn,</td>
<td>improbable whole tree Possible live branch - medium, Probable dead branch - medium,</td>
<td>Medium car - moving, person,</td>
<td>Severe</td>
<td>Moderate</td>
<td>100+ shorten dead branches &lt;50mm dia, over road and footpaths,</td>
<td>High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>2.0-3.0m exempt dead tree</td>
<td>small (&lt;10m)</td>
<td>150+</td>
<td>Dead</td>
<td>Good internal decay - moderate,</td>
<td>overhanging footpath, leans towards creek</td>
<td>possible whole tree</td>
<td>low person,</td>
<td>Severe</td>
<td>Low</td>
<td>none</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td><em>Schinus areira</em> Peppercorn</td>
<td>&lt;1m</td>
<td>small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good</td>
<td>Good</td>
<td>overhanging verge</td>
<td>improbable</td>
<td>Low person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
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<tr>
<td>45</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>1.98</td>
<td>medium (10-20m)</td>
<td>10-20</td>
<td>Good</td>
<td>single trunk, crown form - irregular, low over-extended branch to E over roadway,</td>
<td>overhanging road, overhanging footpath, overhanging lawn,</td>
<td>Possible like branch - small,</td>
<td>Medium car - moving,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>reduce branch length to E over road through reduction pruning by 40-50%, mulch around tree</td>
<td>Medium (within 2 years)</td>
</tr>
<tr>
<td>46</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>1.9</td>
<td>medium (10-20m)</td>
<td>10-20</td>
<td>Good</td>
<td>single trunk, crown form - irregular, bias to E over road, branch failures - limited, low branch to E overhanging road</td>
<td>overhanging road, overhanging lawn,</td>
<td>Possible like branch - small,</td>
<td>Medium car - moving,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>reduce branches in mid/upper crown to E over road through reduction pruning by 10-30%, lift lower branches over road mulch around tree</td>
<td>Medium (within 2 years)</td>
</tr>
<tr>
<td>47</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>6.94 exempt dead tree</td>
<td>medium (10-20m)</td>
<td>150+</td>
<td>Dead active beehive</td>
<td>average internal decay, lower trunk minor, decay in upper crown unknown, several large habitat hollows - previously shortened, cracks in various branches</td>
<td>overhanging car park, overhanging footpath, overhanging lawn, overhanging mulched garden bed</td>
<td>Possible, large dead branches</td>
<td>Low car - parked, person,</td>
<td>Severe</td>
<td>Low</td>
<td>none</td>
<td>shorten branch to S over carpark by 20% or relocate handicap parking bays, pull test of upper trunk to check stability of upper trunk</td>
<td>High (within 6 months)</td>
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<tr>
<td>48</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>2.46 regulated</td>
<td>medium (10-20m)</td>
<td>20-40</td>
<td>Good borer activity minor, dead branches - minor,</td>
<td>Good single trunk, narrow upright crown, branch taper - average, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>2.05 Regulated</td>
<td>medium (10-20m)</td>
<td>20-40</td>
<td>Good borer activity minor, dead branches - minor,</td>
<td>Good single trunk, narrow upright crown, branch taper - average, branch failures - limited,</td>
<td>overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - medium</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Removed tree</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tbody>
<tr>
<td>51</td>
<td>Eucalyptus camaldulensis River red gum</td>
<td>6.23</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Good dead branches - minor in upper crown, large hollow dead branches in mid crown, borer activity moderate, possum grazing, new mulched area below tree</td>
<td>Average single trunk, broad spreading irregular crown, several large old branch failures in lower crown and several old medium branch failures in mid crown, recent branch failure in mid crown to N on 6th December 2018 during very hot conditions, landed on mulch area with damage to temporary fencing only, large dead branches (shortened for habitat), several small and large habitat hollows, response growth - moderate, internal decay lower trunk - minor, internal decay branches unknown, overhanging lawn, overhanging footpath, overhanging mulched garden bed,</td>
<td>possible live branch - medium to large,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>100+</td>
<td>Divert pedestrian path around crown perimeter to south, increase mulch layers, consider temporary fencing to keep pedestrians out while plants are establishing</td>
<td>High (within 6 months)</td>
<td></td>
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<tr>
<td>52</td>
<td>Pinus halepensis</td>
<td>3.68</td>
<td>large (&gt;20m)</td>
<td>80-100</td>
<td>Good</td>
<td>dead branches - minor,</td>
<td>Good single trunk, branches concentrated in</td>
<td>overhanging footpath, overhanging play area,</td>
<td>Possible live branch - large,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>10-20</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>Aleppo pine</td>
<td>significant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>upper third, crown form - symmetric, crown density - dense, pruning history - good,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Eucalyptus camaldulensis</td>
<td>5.81</td>
<td>large (&gt;20m)</td>
<td>150+</td>
<td>Good</td>
<td>borer activity - minor,</td>
<td>Good single trunk, crown form - broad spreading, over-extended branches, branch taper - average, branch failures - limited, pruning history - good,</td>
<td>overhanging road, overhanging footpath, overhanging play area, overhanging schools sandpit</td>
<td>Possible live branch - medium,</td>
<td>Low car - moving, Medium person,</td>
<td>Minor car, Severe person,</td>
<td>Low</td>
<td>100+</td>
<td>reduce branch leverage to north over school sandpit through reduction pruning by 30-20%, reduce branch leverage to SE over reserve footpath through reduction pruning by 20-30%,</td>
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<tr>
<td>54</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>2.93 regulated</td>
<td>medium</td>
<td>60-80</td>
<td>Average no crown, foliage consists of epiphytic regrowth only along remaining trunk, borer activity - minor,</td>
<td>Average single trunk, leaning trunk - major, upper trunk failed into school yard sometime in last 4 years</td>
<td>overhanging low use section of reserve</td>
<td>Low person, minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>55</td>
<td><em>Ulmus minor</em> (syn. <em>pratensis</em>) English elm</td>
<td>2.90 regulated</td>
<td>medium</td>
<td>60-80</td>
<td>Good dead branches - moderate, elm leaf beetle</td>
<td>Average single trunk, leaning trunk - moderate, bias to NE, broad spreading crown, crown density - dense, over-extended branches, branch failure at 6m to E, several medium branch failures, internal trunk decay - minor, low branches overhanging new seating</td>
<td>overhanging creek, overhanging seating</td>
<td>possibly live branch - medium</td>
<td>Medium person, Severe</td>
<td>Low</td>
<td>10-20</td>
<td>reduce branch leverage through reduction pruning by 10-15%, lift lower crown over new seating area, Elm leaf beetle treatment every 2-3 years</td>
<td>Medium (within 2 years)</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>removed tree</td>
<td></td>
<td></td>
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<tr>
<td>57</td>
<td>Corymbia citriodora</td>
<td>2.24 regulated</td>
<td>medium</td>
<td>40-60</td>
<td>Good</td>
<td>Dead branches - minor,</td>
<td>Average single trunk, bias to N, broad spreading crown, crown density - sparse, branch taper - poor, branch failures - regular (5 notable failures in recent years),</td>
<td>overhanging play area, overhanging lawn,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>20-50</td>
<td>none, no suitable pruning options,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lemon scented gum</td>
<td>(10-20m)</td>
<td>(&lt;20m)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>58</td>
<td>Corymbia citriodora</td>
<td>2.09 regulated</td>
<td>large</td>
<td>20-40</td>
<td>Average</td>
<td>Foliage density - average, dead branches - minor,</td>
<td>Average single trunk, crown density - sparse, over-extended branches, branch taper - poor, branch failures - limited,</td>
<td>overhanging lawn, overhanging seating,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>20-50</td>
<td>none, no suitable pruning options,</td>
</tr>
<tr>
<td></td>
<td>Lemon scented gum</td>
<td>tree</td>
<td>(&gt;20m)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>59</td>
<td>Eucalyptus camaldulensis</td>
<td>&lt;1m</td>
<td>small</td>
<td>&lt;10</td>
<td>Good</td>
<td>Good</td>
<td>Good</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree, Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>mulch around tree (as funds allow)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>River red gum</td>
<td>(&lt;10m)</td>
<td>(&lt;20m)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Eucalyptus camaldulensis</td>
<td>&lt;1m</td>
<td>small</td>
<td>&lt;10</td>
<td>Average</td>
<td>Leaf pests - moderate, sparse chlorotic foliage short life expectancy, Poor root architecture, very loose in ground,</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree, Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>plant new tree (as funds allow)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>River red gum</td>
<td>(&lt;10m)</td>
<td>(&lt;20m)</td>
<td></td>
<td></td>
<td></td>
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Surveyed 6th and 20th November 2018 by Tree Environ
<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
<th>Circumf. @ 1m (m)</th>
<th>Height (m)</th>
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<th>Structure</th>
<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td><em>Salix babylonica</em> Willow</td>
<td>1.71</td>
<td>medium</td>
<td>20-40</td>
<td>Average dieback - moderate,</td>
<td>Average single trunk, narrow upright crown, internal decay - minor, root damage - moderate,</td>
<td>overhanging creek, overhanging lawn,</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>&lt;10</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>&lt;1m</td>
<td>small</td>
<td>&lt;10</td>
<td>Average leaf pests - moderate, possum grazing</td>
<td>Average</td>
<td>overhanging lawn,</td>
<td>Improbable whole tree</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>&lt;10</td>
<td>mulch around tree (as funds allow)</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>63</td>
<td><em>Lagunaria patersonia</em> Norfolk Island hibiscus</td>
<td>2.69, exempt species</td>
<td>medium</td>
<td>40-60</td>
<td>Good irritating hairs not suitable near play equipment</td>
<td>Good crown form - symmetric, crown density - dense,</td>
<td>overhanging play area, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>remove tree, irritating hairs not suitable near play equipment (as funds allow)</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>64</td>
<td><em>Ficus sp.</em> Fig Tree</td>
<td>2.59, exempt species</td>
<td>medium</td>
<td>60-80</td>
<td>Poor foliage density - thinning, possum grazing dieback - moderate,</td>
<td>Good single trunk, broad spreading crown, crown form - symmetric, crown density - sparse, branch failures - limited, large dead branches</td>
<td>overhanging lawn,</td>
<td>Possible live branch - small, dead branch large</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>10-20</td>
<td>Remove dead branches over 40mm in diameter, mulch around tree (within 2 years)</td>
<td>Medium (within 2 years)</td>
</tr>
</tbody>
</table>

surveyed 6th and 20th November 2018 by Tree Environ
### Mitcham Reserve Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
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<th>Height (m)</th>
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<th>Structure</th>
<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td><em>Schinus aréla</em> Peppercorn</td>
<td>1.0-2.0m</td>
<td>small (&lt;10m)</td>
<td>20-40</td>
<td>Average dead branches - moderate</td>
<td>Average multi-stemmed, crown form - irregular, stunted crown, internal decay - moderate,</td>
<td>overhanging lawn,</td>
<td>Possible live branch - small, dead branch - small,</td>
<td>Low person,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td><em>Olea europaea</em> Olive</td>
<td>1.0-2.0m multi-stemmed, small (&lt;10m)</td>
<td>40-60</td>
<td>Average dead branches - moderate, soil levels raised,</td>
<td>Average crown form - irregular,</td>
<td>overhanging car park, overhanging lawn,</td>
<td>Possible dead branch - small,</td>
<td>Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67</td>
<td><em>Olea europaea</em> Olive</td>
<td>1.0-2.0m multi-stemmed, small (&lt;10m)</td>
<td>40-60</td>
<td>Good dead branches - moderate, soil levels raised,</td>
<td>Average crown form - irregular,</td>
<td>overhanging car park, overhanging lawn,</td>
<td>Possible dead branch - small,</td>
<td>Medium car - parked, person,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td><em>Schinus aréla</em> Peppercorn</td>
<td>3.38 exempt species, medium [10-20m]</td>
<td>20-40</td>
<td>Average dead branches - moderate foliage density - average,</td>
<td>Average crown form - irregular, internal decay - moderate, large dead branches,</td>
<td>overhanging lawn, overhanging car park,</td>
<td>Possible live branch - small, dead branch - small,</td>
<td>Low person, Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surveyed 6th and 20th November 2018 by Tree Enviorns
### Mitcham Reserve Tree Audit

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<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>Schinus arenaria Peppercorn</td>
<td>2.35, exempt species</td>
<td>medium (10-20m)</td>
<td>20-40</td>
<td>Average dead branches - moderate foliage density - average,</td>
<td>Average crown form - irregular, internal decay - moderate, large dead branches, several recent large branch failures, heavy stem to NE over car park</td>
<td>overhanging lawn, overhanging car park,</td>
<td>Low person, Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>remove dead branches over 40mm dia., reduce stem to NE over car park through reduction pruning by 40%, remove broken branches</td>
<td>Medium (within 2 years)</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Schinus arenaria Peppercorn</td>
<td>1.28, small (&lt;20m)</td>
<td>20-40</td>
<td>Average dead branches - moderate foliage density - average,</td>
<td>Average crown form - irregular, internal decay - moderate, large crack in N stem</td>
<td>overhanging lawn, overhanging car park,</td>
<td>Probable live branch to N - medium, dead branch - small</td>
<td>Low person, Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>remove N stem over carpark</td>
<td>High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>Eucalyptus camaldulensis River red gum</td>
<td>3.42, significant</td>
<td>medium (10-20m)</td>
<td>40-60</td>
<td>Good borer activity minor,</td>
<td>Good single trunk, broad spreading crown, crown form - irregular, bias to SE, branch failures - limited, several medium sized dead branches</td>
<td>overhanging lawn,</td>
<td>Possible live branch - medium, dead branch - large,</td>
<td>Low person, Significant person</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surveyed 6th and 20th November 2018 by Tree Environ
### Mitcham Reserve
#### Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
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<th>Circumf. @ 1m (m)</th>
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<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>2.69 regulated</td>
<td>medium (10-20m)</td>
<td>40-60</td>
<td>Good dead branches - minor, borer activity - minor,</td>
<td>Good single trunk, broad spreading crown, crown form - irregular, large dead branches, branch failures - limited,</td>
<td>overhanging road, overhanging lawn,</td>
<td>Possible live branch - medium, dead branch - medium,</td>
<td>Low person, car - moving,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>1.88</td>
<td>medium (10-20m)</td>
<td>20-40</td>
<td>Good dead branches - minor, borer activity - minor,</td>
<td>Poor single trunk, leaning trunk to W over road - major, limited growing space, branch failures - limited,</td>
<td>overhanging road, overhanging lawn, obscuring lights,</td>
<td>Possible live branch - medium,</td>
<td>Low car - moving, person,</td>
<td>Severe</td>
<td>Low</td>
<td>10-20</td>
<td>remove tree, limited future</td>
<td>Low (as funds allow)</td>
</tr>
<tr>
<td>74</td>
<td><em>Eucalyptus camaldulensis</em> River red gum</td>
<td>3.76 significant</td>
<td>large (&gt;20m)</td>
<td>60-80</td>
<td>Good borer activity minor, dead branches - minor,</td>
<td>Good single trunk, emergent crown, broad spreading crown, crown form - symmetric, branch failures - limited,</td>
<td>overhanging lawn, overhanging play area</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>100+</td>
<td>none</td>
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Surveyed 6th and 20th November 2018 by Tree Environ
## Mitcham Reserve Tree Audit

<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
<th>Circumf. @ 1m (m)</th>
<th>Height (m)</th>
<th>Age</th>
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<th>Structure</th>
<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Conse quences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td><em>Eucalyptus camaldulensis</em></td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Poor chlorotic foliage, foliage density-thinning, possum grazing dieback - moderate, short life expectancy.</td>
<td>Average single trunk, crown form - irregular, stunted crown, limited growing space, branch failures - limited,</td>
<td>overhanging lawn,</td>
<td>Possible dead branch - small,</td>
<td>Low person,</td>
<td>Minor,</td>
<td>Low</td>
<td>&lt;10</td>
<td>remove tree,</td>
<td>Low (as funds allow)</td>
<td></td>
</tr>
<tr>
<td>76</td>
<td><em>Eucalyptus camaldulensis</em></td>
<td>2.73 regulated medium (10-20m)</td>
<td>40-60</td>
<td>Average foliage density - average, dead branches - minor,</td>
<td>Average single trunk, broad spreading crown, crown form - irregular, branch failures - limited,</td>
<td>overhanging lawn, overhanging play area</td>
<td>Possible live branch - medium,</td>
<td>Medium person,</td>
<td>Severe</td>
<td>Low</td>
<td>50+</td>
<td>mulch around tree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td><em>Eucalyptus camaldulensis</em></td>
<td>1.97 medium (10-20m)</td>
<td>20-40</td>
<td>Good borer activity minor, dead branches - minor,</td>
<td>Average single trunk, leaning trunk to W over road - moderate, irregular crown, limited growing space, branch failures - limited,</td>
<td>overhanging lawn, overhanging road,</td>
<td>Possible live branch - medium,</td>
<td>Low person - moving, person,</td>
<td>Severe person, Significant car,</td>
<td>Low</td>
<td>20-50</td>
<td>reduce overall crown leverage through reduction pruning by 30-40%,</td>
<td>Medium (within 2 years)</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td><em>Schinus arrect</em> Peppercorn</td>
<td>&lt;1m small (&lt;10m)</td>
<td>&lt;10</td>
<td>Good</td>
<td>Average loose in ground,</td>
<td>overhanging lawn area</td>
<td>low</td>
<td>Low person,</td>
<td>Minor person,</td>
<td>Low</td>
<td>10-20</td>
<td>none</td>
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Surveyed 6th and 20th November 2018 by Tree Enviros
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<th>Structure</th>
<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Conse-quences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Schinus arella Peppercorn</td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Average</td>
<td>Good</td>
<td>overhanging road, overhanging footpath, overhanging lawn,</td>
<td>Possible live branch - small,</td>
<td>Medium person,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Eucalyptus camaldulensis River red gum several young saplings</td>
<td>&lt;1m small (&lt;10m)</td>
<td>&lt;10</td>
<td>varies, some with leaf pests - moderate,</td>
<td>Average some loose in ground, planted too close together, some with bark inclusions at base</td>
<td>overhanging garden area, overhanging road</td>
<td>Improbable, whole tree, possible, branch - small</td>
<td>Low car - moving, person,</td>
<td>minor</td>
<td>Low</td>
<td>10-20</td>
<td>thin out trees. 1 feature tree is better than a group of inferior trees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Schinus arella Peppercorn</td>
<td>2.0-3.0m multi-stemmed, exempt small (&lt;10m)</td>
<td>20-40</td>
<td>Good dead branches - minor,</td>
<td>Average multi-stemmed, crown form - irregular, low branches, branch failures - limited,</td>
<td>overhanging car park, obscuring signs,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>clear signs, lift over car park,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Eucalyptus camaldulensis River red gum</td>
<td>1.87 medium (10-20m)</td>
<td>20-40</td>
<td>Good dead branches - minor, borer activity - minor, possum grading</td>
<td>Good single trunk, narrow upright crown, co-dominant stems, bark inclusions main stems - minor, branch failures - limited,</td>
<td>overhanging car park,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>none</td>
<td></td>
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</tr>
<tr>
<td>83</td>
<td>removed tree</td>
<td></td>
<td></td>
<td></td>
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<th>Surrounds</th>
<th>L of failure</th>
<th>L of impact</th>
<th>Consequences</th>
<th>Risk</th>
<th>Life expect.</th>
<th>Management recs</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>84</td>
<td>Eucalyptus camaldulensis</td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Good</td>
<td>Good</td>
<td>overhanging car park, overhanging road,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>50+</td>
<td>remove mela.leuca rubbing on trunk.</td>
<td>High (within 6 months)</td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>Schinus aretra</td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Average, thinning foliage</td>
<td>Good</td>
<td>Irregular crown, low branches, branch failures - limited,</td>
<td>overhanging car park,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>Schinus aretra</td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Average, thinning foliage</td>
<td>Good</td>
<td>Irregular crown, low branches, branch failures - limited,</td>
<td>overhanging car park,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>Callistemon</td>
<td>&lt;1m small (&lt;10m)</td>
<td>10-20</td>
<td>Good</td>
<td>Good</td>
<td>overhanging car park,</td>
<td>Possible live branch - small,</td>
<td>Medium car - parked,</td>
<td>Minor</td>
<td>Low</td>
<td>20-50</td>
<td>none</td>
<td></td>
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Surveyed 6th and 20th November 2018 by Tree Environs
9.4 PUBLIC POLICY REVIEW
Report Author/Manager: Kate O'Neill
General Manager: Kate O'Neill
(Meeting Date: 12 November 2019)
(Location: Council Wide)
(Consultant Used: $Nil)

This report has been previously brought to Council as a Discussion Paper and is now provided as a Decision Report.

No changes have been made to this report.

PROPOSAL

To continue to progress the review of Council’s public policies.

RECOMMENDATION – ITEM 9.4

DECISION 1 – PUBLIC POLICIES RECOMMENDED TO BE REVOKED

Option 1 (Staff Recommendation)

That Council revokes the Public Policies set out in Table 1: Public Policies to be Revoked of this report.

Option 2

That Council revokes the Public Policies set out in Table 1: Public Policies to be Revoked of this report, with the following exceptions:

• [Name of Policy]

DECISION 2 – PUBLIC POLICIES RECOMMENDED TO BE AMENDED

Option 1 (Staff Recommendation)

That all current Public Policies be amended to include the following clause:

Policy Review
This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.

Option 2

That all Public Policies continue to be presented to Council on a case by case basis.
BACKGROUND

A policy is a statement of principles or position that is intended to direct decision-making and operations that supports the achievement of the Council’s vision and responsibilities.

Policies support the achievement of quality outcomes and reduce risk by establishing consistent and transparent standards and accountabilities.

A number of policies are required under legislation, others are recommended to provide a consistent and transparent direction / position in relation to a particular matter and in response to community need.

The City of Mitcham has two categories of policies:
- Public Policy: Externally focused that clearly state Council’s position on a particular topic or issue for the achievement of desired community outcomes, which are endorsed by Council and made available for public inspection on the Council’s website.
- Management Policy: Internally focused providing direction to staff on the core business of Council, which are endorsed by the Chief Executive Officer (CEO) and are made available to employees on the Council intranet.

Council is required under Section 59 of the Local Government Act 1999 to keep Council’s policies under review to ensure that they are appropriate and effective.

To assist in this process, Administration routinely reviews policies to ensure they are current, relevant and consistent with Council’s strategic direction, legislation and other Council policies.

In reviewing policies, consideration is given to the following principles:
- Policies will be relevant and transparent in its intent and meaning;
- Policies will be compliant with legislative requirements;
- Policies will be effective and able to be resourced;
- Duplication and reproduction of similar policies will be minimised to improve access and readability for both the community and staff;
- Operational or procedural information will not be included in policy documents unless prescribed by legislation; and
- Policies are grouped by function to assist with accessibility.

Following a significant review and revocation process commencing in January 2018, Council’s Public Policy Register has decreased from 183 policies to 109 policies (excluding Codes - 5, Charters - 2, Procedures - 3), with a further 18 policies recommended to be revoked in this report.

This report is provided in the context of continual review / improvement of Council’s Public Policies.

Attachments:

A. Bus Stop Shelters
B. Charity Sponsorships Policy
C. Collection for Charity Policy
D. Commemoration of Services to the Community
E. Footpath Levels
F. Infrastructure Maintenance
G. Laneway Policy
H. Library Closure on Public Holidays
I. Maintenance of Roadside Reserves
J. Major Vegetation Pruning or Trimming
K. Minor Works for School Ovals
L. Nominations of Outside Persons to External Bodies
M. Petitions Requiring Signatures Policy
N. Private Use of Goods and Services
O. Unincorporated Bodies
P. South Road Streetscaping
Q. Streetscapes and Undergrounding of Services
R. Sturt Gorge Management

STRATEGIC OBJECTIVES

Goal 5 Continuous Organisation Improvement Strategy

Objective 5.3 Efficient and Effective Organisation with a culture of positive change, process improvement and productivity gains.

DISCUSSION

Council at its meeting on 25 June 2019, endorsed a set of Key Performance Indicators (KPIs) for the Chief Executive Officer for the 2019/20 financial year. Included in this set of CEO KPIs was the following in relation to policies:

Administration report to Council twice a year on the status of legislatively required policies and an action plan to achieve compliance

This report is scheduled to be provided to Council in November and May annually.

The legislative polices include:
- Code of Practice – Access to Meetings and Documents
- Code of Practice – Meeting Procedures
- Prudential Policy
- Procurement Policy
- Public Consultation Policy
- Elected Members Allowances and Expenses
- Elected Members Training and Development Policy
- Informal Gatherings Policy
- Rating Policy
- Road and Public Place Names Policy
• Making of Orders Policy
• Internal Review of Council Decisions Policy
• Complaint Handling Policy
• Request for Services Policy
• Caretaker Policy
• Public Interest Disclosures Policy and Procedures
• Disposal of Land and Assets Policy
• Elected Member Code of Conduct – Complaint Handling Procedures
• Food Truck Location Procedures

Public Policies Under Review

Administration is currently progressing the review of the following Public Policies:
• Budget Framework
• Efficiency and Effectiveness Framework
• Independent Review of a Council Decision
• Internal Controls Policy
• Order Making Policy
• Procurement Policy

These Public Policies will be brought to Council at sometime in the near future for endorsement and will incorporate the suggested improvements outlined under the “Policies to be Amended” heading of this report.

Public Policies Recommended to be Revoked

Following the review undertaken by Administration, the following Public Policies are recommended for revocation (Table 1), with an explanation of the purpose of the policy and why it is recommended for revocation.

Table 1: Public Policies Recommended to be Revoked

<table>
<thead>
<tr>
<th>Policy Title (A-Z)</th>
<th>Purpose / Reason for Revocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bus Stop Shelters (Attachment A)</td>
<td>The purpose of this policy is to provide direction in relation to the installation of bus shelters. This policy was last endorsed by Council (Environment Services Committee) in 1997. This policy is recommended for revocation because requests for new bus shelters are assessed based on community need and patronage data supplied from the Department of Planning, Transport and Infrastructure and no policy is required regarding this process.</td>
</tr>
<tr>
<td>2. Charity Sponsorships Policy (Attachment B)</td>
<td>The purpose of this policy is to provide a process for requests from charities or not-for-profit community organisations to include promotional materials in Council’s rates notice. The policy was last reviewed / endorsed by</td>
</tr>
<tr>
<td>Policy Title (A-Z)</td>
<td>Purpose / Reason for Revocation</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Council in 1998.</td>
<td>This policy is recommended for revocation because the decision to include promotional material in rates notices will be addressed as part of the communication strategy currently being undertaken.</td>
</tr>
<tr>
<td>3. Collection for Charity</td>
<td>The purpose of this policy is to provide delegation to the Chief Executive Officer to consider all requests, on merit, for collections throughout the area for various registered charitable projects. No date is provided in the policy as to when it was last reviewed / endorsed by Council. This policy is recommended for revocation because it is no longer relevant and required.</td>
</tr>
<tr>
<td>Policy (Attachment C)</td>
<td></td>
</tr>
<tr>
<td>4. Commemoration of</td>
<td>The purpose of this policy is to identify when Council mementos are awarded. No date is provided in the policy as to when it was last reviewed / endorsed by Council. This policy is recommended for revocation as it is out of step with current practices.</td>
</tr>
<tr>
<td>Services to the Community</td>
<td></td>
</tr>
<tr>
<td>(Attachment D)</td>
<td></td>
</tr>
<tr>
<td>5. Footpath Levels (Attachment E)</td>
<td>The purpose of this policy is to provide direction to the Chief Executive Officer in relation to dealing with requests for footpath leveling. This policy was last endorsed by Council in 1997. This document is recommended for revocation because Council does not store footpath level data – adjacent property owners can undertake surveys required and therefore, no policy is required.</td>
</tr>
<tr>
<td>6. Infrastructure</td>
<td>The purpose of this policy is define Council's commitment to the maintenance of safe public infrastructure and describe a system. This policy was last reviewed by Council in 2001. This document is recommended for revocation, as it is an operational service level not a policy.</td>
</tr>
<tr>
<td>Maintenance (Attachment F)</td>
<td></td>
</tr>
<tr>
<td>7. Laneway Policy (Attachment G)</td>
<td>This purpose of this policy is to provide direction in relation to developments which relies on access to existing laneways. This policy was last reviewed by Council in 2005. This policy is recommended for revocation as it is an extract from the Development Plan and therefore it not needed as a separate document.</td>
</tr>
<tr>
<td>Policy Title (A-Z)</td>
<td>Purpose / Reason for Revocation</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>8. Library Closure on Public Holidays (Attachment H)</td>
<td>The purpose of this policy is to enable the closure of the Council’s libraries on South Australian and national public holidays. This policy was last reviewed / endorsed by Council in 2010. This policy is recommended for revocation, as the closure on public holidays is now custom and practice for the community and has been incorporated into the relevant Enterprise Bargaining Agreement for staff.</td>
</tr>
<tr>
<td>9. Maintenance of Roadside Reserves (Attachment I)</td>
<td>The purpose of this policy is to provide direction in relation to the maintenance of roadside reserves to maximise infiltration of water and minimise run-off. No date is provided in the policy as to when it was last reviewed / endorsed by Council. This policy is recommended for revocation as it is an operational service level agreement, not a policy.</td>
</tr>
<tr>
<td>10. Major Vegetation Pruning or Trimming (Attachment J)</td>
<td>The purpose of this policy to provide direction in relation to the communications to be undertaken when major pruning or trimming of vegetation along streets or in parks and reserves through a specific area of the City. This policy was last endorsed by Council on 1995. This document is recommended for revocation, as it is to be merged into separate vegetation policy being updated.</td>
</tr>
<tr>
<td>11. Minor Works for School Ovals (Attachment K)</td>
<td>The purpose of this policy is to provide authority for minor works to be performed for schools (covering cricket pitches etc) subject to the availability of machinery, at the cost of the schools. This policy was last adopted by Council prior to 1989. This document is recommended for revocation, as it is an operational service level not a policy.</td>
</tr>
<tr>
<td>12. Nominations of Outside Persons to External Bodies (Attachment L)</td>
<td>The purpose of this policy is to provide direction to Council in making considered decisions when nominating outside persons as possible representatives on external bodies. This policy was last reviewed / endorsed by Council in 2004. This policy is recommended for revocation as all decisions regarding appointments to outside boards are presented to Council with the relevant selection criteria / desired skills and experience (as put forward by the</td>
</tr>
<tr>
<td>Policy Title (A-Z)</td>
<td>Purpose / Reason for Revocation</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13. Petitions Requiring Signatures Policy (Attachment M)</td>
<td>The purpose of this policy is to provide direction to the Chief Executive Officer when considering display petitions requiring the collection of signatures should be referred to the Chief Executive Officer for a decision. This policy was last reviewed / endorsed by Council in 1999. This policy is recommended for revocation as it is an operational matter, which can be determined by the Chief Executive Officer (or delegate) on a case by case basis.</td>
</tr>
<tr>
<td>14. Private Use of Goods and Services (Attachment N)</td>
<td>The purpose of this policy is to provide direction to ensure Council resources are used in an effective, efficient, accountable and ethical manner by all officers. No date is provided in the policy as to when it was last reviewed / endorsed by Council. This policy is obsolete as it is covered by various Codes of Conduct.</td>
</tr>
<tr>
<td>15. Unincorporated Bodies (Attachment O)</td>
<td>The purpose of this policy is to provide direction as to when authority of any nature is given to any unincorporated body. This policy was last reviewed / endorsed by Council in 1997. This policy is recommended for revocation as it does not meet current governance standards and all such decision are a matter for the Council on a case by case basis or dealt with under the Council’s volunteer framework.</td>
</tr>
<tr>
<td>16. South Road Streetscaping (Attachment P)</td>
<td>The purpose of this policy is to provide direction to improve the appearance of South Road between Clarence Gardens and Bedford Park where there is an opportunity. This policy was last endorsed by Council in 2003. This policy is recommended for revocation as it is no longer required following the recent upgrade to South Road.</td>
</tr>
<tr>
<td>17. Streetscapes and Undergrounding of Services (Attachment Q)</td>
<td>The purpose of this policy is to provide guidelines on the undergrounding of services. This policy was last updated by the Environment Committee in 1997. This policy is recommended for revocation because Council will not contribute to the private undergrounding of services other than to assess applications for access to</td>
</tr>
</tbody>
</table>
Council land to undertake the work as per the Local Government Act 1999.

The purpose of this policy is to provide direction when considering proposals from the Sturt Gorge Residents Group. This policy was last considered by Council prior to 1989. This policy is recommended for revocation because it is an operational service level and not a policy.

Administration will continue to review its Council Policy Register and bring future reports to Council where there is an identified need to revoke a policy.

**Policies Recommended to be Amended**

In addition, Council at its meeting on 26 March 2019 resolved:

*That Administration investigates and reports on the quantum and nature of the reports brought to Full Council Meetings and make recommendations with a view to streamlining meeting agendas while ensuring that Elected Members and the community have adequate and appropriate opportunity to be informed and participate in decision making within the City of Mitcham.*

As part of this review it has been identified that a number of policies, which are operational / administrative in nature or are subject to minor review / updating (without changing the intent of the policy) are brought to Council for endorsement.

As part of the review it has also been noted that Public Policies have an inconsistent review cycle (where not dictated by legislation) ranging from annually, 2 years and 3 years.

To assist in streamlining Council meetings and improving consistency, it is recommended that all current Public Policies be amended to include the following clause:

**Policy Review**

*This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.*

*The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.*

In delegating this authority to the Chief Executive Officer, Elected Members will be advised of any amended policies, which would be available to Elected Members and the community via the City of Mitcham Website.

Moving forward, this clause will be included in all policies that are developed or presented to Council for endorsement.
Community Implications

Policies provide Elected Members, the community and Administration with clear direction in relation to matters relevant to the community, setting clear boundaries and expectations.

Environmental / Heritage Implications

Not applicable.

Cost Shifting Implications / Legislative Cost Imposts

Not applicable.

Impact on Budget including Lifecycle Costing

Not applicable.

Risk Management / WHS Assessment

In many cases, policies are provided to manage risks to the community and Council. Revoking policies reduces the risk of Council being in contravention of current legislative requirements or working against their own internal procedures.

Legal / Policy Implications

Local Government Act 1999

Engagement

Community engagement is not required in relation to this report.

Council Public Policies are available for inspection on Council's website.

CONCLUSION

This report is provided to Council following an initial review by Administration to revoke a number of policies, which have been deemed no longer relevant or required.
Infrastructure 14.02

BUS STOP SHELTERS

PURPOSE
Provide public transport commuters with protection from the elements.

POLICY STATEMENT
The need for bus shelters at Public Transport Board (PTB) bus stops will be assessed by Council, on receipt of a written request, with patronage data supplied by PTB.

Where justification exists for a shelter, PTB may install a shelter or Council will consider providing a shelter subject to available finances.

RESPONSIBLE OFFICER/DEPARTMENT
Alex Ouslinis – Technical Services

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: (To enable a word search)

COMMITTEE: Environment Committee 21 July 1997
ADOPTED BY COUNCIL: Date ratified by Council
UPDATED: Date of Amendments
REVIEW DATE: Date Policy to be Reviewed
SPONSORSHIP - CHARITY

PURPOSE
To have a mechanism in place for handling promotional requests from charities or not-for-profit community organisations.

POLICY STATEMENT
Application
Council may agree to insert promotional material for charities or not-for-profit community organisations with its rate notices on the proviso that:

- They are a registered charity or organisation serving a substantial proportion of the community within the City of Mitcham
- They meet the full costs of such an insertion
- They do not ask Council to establish any systems for collection
- If Administration believes that any request warrants an exemption to this policy a separate report be produced for Council’s consideration.

RESPONSIBLE OFFICER/DEPARTMENT
Director, Corporate Services

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: (To enable a word search)

COMMITTEE: Policy, Finance and Administration 6 July 1998
ADOPTED BY COUNCIL: 3 August 1998
UPDATED:
Community Relations

COLLECTIONS FOR CHARITABLE PROJECTS

PURPOSE
Council approval for charitable collections in the Mitcham Council area.

POLICY STATEMENT
The Chief Executive Officer has delegated authority to consider all requests, on merit, for collections throughout the area for various registered charitable projects such as Red Cross Calling, Red Shield, Down Every Street etc.

RESPONSIBLE OFFICER/DEPARTMENT
Allan Golding, Asset Management

ADDITIONAL CROSS REFERENCES
Delegations Manual

FILE NUMBER
FF.01.2107

Key Words: collections charity fundraising door knocking

COMMITTEE: (date of resolution)

ADOPTED BY COUNCIL: (date of ratification)

UPDATED: (amendments)
COMMEMORATION OF SERVICE TO THE COMMUNITY

PURPOSE
To identify when Council mementos are awarded.

POLICY STATEMENT
The Council grants the following mementos:

To Members Of Organisations Of Mitcham Community:
A wall plaque, suitable engraved, to be awarded following a Council resolution.

VIP Visitors and Overseas Guests:
(a) Council tie/scarf and/or badge, as appropriate.
(b) Wall plaque, at the discretion of the Mayor.

RESPONSIBLE OFFICER/DEPARTMENT
[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: plaque, memento

COMMITTEE: Admin & General Purpose, 18 August 1989

ADOPTED BY COUNCIL:

UPDATED: Corporate and Community Services, 12 September 2000

REVIEW DATE:
FOOTPATH LEVELS

PURPOSE
[the purpose/reason for the policy]

POLICY STATEMENT
The Chief Executive Officer shall supply abutting property owners or occupiers when requested, with footpath levels within a few days of the receipt of the request unless it is impracticable to grant the request.

RESPONSIBLE OFFICER/DEPARTMENT
[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: [To enable a word search]

COMMITTEE:

ADOPTED BY COUNCIL: 3 March 1997

UPDATED:

REVIEW DATE:
INFRASTRUCTURE MAINTENANCE

PURPOSE

To clearly define Council’s commitment to the maintenance of safe public infrastructure and describe a system.

POLICY STATEMENT

A. Council will take all necessary measures to safeguard the public from any injury, damages or loss resulting from poorly maintained infrastructure to the extent reasonably and practicably possible.

B. Council will maintain an effective system of complaints and/or requests for action receival service and progress tracking.

C. All Council Staff are to be alert to any obvious maintenance needs that they may observe during the course of their employment and report accordingly.

D. Local Area (Precinct) Based maintenance work programs are to provide flexibility which allow workcrews to effect repairs and/or report the need for repair that may be required within the respective area of operation that may have not previously been identified and programmed for repair.

E. Administration will routinely monitor the condition state of Council’s infrastructure assets and maintain an updated asset condition rating.

F. A system of independent assessment of the quality of maintenance outcomes will be undertaken.

G. Council will provide a 24 hour emergency maintenance response capability supported by a risk managed and prioritised program maintenance service.

H. All maintenance repairs and activities will conform to appropriate industry standards of maintenance as applicable to the needs of Mitcham.

I. Council recognises that its ability to respond to the demand for infrastructure maintenance will to a varying extent be constrained by legislation; availability of materials and skilled labour; budgets; resident sensitivity; OHS&W; and competing or conflicting responsibilities or commitments.

RESPONSIBLE OFFICER/DEPARTMENT

Director, Engineering and Environmental Services

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]
FILE NUMBER

[for records]

Key Words:  (To enable a word search)

COMMITTEE:  9 October 2001

ADOPTED BY COUNCIL:  23 October 2001

UPDATED:

REVIEW DATE:
LANEWAY POLICY

PURPOSE

To guide future development which relies on access to existing laneways.

POLICY STATEMENT

New development which comprises a carport or garage dependent on access to an adjoining rear laneway is restricted to the following circumstances:

(a) the proposed access point to serve the proposed garage or carport will be to a laneway that already has a bitumen sealed surface.

(b) vehicular access to a public road cannot be provided for the on-site parking area due to the positioning of existing buildings on the allotment on which the development is proposed.

(c) vehicular access to the laneway is necessary because of the inability to provide any safe and convenient access point from the site to the adjoining public road.

(d) the site immediately abuts one of the utility laneways in Colonel Light Gardens comprising Lot 654 and 655

RESPONSIBLE OFFICER/DEPARTMENT

Senior Policy Planner

ADDITIONAL CROSS REFERENCES

n/a

FILE NUMBER

FF.01.2368

Key Words: (To enable a word search)

COMMITTEE: Strategic Development Committee, 6 November 2001

ADOPTED BY COUNCIL: 27 November 2001

UPDATED: 23 August 2005

REVIEW DATE:
Social, Cultural and Community Services

LIBRARY CLOSURES ON PUBLIC HOLIDAYS

PURPOSE
To enable the closure of the Council’s libraries on South Australian and national public holidays.

POLICY STATEMENT
That the Mitcham Library, Blackwood Library and Toy Libraries be closed on all South Australian and national public holidays, including those that fall on a weekend and the day after Good Friday and Easter Sunday.

RESPONSIBLE OFFICER/DEPARTMENT
Manager Library Services / Libraries and Community Development

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
FF.01.2638

Key Words: opening hours

COMMITTEE: Finance & Policy, 22 March 1983
ADOPTED BY COUNCIL: April 1993
UPDATED: Corporate & Community Services, 9 February 2010
REVIEW DATE:
MAINTENANCE OF ROADSIDE RESERVE

PURPOSE

Manage maintenance of roadside reserves to maximise infiltration of water and minimise run-off.

POLICY STATEMENT

Council, where practicable, and in appropriate areas, shall maintain roadside reserves in a largely natural condition, and surface materials and techniques of gutter and path construction which maximise infiltration of water and minimise run-off, shall be selected.

RESPONSIBLE OFFICER/DEPARTMENT

[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES

See also Policy on Roadside - Significant Vegetation.

FILE NUMBER

[for records]

Key Words: (To enable a word search)

COMMITTEE: Date of Committee Resolution

ADOPTED BY COUNCIL: Date ratified by Council

UPDATED: Date of Amendments

REVIEW DATE: Date Policy to be Reviewed
Infrastructure

MAJOR VEGETATION PRUNING OR TRIMMING

PURPOSE

[the purpose/reason for the policy]

POLICY STATEMENT

Where Council needs to undertake major pruning or trimming of vegetation along streets or in parks and reserves through a specific area of the City, a notice is to be placed in the Messenger Press and/or Community News to notify residents of the proposed work.

The notice is to include the streets/area affected, the reasons for and the scheduling of the work.

The Councillors for the Ward are to be advised of the proposals prior to the notice being placed in the appropriate paper.

RESPONSIBLE OFFICER/DEPARTMENT

[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER

[for records]

Key Words: (To enable a word search)

COMMITTEE:

ADOPTED BY COUNCIL:  3 January 1995

UPDATED:

REVIEW DATE:
Property Management 16.17

MINOR WORKS FOR SCHOOL OVALS

PURPOSE

[the purpose/reason for the policy]

POLICY STATEMENT

Council authorise minor works to be performed for Schools (covering cricket pitches etc.) subject to the availability of machinery.

Schools will be required to pay for the cost of machinery hire. Where school oval facilities are made available to residents, however, labour costs will not be charged.

RESPONSIBLE OFFICER/DEPARTMENT

[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER

[for records]

Key Words: [To enable a word search]

COMMITTEE:

ADOPTED BY COUNCIL: Prior to 1989

UPDATED:

REVIEW DATE:
Governance

9.11

NOMINATION OF OUTSIDE PERSONS TO EXTERNAL BODIES

PURPOSE

To assist Council in making considered decisions when nominating outside persons as possible representatives on external bodies.

POLICY STATEMENT

When considering nominating a community member for a possible position on an external body, the following criteria apply.

The nominee should:

- be respected and prominent in their field of expertise;
- have a good knowledge of local government;
- have a good understanding of the issues facing local government.

To assist in the decision making:

1. The nominator should provide reasons supporting the nomination.

2. A full written resume from the nominee including written references should be circulated to Elected Members during the week before the meeting at which the nomination is to be considered.

3. The potential nominee should be prepared to give a short presentation (about 5 minutes) to the Committee and/or Council prior to a decision being made.

RESPONSIBLE OFFICER/DEPARTMENT

CEO’s office

ADDITIONAL CROSS REFERENCES

n/a

RELATIONSHIP TO STRATEGIC PLAN

n/a

FILE NUMBER

FF.01.2829

Key Words: nomination, LGA, board

COMMITTEE: n/a

ADOPTED BY COUNCIL: 28 September 2004

UPDATED: Date of Amendments
PETITIONS REQUIRING SIGNATURES

PURPOSE
To provide a venue for access to information in order to enable free and open participation by the community in matters which impact upon it.

The display of such petitions should not be seen as an endorsement by Council.

POLICY STATEMENT
All requests to display petitions requiring the collection of signatures should be referred to the Chief Executive Officer for a decision.

Approval will not be given for petitions which:

- are pornographic, offensive or objectionable
- offend Federal, State or Local laws and regulations
- embarrass or harass (sexually or otherwise) another person
- are defamatory, abusive, sexist, racist or otherwise illegal
- constitute partisan political material and/or

RESPONSIBLE OFFICER/DEPARTMENT
Chief Executive Officer

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: (To enable a word search)

COMMITTEE: Corporate & Community Services 4 November 1999

ADOPTED BY COUNCIL: 16 November 1999

UPDATED:
PRIVATE USE OF GOODS & SERVICES

PURPOSE
To ensure that Council resources are used in an effective, efficient, accountable and ethical manner by all officers.

POLICY STATEMENT
No request for the supply of goods and services for private use, or for use not authorised by enabling Acts, is to be entertained by Council or its officers.

RESPONSIBLE OFFICER/DEPARTMENT
All Directors

ADDITIONAL CROSS REFERENCES
Employee Code of Conduct

FILE NUMBER
[for records]

Key Words: (To enable a word search)

COMMITTEE: Date of Committee Resolution
ADOPTED BY COUNCIL: Date ratified by Council
UPDATED: Date of Amendments
UNINCORPORATED BODIES

PURPOSE
[the purpose/reason for the policy]

POLICY STATEMENT
Council when giving authority of any nature to any unincorporated body (except those bodies appointed pursuant to Section 199 or 200 of the Local Government Act) does so only by giving that authority to such members of the Committee as individuals, i.e. a resolution authorising volunteers to perform work on a reserve would read "that authority be given to Messrs. A, B, C and D members of the "Name" Reserve Committee to develop a reserve at "Place" subject to the supervision and direction of the Director Engineering & Environmental Services".

RESPONSIBLE OFFICER/DEPARTMENT
[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES
[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER
[for records]

Key Words: (To enable a word search)

COMMITTEE: Date of Committee Resolution
ADOPTED BY COUNCIL: Date ratified by Council
UPDATED: 7 October 1997
Infrastructure 14.05

SOUTH ROAD STREETSCAPING

PURPOSE

To improve the appearance of South Road between Clarence Gardens and Bedford Park where there is an opportunity.

POLICY STATEMENT

It is acknowledged that there are severe constraints to improving the aesthetic appeal of South Road due to the fact that:

- underground services are concentrated on the eastern side of the road which inhibits the planting of street trees on this side of the road.
- Transport SA will not allow trees to be planted on the median strip of South Road.

Given these constraints, the following initiatives are recommended:

1. Planning approvals for new developments along South Road to provide landscaping in accordance with Development Plan provisions relating to the relevant zone and, as relevant, policy area.

2. Council to approach suitable properties along the eastern side of South Road with an offer to plant trees and other plants on the condition that the owner maintains the plants - as per the industrial landscaping proposal of the City West Action Plan

3. Council to plant mature trees where possible along South Road and close to intersections of Council roads with South Road

RESPONSIBLE OFFICER/DEPARTMENT

Senior Horticulturalist

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER

FF01.2368

Key Words: amenity, tree planting, arterial road, development, City West

COMMITTEE: Corporate and Community Services, 11 February 2003

ADOPTED BY COUNCIL: 25 February 2003

UPDATED: Date of Amendments

REVIEW DATE: Date Policy to be Reviewed

City of Mitcham Policy Manual
STREETSCAPES AND UNDERGROUNDING OF SERVICES

PURPOSE

Provide guidelines on the undergrounding of services.

POLICY STATEMENT

1. Mitcham Council will not contribute towards the cost of undergrounding power in residential streets, but will take note of residents who, by Memorial or other method provided for in the Local Government Act, agree to bear such costs themselves.

2. Where all residents in a street indicate that they wish to have ETSA mains undergrounded, at their cost, this wish will be conveyed to ETSA for action.

3. Where appropriate, Council will apply to PLEC for subsidies for undergrounding of power lines.

4. Where major road upgrading by the Department of Transport is to occur, such as has happened along South Road and Cross Road, the opportunity should be taken to underground overhead services. In such cases, the opportunity will be taken as appropriate, to replace unsuitable trees with advanced species, of types which will grow to a substantial size.

5. Council undertakes to improve the streetscape and amenity of nature strip/verge areas abutting business premises, wherever appropriate, and particularly on main roads. Sourcing of funds for this activity is to be pursued through such agencies as Greening Australia and Better Cities.

6. The installation of telecommunication cable services from the street to buildings are to be underground.

RESPONSIBLE OFFICER/DEPARTMENT

Manager, Technical Services.

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER

[for records]

Key Words: (To enable a word search)

COMMITTEE:

ADOPTED BY COUNCIL:

UPDATED: Environment, 21 July 1997

REVIEW DATE:
STURT GORGE MANAGEMENT

PURPOSE

[the purpose/reason for the policy]

POLICY STATEMENT

The proposals of the Sturt Gorge Residents Group for the complementary management of Mitcham Council reserves with a proposed Sturt Gorge Conservation Park, involving control of weed species and run-off water shall be supported by the City of Mitcham provided it is considered with other commitments and priorities.

RESPONSIBLE OFFICER/DEPARTMENT

[List the department/s and/or officer/s responsible for the implementation of the policy]

ADDITIONAL CROSS REFERENCES

[cross reference to Delegations Manual, relevant Acts, specific procedure manuals etc]

FILE NUMBER

[for records]

Key Words: (To enable a word search)

COMMITTEE:

ADOPTED BY COUNCIL: Prior to 1989

UPDATED:

REVIEW DATE:
10. CONFIDENTIAL REPORTS

Please be advised that this item is to be considered as close to **9.15pm** as possible.

10.1 EASTERN WASTE MANAGEMENT AUTHORITY - LEGAL MATTER UPDATE

*Report Author/Manager: Craig Harrison*

*General Manager: Craig Harrison*

*(Meeting Date: 12 November 2019)*

*(Location: Council Wide)*

*(Consultant Used: $Nil)*

**PROPOSAL**

To provide advice to Council of the rationale and decision made by the East Waste Board regarding the potential pursuit of a claim against SKM Industries Pty Ltd (In Liquidation) (Industries) for breach of a historical contract (Receipt and Processing of Recyclables).

**BACKGROUND**

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer confirms that this item may be discussed in confidence under the provisions of Section 90(2) and 90(3)(h).

**DISCUSSION**

The Chief Executive Officer recommends that this report be considered in confidence under Chapter 6, Part 3 of the *Local Government Act 1999* as this item considers matters relating to .

**RECOMMENDATION – ITEM 10.1**

**DECISION 1 – GO INTO CONFIDENCE**

That pursuant to Section 90(2) of the *Local Government Act 1999*, the Council orders the public be excluded with the exception of staff present and Mr Rob Gregory, General Manager East Waste for Agenda Item 10.1 Eastern Waste Management Authority – Legal Update on the basis that the Council considers it necessary and appropriate to act in a meeting closed to the public in order to receive, discuss or consider in confidence legal advice in relation to this matter.

That Council is satisfied that pursuant to section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda item is legal advice that is subject to legal professional privilege.

The Council is satisfied in principle that the meeting should be conducted in a place open to the public has been outweighed in the circumstances because it will allow Council to consider and discuss the legal advice given including options in order to progress this matter further.
11. DISCUSSION ITEMS FOR FUTURE DECISION

11.1 CODE OF PRACTICE - MEETING PROCEDURES

Report Author/Manager: Deb Horton
General Manager: Kate O’Neill
(Meeting Date: 12 November 2019)
(Location: Council Wide)

Due to the complexity of this issue and community interest, a draft report has been attached for discussion prior to a final report being presented to a future meeting.

PROPOSAL

For Council to consider and adopt a revised Code of Practice – Meeting Procedures in accordance with the Local Government Act 1999 (SA) (the Act) and Local Government (Procedures at Meetings) Regulations 2013 (SA) (the Regulations).

Attachments:

1. Draft Report - Code of Practice - Meeting Procedures
   A. Attachment to Draft Report - Draft City of Mitcham - Code of Practice
      Meeting Procedures

RECOMMENDATION – ITEM 11.1

That the report be received for information only.
0.0 CODE OF PRACTICE - MEETING PROCEDURES
Report Author/Manager: Deb Horton
General Manager: Kate O’Neill
(Meeting Date: 26 November 2019)
(Location: Council Wide)
(Consultant Used: $Nil)

PROPOSAL

For Council to consider and adopt a revised Code of Practice – Meeting Procedures in accordance with the Local Government Act 1999 (SA) (the Act) and Local Government (Procedures at Meetings) Regulations 2013 (SA) (the Regulations).

To adopt a revised Code of Practice, the motion must be supported by at least two thirds of Elected Members who are present.

RECOMMENDATION – ITEM 0.0

Option 1 (Staff Recommendation)

That Council adopts the revised Code of Practice – Meeting Procedures as provided at Attachment A of this report, with minor amendments delegated to the Chief Executive Officer.

Option 2

That Council adopts the revised Code of Practice - Meeting Procedures as provided at Attachment A of this report, with minor amendments delegated to the Chief Executive Officer, incorporating the following additional amendments:

• amendments

BACKGROUND

The conduct of Council and Committee meetings is prescribed in legislation. Furthermore, Sections 86(8) and 89(1) of the Local Government Act 1999 provide that the conduct of Council and Committee Meetings should be:

• as prescribed by regulation;
• insofar as the procedure is not prescribed by regulation – as determined by the Council; and
• insofar as the procedure is not prescribed by regulation or determined by the Council – as determined by the Council Committee itself.

The Regulations are prescriptive but do not cover every eventuality. Where the Meeting Regulations are silent on a matter, Council is able to determine its own position thereby supporting the administration of the regulations to meet the particular needs of a Council.
The additions and variations to meeting practices that Council has adopted over the years are contained within Council’s Code of Practice – Meeting Procedures (the Code), as required by Regulation 6(1) of the Meeting Regulations and are marked in green font and shaded.

The Code should be reviewed at least once every financial year in accordance with the Regulations.

A report was presented to Council on 27 November 2018 with suggested amendments as a result Elected Member feedback provided during the year.

At this meeting the newly formed Council resolved to defer the item until such time that a workshop could be convened and that Elected Members could garner further experience in council meetings.

Council at its meeting on 12 March 2019 resolved to vary Regulation 15(1) Addresses by Members, etc with the result of reducing the initial speaking time from five minutes to three minutes.

Council at its meeting on 9 July 2019 resolved that a report be provided advising on the most useful and dependable process to implement recording of Full Council Meetings. This has been provided to Elected Members for feedback via email in September and was presented as a Discussion report to Council at its meeting on 8 October and Decision at its meeting on 22 October 2019. At this meeting, Council resolved to defer the report to the Full Council meeting where the Meeting Procedures will be presented.

A workshop with Elected Members was convened on 16 July 2019 whereby the meeting procedures were discussed in detail, with the attached draft (Attachment A) provided as a result. Elected Members have also provided feedback via email (for those unable to attend the workshop) which has been incorporated into this report where relevant.

Council at its meeting on the 27 August 2019 resolved that options be investigated for allowing petitions that have been collected electronically to be tabled at Full Council meetings and included in the Agenda and Minutes of the relevant meeting. This report proposes clarification in the meeting procedures regarding the acceptance of the electronic petition to be incorporated within a Full Council Agenda.

Attachments:

A. Draft City of Mitcham - Code of Practice Meeting Procedures

STRATEGIC OBJECTIVES

Goal 5 Continuous Organisation Improvement Strategy

Objective 5.3 Efficient and Effective Organisation with a culture of positive change, process improvement and productivity gains.
DISCUSSION

As a result of the events outlined in the Background section of this report, the Staff Recommendation is that Council adopt the revised Code of Practice – Meeting Procedures (“the Code”), with the proposed amendments as marked in bold red text (Attachment A). Please note, general formatting has made to assist with the administration of this Code have been made throughout the document, including the reordering of information.

A summary of the key proposed amendments is provided below regarding:

**Recording of Council Meetings (Clause 8 – Minutes) (separate report)**

A separate report has been prepared on this matter that will provide various options regarding the recording and publishing of Council meetings.

As the recording of Council meetings does not need to be contained in the Code of Practice, the section of the Code of Practice in relation to the recording of Council meetings has been limited to recording by members of the public.

Council’s resolution in relation to this matter in a future report will provide the formal direction for the recording of Council meetings (and as such will not require 2/3 majority to be passed).

**Petitions (Clause 10)**

The current *City of Mitcham Code of Practice Meeting Procedures*, Local Government Act and associated Regulations are silent in relation to the acceptance or otherwise of electronic petitions.

The *Electronic Communications Act* (SA) 2000 provides guidance regarding electronic communications, their validity and management (including what constitutes an electronic signature).

It is therefore proposed that electronic petitions will be accepted where the petitioner has provided reasonable proof of identity and has reasonably attempted to satisfy criteria contained at clauses 10(1) and *City of Mitcham Provisions* (a) to (f).

The requirement for a signature will be taken to have been met in relation to an emailed or electronic petition in accordance with the *Electronic Communications Act* (SA) 2000.

Additionally, a definition of an “address” for a petition has been clarified to include street, PO Box and email.
Full Council Meeting Finish Time (Clause 33 – Finish time for Council / Committee Meetings)

There has been much discussion regarding the length of Council meetings and the impact this may have on an individual's contribution given respective “outside of Council” obligations and responsibilities. This alteration aims to have Council business completed by 10:00pm instead of 10:30pm allowing a half an hour extension (to be made via a motion before 10pm) and further half hour by two thirds majority.

Vote and Count (Clause 37 - Election of Members to Official Positions)

The current voting process is laborious particularly when there are more nominations than positions available. The amendments provide a more efficient process that caters for these situations thereby expediting the voting process during a council meeting.

Community Implications

The community has a right to expect that Council and Committee meetings are conducted efficiently and effectively in the interests of good decision making.

Environmental / Heritage Implications

Not applicable.

Cost Shifting Implications / Legislative Cost Imposts

Not applicable.

Impact on Budget including Lifecycle Costing

Not applicable.

Risk Management / WHS Assessment

The Code of Practice – Meeting Procedures, in conjunction with the Meeting Regulations, provides a set of guidelines and protocols to assist with the smooth running and accountability of Council and Committee meetings.

Legal / Policy Implications

The Code is primarily a quasi-legislative instrument that allows for the decisions of Council to be legally binding.

Local Government Act 1999
Local Government (Meeting Procedures) 1999

Please note that to endorse a revised Code of Practice, the motion must be supported by at least two thirds of Elected Members who are present to vote.
Engagement

Elected Members have had a year of meetings (November 2018 – November 2019) under the existing code adopted by the previous council. This experience has enabled Elected Members to contribute to the improvement of the meeting procedures.

Public consultation is not required in relation to this matter.

CONCLUSION

The Code provides for a Council to adopt a range of local provisions to assist with the smooth running of Council and Committee meetings as required whilst still meeting legislative instruments, which allow for the decisions of Council to be transparent to its community and legally binding.

For Council to endorse an amended Code of Practice – Meeting Procedures, the support is required of at least two thirds of Elected Members who are present to vote.
CODE OF PRACTICE – MEETING PROCEDURES

Adopted by Council on 12 December 2017
Updated by Council on 12 March 2019
Adopted by Council [date 2019]
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PUBLIC POLICY

[Insert Policy Name]

PREAMBLE

The City of Mitcham is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

The Local Government (Procedures at Meetings) Regulations 2013 (the Regulations) stipulate the statutory procedures to be undertaken during the operation of Council and Council Committee meetings. Under these Regulations, Council may adopt a Code of Practice for its own meetings of Council and Council Committees that varies certain of these provisions where they are capable of variation.

Further, Sections 86(8) and 89(1) of the Local Government Act 1999 (the Act) provides that where a procedure(s) is not prescribed by Regulation, Council or a Council Committee where delegated to do so can determine its own procedure(s) so long as it is not inconsistent with the Act or Regulations.

The variations to prescribed meeting procedures that have been adopted by Council have been inserted (in a shaded text box) in this Code of Practice to enable them to be read in conjunction with the formal requirements of the Regulations (example shown below).

City of Mitcham provisions

Such provisions support the administration of this Code.

The combined document is regarded as the City of Mitcham’s Code of Practice for Procedures at Meetings.

The Council may, at any time, by resolution supported by at least two-thirds of Members present, alter, substitute or revoke the Code of Practice.

PURPOSE

This Code of Practice provides guidelines for Elected and Independent Members relating to procedures at Council and Council Committee meetings. It is also available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings. As recommended by legislation, this Code of Practice is reviewed every financial year.

This Code cites the Regulations with variations by the City of Mitcham contained in shaded boxes and marked accordingly.
PART 1 PRELIMINARY

1. Citation

These regulations may be cited as the Local Government (Procedures at Meetings) Regulations 2013.

2. Commencement

These regulations will come into operation on 1 January 2014.

3. Interpretation

(1) In these regulations, unless the contrary intention appears –

“Act” means the Local Government Act 1999;

City of Mitcham provisions

“address” may include a street address, post office box or email address. Does not include ‘suburb’ alone.

“clear days” see sub-regulation (2) and (3);

“deputation” means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

“formal motion” means a motion -

(a) that the meeting proceed to the next business, or
(b) that the question be put; or
(c) that the question lie on the table; or
(d) that the question be adjourned; or
(e) that the meeting be adjourned.¹

“Guiding Principles” see regulation 4;

“Leave of the Meeting” is required for certain actions (short term suspension of the meeting, for a member to make a personal explanation, a variation or to speak more than once to a motion). To gain leave of the meeting the presiding member asks the meeting - “is leave granted?” If the majority of members present approve, leave is granted for the action to occur.

“member” means a member of the council or council committee (as the case may be);

¹ See regulation 13 for specific provisions about formal motions
City of Mitcham provisions

"personal explanation" means a member may wish to provide to the meeting an explanation regarding their particular statements or actions or the rebuttal of statements or actions of which they are aggrieved.

"point of order" means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

"presiding member" means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

"two thirds majority" means two thirds of Members present and entitled to vote (it does not include the Presiding Member).

"written notice" includes a notice given in a manner or form determined by the council.

(2) In the calculation of “clear days” in relation to the giving of notice before a meeting -

(a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and

(b) Saturdays, Sundays and public holidays will be taken into account.

(3) For the purposes of the calculation of clear days under subregulation (2), if a notice given after 5 pm on a day, the notice will be taken to have been given on the next day.

(4) For the purposes of these regulations, a vote on whether leave of the meeting is granted may be conducted by a show of hands (but nothing in this sub-regulation prevents a division from being called in relation to the vote).

City of Mitcham provisions

Simple majority is required for the show of hands.

4—Guiding Principles

The following principles (the Guiding Principles) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

(a) procedures should be fair and contribute to open, transparent and informed decision-making;

(b) procedures should encourage appropriate community participation in the affairs of the council;

(c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
(d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

PART 2 - MEETINGS OF COUNCIL AND KEY COMMITTEES

Division 1 – Preliminary

5. Application of Part

The provisions of this Part apply to or in relation to –

(a) the meetings of a council; and
(b) the meetings of a council committee performing regulatory activities; and
(c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

6. Discretionary procedures

(1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two thirds of the members of the council present to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).

(2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation

(3) A council may at any time, by resolution supported by at least two thirds of the members of the council present to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice

(4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.

(5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours. A copy of the Code of Practice – Meeting Procedures is available on the City of Mitcham Website.

(6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.

(7) Regulation 12(4) does not apply to a motion under sub-regulation (3).
DIVISION 2 - PRESCRIBED PROCEDURES

7. Commencement of meetings and quorums

(1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

(2) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.

(3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.

(4) If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of the members present, and the date and time to which the meeting is adjourned.

(5) If a meeting is adjourned to another day, the Chief Executive Officer must:
   (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
   (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

8. Minutes

(1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

(2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

(3) On the confirmation of the minutes, the presiding member will -
   (a) initial each page of the minutes, which pages are to be consecutively numbered; and
   (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.

City of Mitcham provisions

On confirmation of the Minutes the Presiding Member will place his/her their initials at the bottom right hand corner of each page.

(3) The minutes of proceedings of a meeting must include –
   (a) the names of the members present at the meeting; and
Meeting Procedures

City of Mitcham provisions

The positions of all staff relevant to the business of the meeting.

(b) in relation to each member present -

(i) the time at which the person entered or left the meeting; and

(ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and

City of Mitcham provisions

The name and time of any Elected Member arriving late to the meeting will be recorded in the minutes at the beginning of the minutes under Present in addition to the place in the minutes when they entered the room.

The name and time of any Elected Member leaving the meeting and not returning will be recorded in the minutes at the beginning of the minutes under Present in addition to the place in the minutes when they left the room.

(c) each motion or amendment, and the names of the mover and seconder; and

(d) any variation, alteration or withdrawal of a motion or amendment; and

(e) whether a motion or amendment is carried or lost; and

(f) any disclosure of interest made by a member; and

(g) an account of any personal explanation given by a member; and

(h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

(i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and

(j) details of any adjournment of business; and

(k) a record of any request for documents to be tabled at the meeting; and

(l) a record of any documents tabled at the meeting; and

(m) a description of any oral briefing given to the meeting on a matter of business; and

(n) any other matter required to be included in the minutes by or under the Act or any regulation.

City of Mitcham provisions

Personal Explanation/s

A summary of the personal explanation will be recorded in the minutes.

Points of Orders

Point of Orders will only be recorded in the minutes if ruled by the Presiding Member to be a Point of Order or unless a resolution is passed to do so. Minutes will record;
CODE OF PRACTICE

Meeting Procedures

- The name of the Member raising the point of order,
- The nature of the alleged breach of the Act or these Regulations,
- The section or regulation to which it refers and
- The name of the Member who is the subject of the point of order (where relevant).

If a point of order is raised by a Member, but is ruled not to be a point of order, it will not be recorded in the Minutes, unless Council resolves otherwise.

Gallery Questions

The name and suburb of the questioners, along with the questions and answers will be recorded in the minutes, or in a later agenda if necessary.

Preamble/explanation provided with questions will not be recorded in the Minutes or Future agenda.

Matters not recorded in minutes

Discussion

Discussion by Members of the Council at meetings will not be recorded in the minutes.

Deputations

The detail of a deputation is will not be recorded in the minutes of the Council meeting, just a brief sentence outlining the topic and the name of the speaker.

9—Questions

(1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.

(2) If notice of a question is given under subregulation (1)—

(a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and

(b) the question and the reply must be entered in the minutes of the relevant meeting.

City of Mitcham provisions

‘Relevant meeting’ will generally be one month following the meeting that the question was asked at, unless the question can be answered in the meeting the questions is asked.

This timeframe enables Administration to provide a fulsome reply to questions on notice.
If this timeframe can not be met, a progress report will be included in the agenda within a month of the date the question was asked and an answer will be published within two months of the date the question was asked.

Questions that arise from the answer provided to a Question on Notice should be raised in the Council Agenda item “Questions without Notice”.

(3) A member may ask a question without notice at a meeting.

(4) The presiding member may allow the reply to a question without notice to be given at the next meeting.

(5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

(6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

(7) If a member indicates they have a question then makes a statement or comment, they will be taken to have spoken to the motion.

City of Mitcham provisions
Questions without Notice will be considered after all publicly notified items of business. That is Questions without Notice will be taken after Questions and Motions on Notice and when business reports have been formally dealt with.

All questions without notice from Elected Members will be directed to the Presiding Member.

10—Petitions

(1) A petition to the council must—
   (a) be legibly written or typed or printed; and
   (b) clearly set out the request or submission of the petitioners; and
   (c) include the name and address of each person who signed or endorsed the petition; and
   (d) be addressed to the council and delivered to the principal office of the council.

(2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.

City of Mitcham provisions
Council has varied Regulation 10(2) as is permissible under Regulation 10(3) as follows;

Petitions to Council will be treated in the following way:
(a) All pages of the petition must clearly set out the request or submission of the petitioners, the name, address (street, post office box or email) and signature of each petitioner and must contain at least one signature on every page.

(b) In the first instance, the petition should be forwarded to the Chief Executive Officer.

(c) The entire petition (including the names, and addresses and signature) will be placed on the Council’s website and the Elected Members Intranet and a report will be included on the agenda of the next Council meeting or committee of the whole membership of Council, whichever is the most appropriate.

(d) To be included in the agenda petitions must be received no later than the Friday prior to the release of the agenda. Petitions which are received too late to appear in the agenda for the next Council meeting will still be tabled at that meeting. A report concerning the petition will be placed on the agenda of a subsequent meeting.

(e) Additional pages of a petition received after the petition has been tabled at Council will be emailed to Elected Members and added to the original petition in Council records management system and on the website. They will not be reported to Council via the Council Agenda.

(f) The report to Council (or Committee) regarding the petition will contain:
   • a statement as to the nature of the request or submission;
   • the number of signatures;
   • a summary of any related documents / correspondence which might have accompanied the petition; and
   • Management’s response and/or proposed action.

A letter that has multiple signatures is not regarded as being a petition and will not be treated as such. A petition received not meeting the requirements will be forwarded to Elected Members outside the meeting for their information.

Note: A petition template is available on Council’s website.

Electronic petitions

Electronic petitions will be accepted where the petitioner has provided reasonable proof of identity and has reasonably attempted to satisfy criteria contained in clauses (a) to (d).

(3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

11—Deputations

(1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.

City of Mitcham provisions

A written request to make a deputation could be by email, fax or letter via deputations@mithamcouncil.sa.gov.au or letter

Council’s preference is to receive deputations by email.
CODE OF PRACTICE

Meeting Procedures

Written requests will also be accepted and should be addressed to the Principal Member or Chief Executive Officer or Elected Member Support Officer. Number of speakers for a single deputation. Where possible, requests for deputation shall be received by the CEO by the close of business on the Wednesday prior to the meeting to enable them to be included in the published agenda. However, all later requests for deputation will be accommodated where possible, with the consent of the Presiding Member.

(2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.

(3) The presiding member may refuse to allow the deputation to appear at a meeting.

City of Mitcham provisions

When considering a request for a deputation, the Presiding Member may give consideration to the number of registered speakers, the topics of deputations, the reports included on the relevant agenda and the number of matters to be determined within that agenda.

Where a number of people have indicated that they wish to speak with regard to a particular subject, the presiding member is able to use their discretion to determine that the subject matter has been canvassed by previous speakers.

(4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.

City of Mitcham provisions

Advice of Deputations to the Chief Executive Officer

When the Presiding Member has approved a deputation determined whether or not to approve a deputation, the Chief Executive Officer should be advised of the subject of the deputation and the name of the deputee and the outcome.

If approved, the CEO (or delegate) will advise the deputee of the Deputation protocols.

(5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).

(6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.

(7) A council may refer the hearing of a deputation to a council committee.
### City of Mitcham provisions

#### Deputation Protocols

- **a.** Where possible, requests for deputation should be received by the Chief Executive Officer by the close of business on the Wednesday prior to the meeting. However, all later requests for deputation will be accommodated where possible, with the consent of the Presiding Member.

- **b.** When considering a request for deputation, the Presiding Member may give consideration to the number of registered speakers, the topics of the deputations, the reports included on the relevant agenda and the number of matters to be determined within that agenda.

- **ac.** Where a deputation is to be heard, the person/s making the deputation may speak for no more than three minutes without leave of the meeting.

- **d.** Deputations to a Committee will be treated in the same way as deputations to Council.

- **bf.** The total time of a deputation, including the 3 minutes allowed for the deputation and questions of the speaker, will be no more than 10 minutes without the leave of the meeting (simple majority).

- **c.** Persons making a deputation should not use the opportunity to denigrate another individual.

- **dg.** The use of handouts or PowerPoint presentations during a deputation may not be permitted without the specific approval of the Presiding Member prior to the meeting, to ensure the appropriateness of the material.

- **e.** Elected Member questions to individuals making a deputation to Council must be concise and not amount to a statement.

#### Acceptable forms of written request for deputation

A written request to make a deputation could be by email, fax or letter. Council’s preference is to receive deputations by email. Emails should be addressed to the Principal Member, Chief Executive Officer or Elected Member Support Officer.

#### Number of speakers for a single deputation

Where a number of people have indicated that they wish to speak with regard to a determination that the subject-matter has been canvassed by previous speakers.

#### Reference to individuals

**What appears in the minutes**

The detail of a deputation is not included in the minutes of the Council meeting, just a brief sentence outlining the topic and the name of the speaker.

**Refer to Section 8 in relation to what will be recorded in the Minutes in relation to Deputations.**

**Advice of deputations to Chief Executive Officer**

When the Presiding Member has approved a deputation, the Chief Executive Officer should be advised of the subject of the deputation and name of the deputee.

### 12—Motions

1. A member may bring forward any business in the form of a written notice of motion.
(2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

**City of Mitcham provisions**

**Notices of Motion**

A notice of motion should preferably be received in writing seven (7) days before the meeting (to provide time for its inclusion in the agenda) but at least five (5) clear days before the date of the meeting at which the motion is to be moved. It should be addressed to the Chief Executive Officer with a copy to the Elected Member Support Officer.

A Notice of Motion should be accompanied by background information and/or a rationale for the benefit of other Members.

The Chief Executive Officer is able to provide a comment to Notices of Motion where appropriate.

**Order in which Motions on Notice and Motions without Notice are taken**

Motions on Notice and Motions without Notice will be dealt with in the order in which they are received. That is, those that are forwarded in writing and are received by Administration prior to the meeting will be dealt with first, in the order they are received, followed by any other Motions without Notice arising during the meeting.

(3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.

**City of Mitcham provisions**

**Recession motion**

Any Notice of Motion to revoke a resolution of Council is also known as a recession motion. A recession motion should provide an explanation for the revocation.

**Successful recession motion**

Where a motion to revoke a decision (resolution) is successful, it is as though that decision never existed. The subject can be raised at a future meeting by giving written notice of motion to the Chief Executive Officer at least five (5) clear days before the date of the meeting at which the motion is to be moved.

(4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—

   (a) until after the expiration of 12 months; or

   (b) until after the next general election, whichever is the sooner.

(5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.

(6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
(7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).

(8) A motion will lapse if it is not seconded at the appropriate time.

(9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

**City of Mitcham provisions**

**Setting priority to speak to the Motion**

Following the publishing of the Agenda, Elected Members wishing to move an item should register their interest via email to the Presiding Member as early as possible before the meeting clearly identifying the item number, decision and option to be moved. Registrations of interest will not be accepted after 2:00pm on the day of the meeting. **This interest should be copied to all Elected Members.**

The Presiding Member will defer to the first Ward Councillor who registered an interest in that item. If no Ward Councillor registers an interest the Presiding Member will defer to the first non-ward Councillor who registered an interest in that item. The Presiding Member will not defer to a member who has registered an interest in a motion but not indicated the item they wish to move.

Where no interest has been registered in a motion prior to the commencement of the meeting, the Presiding Member will generally give first preference to the relevant Ward Councillors during the meeting.

Items which relate to more than one (1) ward, are strategic in nature (regardless of location) or which relate to the whole of the City of Mitcham will be open to all Elected Members to register an interest in moving a motion. **The Mayor has discretion to determine whether a matter is ‘City Wide’.**

Where an Elected Member requests a subsequent change to the wording of their motion, their registration of interest lapses and priority is passed to any other Elected Member who has also registered an interest.

Where no other Elected Member has submitted an interest, the motion will be open to be moved by an Elected Member during the Full Council meeting.

Members moving or seconding a motion with no intention to speak to it can remain seated.

(10) A member may only speak once to a motion except—

(a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter, or

(b) with leave of the meeting; or

(c) as the mover in reply.

**City of Mitcham provisions**

Council has varied Regulation 12(10) as is permissible under Regulation 12(21) as follows:

The ability to speak more than once in a debate
CODE OF PRACTICE

Meeting Procedures

Members who have already spoken to a motion may also speak to an amendment to that motion.

Members who speak to an amendment may, if they have not spoken to the original motion, also speak to the amended substantive motion.

Members who indicate they have a question, then make a statement or comment, they will be taken to have spoken to the motion.

(11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

City of Mitcham provisions

Council has varied Regulation 12(11) as is permissible under Regulation 12(21) to correspond with 12(10) above as follows:

Members who have already spoken to a motion may also speak to an amendment to that motion.

(12) A member who has not spoken in the debate on a question may move a formal motion.

(13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).

(14) If the formal motion is—

(a) that the meeting proceed to the next business, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or

(b) that the question be put, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or

(c) that the question lie on the table, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or

(d) that the question be adjourned, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or

(e) that the meeting be adjourned, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.

City of Mitcham provisions
A resolution to ‘defer’ a matter is not the same as a formal motion for adjournment. That is, there is not set time for the deferred item to be presented back to Council, or protocol to be followed, unless stated in the resolution.

(15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).

(16) A formal motion does not constitute an amendment to a substantive motion.

(17) If a formal motion is lost—
   (a) the meeting will be resumed at the point at which it was interrupted, and
   (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e., a motion to the same effect) cannot be put until at least 1 member has spoken on the question.

(18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

(19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.

(20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.

(21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

City of Mitcham provisions

Members have the opportunity to ask questions of clarification at any time prior to the mover speaking in reply on agenda reports during a Council or Committee Meeting.

A question asked in order to clarify a matter is not considered to be a part of the debate on an item.

When asking a question during a debate, it should be prefaced with ‘My question is…”

Where a motion concerns a complex subject, Members are able to ask questions of Administration via the Presiding Member before the motion is debated.

Members are encouraged to ask questions of clarification of Administration prior to the Council meeting. Responses to such questions will be shared with all Elected Members.

Questions of clarification during the debate

A question seeking clarification must not amount to a statement. There can be no explanation or personal comment. The Presiding Member of the Committee or Council will advise a Member if a question is too long or is straying from the point.

A moved motion which is lost
CODE OF PRACTICE

Meeting Procedures

When a motion which has been moved and seconded is lost, no decision has been made.

Unless it is a rescission motion, the same or similar motion can be brought to the same meeting as a motion without notice (if deemed appropriate by the Presiding Member) or at a future meeting as a notice of motion.

Motions without Notice – as Agenda Item
Motions without Notice will be considered after all publicly notified items of business. That is, Motions without notice will be taken after Questions and Motions on Notice and when business reports have been formally dealt with.

Adoption of a Section 41 Committee
The Presiding Member will ask if a Member wishes to move a Committee recommendation before receiving motions to a different effect.

13—Amendments to motions

(1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

City of Mitcham provisions
Council has varied Regulation 13(1) as is permissible under Regulation 13(6) to correspond with 12(10) and 12(11) above as follows:

- The ability to speak to a motion and later to an amendment
- Members who have already spoken to a motion may also speak to an amendment to that motion.

(2) An amendment will lapse if it is not seconded at the appropriate time.

(3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.

City of Mitcham provisions
Council has varied Regulation 13(3) as is permissible under Regulation 13(6) as follows:

- The ability to speak to an amendment and later to the motion
- Members who speak to an amendment may, if they have not spoken to the original motion, may also speak to the amended substantive motion.

(4) If an amendment is lost, only 1 further amendment may be moved to the original motion.

(5) If an amendment is carried, only 1 further amendment may be moved to the original motion.

(6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.
14—Variations etc

(1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.

(2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

City of Mitcham provisions

If a Member requests a variation and the variation is not accepted the member will have been taken to have spoken to the motion.

15—Addresses by members etc

(1) A member must not speak for longer than 5 minutes at any one time without leave of the meeting.

City of Mitcham provisions

Council has varied Regulation 15(1) as is permissible under Regulation 15(6) as follows:

A Member should only speak with the acknowledgement of the Presiding Member and must not speak for longer than three (3) minutes at any one time without leave of the meeting. To close debate, a member will be provided a maximum of three (3) minutes. With the leave of the meeting an additional two (2) minutes can be granted, providing a maximum speaking time of eight (8) minutes.

(2) A member may, with leave of the meeting, raise a matter of urgency.

(3) A member may, with leave of the meeting, make a personal explanation.

A Member can provide a personal explanation providing they have leave of the meeting to do so.

A Member must not speak for more than three (3) minutes.

A personal explanation is not to be used to continue the debate.

A summary of the personal explanation will be recorded in the minutes.

Refer to Section 8 in relation to what will be recorded in the Minutes in relation to Personal Explanations.

(4) The subject matter of a personal explanation may not be debated.

(5) The contribution of a member must be relevant to the subject matter of the debate.

(6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

16—Voting

(1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.

City of Mitcham provisions
CODE OF PRACTICE

Meeting Procedures

Before voting on a motion takes place, the entire motion must be displayed on the screen for Members to read, where practicable, and where not practicable, will be read by the Mayor or Chief Executive Officer.

(2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.

City of Mitcham Provisions

The Presiding Member does not have a deliberative vote on a question arising for decision at the meeting but has, in the event of an equality of votes, a casting vote. Local Government Act 1999, Chapter 6, Part 1, Section 86(6).

(3) A person who is not in his or her seat is not permitted to vote.

(4) Subregulation (3)—

(a) may be varied at the discretion of the council pursuant to regulation 6; and

(b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

17—Divisions

(1) A division will be taken at the request of a member.

City of Mitcham provisions

A division will be taken at the request of a Member including can also be requested by the Presiding Member.

Divisions can not be called for on a variation or amendment as they are not decisions that have been either carried or lost.

(2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.

(3) The division will be taken as follows:

(a) the members voting in the affirmative will, until the vote is recorded, stand in their places;

(b) the members voting in the negative will, until the vote is recorded, sit in their seats;

(c) the presiding member will count the number of votes and then declare the outcome.

(4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

(5) Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

18—Tabling of information

(1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer
must then table the documents within a reasonable time, or at a time determined
by the presiding member after taking into account the wishes of the meeting, and
if the member who has required the tabling indicates that he or she is unwilling to
vote on the motion until the documents are tabled, then the matter must not be put
to the vote until the documents are tabled).

(2) The chief executive officer may, in tabling a document, indicate that in his or her
opinion consideration should be given to dealing with the document on a
confidential basis under section 90 or 91 of the Act.

19—Adjourned business

(1) If a formal motion for a substantive motion to be adjourned is carried—

(a) the adjournment may either be to a later hour of the same day, to another
day, or to another place; and

(b) the debate will, on resumption, continue from the point at which it was
adjourned.

City of Mitcham Provisions

Council has varied Regulation 19(1)(b) as is permissible under Regulation
19(4) as follows:

When an adjourned motion, as a result of a formal motion, is re-introduced to
Council, it is as though the matter is being debated for the first time with all Members
able to contribute to the debate.

(2) If debate is interrupted for want of a quorum and the meeting is then adjourned,
the debate will, on resumption, continue from the point at which it was interrupted.

(3) Business adjourned from a previous meeting must be dealt with before any new
business at a subsequent meeting.

City of Mitcham Provisions

Council has varied Regulation 19(3) as is permissible under Regulation 19(4)
as follows:

Adjourned business adjourned from a previous meeting must be dealt with before
any new business at a subsequent meeting of the Council or Committee from which
it was originally adjourned and will be placed on the Agenda immediately following
the Confirmation of Minutes.

(4) The provisions of this regulation may be varied at the discretion of the council
pursuant to regulation 6.

20—Short term suspension of proceedings

(1) If the presiding member considers that the conduct of a meeting would benefit from
suspending the operation of all or some of the provisions of this Division for a
period of time in order to allow or facilitate informal discussions, the presiding
member may, with the approval of at least two-thirds of the members present at
the meeting, suspend the operation of this Division (or any part of this Division) for
a period determined by the presiding member.
City of Mitcham provisions
The suspension of normal meeting procedures may include some or all of the
provisions for a period of time in order to allow informal discussions to occur. There
must be approval of two-thirds of the members present at the meeting to suspend
normal meeting procedures.

When normal meeting procedures are suspended a Member may speak for up to
three (3) minutes, with an additional three (3) minutes with the leave of the meeting,
providing a maximum of six (6) minutes.

21—Chief executive officer may submit report recommending revocation
or amendment of council decision
1. The chief executive officer may submit a report to the council recommending the
revocation or amendment of a resolution passed since the last general election of
the council.

2. The chief executive officer must ensure that the report is placed on the agenda for
the meeting at which the report is to be considered.

3. The provisions of this regulation may be varied at the discretion of the council
pursuant to regulation 6.

City of Mitcham provisions
The effect of successful and unsuccessful revocation or amendment motions

Regulation 12(3) and 12(4) apply equally to motions of revocation or amendment provided by the Chief Executive Officer as to motions from Members.
PART 3—MEETINGS OF OTHER COMMITTEES

22—Application of Part
The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

23—Notice of meetings for members
Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

(a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;

(b) that notice need not be given for each meeting separately;

(c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;

(d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24—Public notice of committee meetings
Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

(a) that public notice need not be given for each meeting separately; and

(b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

25—Minutes
(1) The minutes of the proceedings of a meeting must include—

(a) the names of the members present at the meeting; and

(b) each motion carried at the meeting; and

(c) any disclosure of interest made by a member; and

(d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

(e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.

(2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
PART 4—MISCELLANEOUS

26—Quorum for committees

(1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.

(2) For the purposes of this regulation, the prescribed number of members of a council committee is—

(a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or

(b) a number determined by the council.

Note—
See also section 41(6) of the Act.

27—Voting at committee meetings

(1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

(2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

(3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

City of Mitcham provisions

Should there be a tied vote at a Committee meeting, there is no recommendation to Council.

The report is to be treated as a new item of business on the next Council Agenda.

to appear under General Business.

The Council report will advise of the tied vote for the relevant motion.

28—Points of order

(1) The presiding member may call to order a member who is in breach of the Act or these regulations.

(2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.

City of Mitcham provisions

Members who use invalid points of order to deliberately interrupt a speaker or debate the substantive motion may be in breach of Regulation 29.

(3) A point of order takes precedence over all other business until determined.

(4) The presiding member will rule on a point of order.
City of Mitcham provisions

Refer to Section 8 in relation to what will be recorded in the Minutes in relation to Points of Orders.

Points of order will be recorded in the Minutes and will include the name of the Member raising the point of order, the nature of the alleged breach of the Act or these Regulations and the section or regulation to which it refers the name of the Member who is the subject of the point of order.

(5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.

City of Mitcham provisions

A motion that the ruling not be agreed with must be moved and seconded and can be debated as is the case with any other motion and determined by majority vote.

(6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.

(7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
   (a) the ruling has no effect; and
   (b) the point of order is annulled.

29—Interruption of meetings by members

(1) A member of a council or council committee must not, while at a meeting—
   (a) behave in an improper or disorderly manner; or
   (b) cause an interruption or interrupt another member who is speaking.

(2) Subregulation (1)(b) does not apply to a member who is—
   (a) objecting to words used by a member who is speaking; or
   (b) calling attention to a point of order; or
   (c) calling attention to want of a quorum.

(3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.

(4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.

(5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
   (a) censure the member; or
   (b) suspend the member for a part, or for the remainder, of the meeting.

(6) A member who—
   (a) refuses to leave a meeting in contravention of subregulation (4); or
   (b) enters a meeting in contravention of a suspension under subregulation (5),
   is guilty of an offence.
   Maximum penalty: $1 250.
30—Interruption of meetings by others

A member of the public who is present at a meeting of a council or council committee must not—

(a) behave in a disorderly manner; or
(b) cause an interruption.

Maximum penalty: $500.

City of Mitcham provisions

In the event an interruption to the meeting, the meeting may be adjourned until the interruption has been appropriately dealt with. This may include attendance at the meeting by SA Police.
# CITY OF MITCHAM ADDITIONAL PROVISIONS

## City of Mitcham provisions

### 31 – Agendas and Minutes

1. **Location of the Agenda and Minutes for Inspection**

   The Agenda and Minutes are displayed in the Civic Centre Building, Mitcham and Blackwood Libraries and on the City of Mitcham website.

   Copies of hard copies documents will be charged as per the fees outlined in the City of Mitcham Fees and Charges Schedule. Three Agendas will be made available for Council meetings and two Agendas for Committee meetings.

2. **Order of Business**

   The Council and its Committees **shall** generally adhere to the order of business on **of the published** Agenda, being the items of which the members of the public have been notified.

   The Presiding Member may seek leave of the meeting to change the order of business and Members may request the Presiding Member to seek the leave of the meeting to change the order of business.

   The meeting may resolve to change the order of business, despite a contrary ruling by the Presiding Member.

3. **Adoption of Recommendations of Section 41 Committees**

   **(a)** Each Committee recommendation will appear on the Council agenda and will be considered separately by Full Council, with the exception of recommendations that are to receive information reports.

   **(b)** Where a committee recommendation differs from a staff recommendation, both recommendations will be included in the Council Agenda.

   **(c)** The Presiding Member will ask if a Member wishes to move a Committee recommendation before receiving motions to a different effect.

   **(d)** Copies of the Agendas of Section 41 Committees whose recommendations form part of the Full Council Meeting will need to be brought by Elected Members to the Full Council meetings. For the public, the Full Council Agenda on Councils’ website will have electronic links to the Section 41 Committee Agendas.

### 3. Order in which Motions on Notice and Motions without Notice are taken

Motions on Notice and Motions without Notice will be dealt with in the order they are received. That is, those that are forwarded in writing and are received by Administration prior to the meeting will be dealt with first, in the order they are received, followed by any other Motions without Notice arising during the meeting.

4. **Adoption of Policies**

   When adopting a new policy or amending an existing policy, the resolution should identify the Policy by name, Policy number and indicate where in the attachment appears in the agenda.
### 32 - Role of the Presiding Member - Speaking in the Debate

The Presiding Member is the regulator and facilitator of a meeting and in that role must be impartial.

If the Presiding Member wishes to speak, it should be either at the beginning of the debate (after the motion has been moved and seconded) or after all other Members who wish to speak have done so, and before the mover in reply.

### 33 – Meetings

**Pledge and Kaurna Acknowledgement**

At the beginning of every Council meeting the Presiding Member will recite the pledge and the Kaurna acknowledgement.

**Breaks between and/or during Meetings**

During meetings of Full Council and Council Committees, a ten minute break is to be taken approximately ever two hours, unless a majority of those present decide otherwise.

There is to be a minimum of five minutes, maximum of ten minutes break between consecutive scheduled meetings of Council Committees.

**Debate on a motion**

The Presiding Member may adopt a system whereby alternate speakers will provide a different and alternative point of view until all points of view are exhausted.

**Reports from Elected Members**

Verbal and written reports form Elected Members with relation to Conferences or as representatives on external bodies, or from the Chief Executive Officer or Principal Member in relation to their monthly reports will not be minuted. Any issues raised can be the subject of a separate motion if required.

**Finish times for Council and Council Committees**

All scheduled meetings of Council and Council Committees should conclude by 10:30pm **10:00pm** with an extension to **10:30pm** **11:00pm** as resolved by an ordinary majority of members. Extensions beyond **11:00pm** can be approved by resolution supported by a two thirds majority of members present.

If a motion is on the floor that motion can continue beyond the meeting closure time, unless there is a formal motion to adjourn.

**The only new motion which can be considered after the scheduled finished time of a Council or Committee meeting is a motion to extend the meeting.**

### 34 – Attendance at meetings

**Apologies**
Apologies for non-attendance at a meeting or advice of lateness in attending a meeting should be tendered at the earliest opportunity and before the meeting begins, to enable the Chief Executive Officer to determine that there will be a quorum for the meeting. Elected Member apologies should be forwarded to the Principal Member, Presiding Member or Chief Executive Officer prior to the meeting with a copy of the Elected Member Support Officer.

Absent
If an apology is not received before the commencement of the meeting, the Member will be noted in the minutes as absent.

Leave of Absence
Application for leave of absence is a formal request made by an Elected Member to the rest of Council at a Council Meeting, where the Elected Member is going to miss three or more consecutive ordinary meetings of the council.
It can also be made by another Member on behalf of the Member seeking leave.
Leave of absence should be formally endorsed by Council in the form of a resolution.
Members requesting a leave of absence must declare a conflict of interest in the decision in the Chamber for that item.
Elected Members on an approved leave of absence are not able to attend Council or Committee meetings without having their leave of absence declared completed.
Elected Members are not able to include items on the agenda for meetings at which they will not be in attendance.
Courier deliveries to Elected Members on an approved leave of absence will be negotiated with Elected Members on a case by case basis.
The tendering of an apology to Council for a meeting is not the same as the granting of leave of absence.

Electronic Attendance at Committee Meetings
Members unable to attend Committee Meetings are able to access the meeting via internet/video connection. Two working day’s notice must be provided to arrange for this option to be available. Access to the Meeting via internet/video is not to be used for Confidential Items.

35 – Community Participation

Gallery Question Time
At all ordinary meetings of the Council, there shall be provision for questions to be asked by Members of the Gallery, with the exception of ordinary meetings of Council held during Caretaker Period.
Members of the Gallery may ask two questions and may speak for three minutes without leave of the meeting. These questions must be in writing and supplied to the Minute Secretary.
The Chief Executive Officer is able to determine that a question not be allowed on the basis of the amount of time required by Administration to provide the answer, except where Council makes a resolution to the contrary.

The name and suburb of the questioners, along with the questions and answers will be recorded in the minutes, or in a later Agenda if necessary.

Refer to Section 8 in relation to what will be recorded in the Minutes for Questions from the Gallery.

36 - Meeting Protocols
Forms of Address

The Principal Member should be referred to as “Your-Worship” “Presiding Member” or “Mayor”.

Councillors should be referred to by their surname, prefixed with ‘Councillor’ and independent/community members by their surname prefixed with ‘Mr’, ‘Mrs’ or ‘Ms’ for both Council and Committee Meetings.

Staff present at the meeting should be referred to by either their position title or surname prefixed with ‘Mr’, ‘Mrs’, or ‘Ms’.

Declarations of Interest

There is an opportunity at the beginning of the Council and Committee meetings for Members to declare an interest in any of the items on the Agenda.

Notwithstanding, if a Member has an interest in a matter before Council, that interest must be declared at the earliest opportunity, as soon as the presiding member announces the item.

A Member must make a full and accurate disclosure for recording in the minutes.

A Member declaring an interest is able to make a comment or statement in relation to the disclosure before leaving the room.

A member must not leave the room if the item is for ‘Information Only’ or there is an exemption under Section 74 ss(4)(a) or (4)(b) of the Act.

Determining whether a Member has an interest in a matter or not is a matter for the individual Member.

Assistance in determining an interest in a matter is available from the Chief Executive Officer prior to the Council meeting or the LGA Conflict of Interest Guidelines.

Potential conflict of interest when nominating for Paid Positions

Where an election of an Elected Member relates to an external position on a boards where sitting fees are paid (eg Local Government Finance Authority), the nominee should declare an interest and absent himself/herself themselves from the selection process. This does not apply to election to the board of a Council subsidiary, even though sitting fees may apply.

Where no financial benefit is involved in being a representative on an external body, Elected Members do not have a conflict of interest if they are nominated and may stay in the Chamber and are able to vote.
If it becomes clear that a quorum will not be achieved due to the number of nominations received for a particular position, meeting procedures could be suspended to allow for a secret ballot to take place. Once the number of remaining nominations has been reduced to two, the suspension of proceedings can be brought to an end for the final ballot to take place. The two Members in the final ballot would be required to leave the room for the ballot to take place.

**Speaking during meetings**

**Council**

Members shall await recognition from the Presiding Member before speaking. Members shall stand when addressing the Council. Members moving or seconding a motion with no intention to speak to it, can remain seated.

**Committees**

Members shall await recognition from the Presiding Member before speaking. Members may remain seated when addressing the Committee.

When speaking during a meeting the member is required to address the Presiding Member and direct all discussion, comments and questions to them.

All comments provided by the Administration will be done so via the Presiding Member.

The Presiding Member has discretion to request that a member physically address the Presiding Member.

**Use of Mobile Telephones and Electronic Equipment**

Mobile telephones are to be switched off or turned to silent during meetings of Council or its Committees.

**Distracting Behaviour in meeting**

Elected members should not engage in behaviour that distracts other Elected Members.

**Behaviour should be consistent with the Code of Conduct for Council Members as gazetted 29 August 2013.**

**Communication during a meeting**

During a meeting Members entitled to vote must be respectful to other Elected Members, the Mayor and the debate and must not respond to any other communication, nor seek to communicate with the community, another Member or staff, other than in the course of the open debate in the chamber.

Members made aware of a private matter which distracts their attention should leave the Chamber to deal with the matter.

The Presiding Member is able to confer with the Chief Executive Officer regarding the Chairing of the meeting.

**Videotaping, recording or photographing of Council Meetings**
Permission of the Council or the Principal Member is required prior to any meeting of Council being videotaped, recorded or photographed by a member of the public. The meeting must be informed at the commencement of the meeting that the meeting will be videotaped, recorded or photographed and it must be reflected in the minutes of the meeting.

Wearing of Ceremonial Attire

Ceremonial attire is to be worn at ceremonial occasions only, with these to be determined by the Principal Member.

Consumption of food and alcohol

The consumption of food or alcoholic beverages shall not be permitted in the Council Chamber during Council meetings.

Members of the General Public Attending Supper

Members of the public may attend the after meeting supper at the invitation of the Presiding Member as part of the close of the meeting.

37 - Election of Members to official positions

Duration of Terms of Office

The duration of the Term of Office for the Deputy Mayor (if appointed) and Presiding Members of Committees of the whole Membership will be elected for a term of one year unless otherwise determined.

The duration of the Term of Office for the Presiding Members of Committees of Council will be determined via the Committee’s Terms of Reference.

Election System for use when Electing Members to Official Positions

Council’s representatives on various committees of management shall be Elected Members of the Council or members of staff as appropriate.

(a) Voting and Ballot System

The following voting system will be used when electing members to official positions:

| Single vacancy: | Members to record a single name. |
| Multiple vacancy: | Members should record sufficient names of their choice equal to the number of vacancies to be filled. |

(b) Counting system

Positions
Where there are three (3) or more nominations received than there are positions available, Elected Members will record the sufficient names of their choice equal to the number of positions to be filled. The candidates with the least number of votes will be eliminated in the first instance to reduce the number of nominees to two (2) more than the positions available.

This is repeated until the required number of candidates is delivered.

If there is a second position available, such as Deputy/Proxy position, the preferred candidate will be the person with the second highest number of votes.

In the first instance, the candidate with the least number of votes is eliminated. If there remain more candidates than vacancies, a further election is held with all Members able to vote again for the remaining candidates. This process is repeated until the required number of candidates is delivered.

Should a tie exist between any of the candidates with the least number of votes at any stage of the ballot, the names of the tied candidates are announced and a draw is conducted with the person whose name is drawn being eliminated.

Returning Officer

The most senior members of staff present will act as Returning Officer and Scrutineer respectively.

38 – Supply of Information to Council Members

Where a Council resolution requires that a letter be sent to a Government Department on behalf of the Council, or other organisation, a single representative copy of the letter is to be included in the next Ordinary Council Meeting Agenda, and any response to the letter sent should be included in the Agenda to the next Ordinary Council Meeting. reply is to be distributed to Council Members.

A resolution of Council that requires legal advice to be obtained will result in the distribution to Council Members of a copy of the written legal advice and the original written request.

Information requested by an Elected Member in relation to an item on the Council Agenda will be provided to all Elected Members.

39 – Informal Gatherings

Informal gatherings are conducted in accordance with the Informal Gatherings Policy.

40 – Access to Staff

In the first instance, contact with Access to staff by Elected Members shall be in accordance with the Nominated Content list provided by the Chief Executive Officer pursuant to Sections 2.12 and 2.13 of the Elected Member Code of Conduct. This list is available on the Elected Member Intranet site, should be via the Chief Executive Officer, or the nominated delegate/s.
CODE OF PRACTICE

Meeting Procedures

AVAILABILITY OF THE CODE

The City of Mitcham - Code of Practice Meeting Procedures is available for inspection at Council’s customer service centre, 131 Belair Road, Torrens Park and on Council’s Website at www.mitchamcouncil.sa.gov.au. A copy can be purchased or downloaded for free of charge from the website.

POLICY REVIEW

In accordance with Regulation 6 of the Meeting Regulations, Local Government (Procedures at Meetings) Regulations 2013 (SA) r6, the City of Mitcham Code of Practice – Meeting Procedures will be reviewed by Council in every financial year, and at any other time as required.

VERSION HISTORY

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<th>VERSION</th>
<th>AUTHOR(S) POSITION</th>
<th>CHANGES</th>
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<td>Manager, Corporate Affairs</td>
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<td>Team Leader Governance</td>
<td>General formatting to provide City of Mitcham provisions with the relevant regulation.</td>
<td>November 2019</td>
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Definition of address (clause 3) and personal explanation (clause 3).

Preamble not recorded in minutes (clause 8).

Timeframes for the answering of questions in the Agenda (clause 9).

Inclusion of acceptance of electronic petitions (clause 10).

Clarification regarding priority of Motions (clause 12).

Meeting time brought forward half an hour (clause 33).

Recording Council Meetings (clause 35).

Voting count (clause 37).

Access to staff clarification (clause 40).

DOCUMENT CONTROL

Responsible Department: Governance

Delegations Contained within Policy: No
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| Applicable legislation | Local Government Act 1999 (SA)  
Local Government (Procedures at Meetings) Regulations 2013 (SA) |
| Related Policies & Corporate Documents | Code of Conduct – Access to Meetings |
| Additional references | |
| Endorsed by Council | Click here to enter a date. | Item No: | [Insert item number] |
| Effective Date | Click here to enter a date. | Next Review Date: | Click here to enter a date. |
| ECM ID | 4104629 | Template Set ID: | 3345084 |
11.2 2018/19 ANNUAL REPORT  
Report Author/Manager: Virginia Fisher / Dan Jellings  
General Manager: Wade Reynolds  
(Meeting Date: 12 November 2019)  
(Location: Council Wide)

*Due to the complexity of this issue and community interest, a draft report has been attached for discussion prior to a final report being presented to a future meeting.*

**PROPOSAL**

To endorse Council’s Annual Report and Financial Statements for 2018/19 and to receive the 2018/19 Annual Reports of Council's regional subsidiaries; Centennial Park Cemetery Authority, Eastern Waste Management Authority and Brown Hill and Keswick Creeks Stormwater Board.

**Attachments:**

   A. Attachment to Draft Report - Draft 2018/19 Annual Report  
   B. Attachment to Draft Report - Audited Financial Statements  
   C. Attachment to Draft Report - Centennial Park Annual Report 1819  
   D. Attachment to Draft Report - East Waste Annual Report 1819  
   E. Attachment to Draft Report - Brownhill and Keswick Creek Annual Report 1819  
   F. Attachment to Draft Report - Audit Status Report

**RECOMMENDATION – ITEM 11.2**

That the report be received for information only.

*Please note that the financial statements will be provided for adoption when this report is presented to Council on 26 November 2019.*
0.0 2018/19 ANNUAL REPORT
Report Author/Manager: Virginia Fisher / Dan Jellings
General Manager: Wade Reynolds
(Meeting Date: 26 November 2019)
(Location: Council Wide)
(Consultant Used: $Nil)

PROPOSAL

To endorse Council’s Annual Report and Financial Statements for 2018/19 and to receive the 2018/19 Annual Reports of Council’s regional subsidiaries; Centennial Park Cemetery Authority, Eastern Waste Management Authority and Brown Hill and Keswick Creeks Stormwater Board.

RECOMMENDATION – ITEM 0.0

DECISION 1 – CITY OF MITCHAM 2018/19 ANNUAL REPORT

Option 1 (Staff Recommendation)

That the:
• 2018/19 Annual Report text in Attachment A
• Audited Financial Statements in Attachment B
• Annual Report of Council subsidiary, Centennial Park Cemetery Authority Attachment C,
• Annual Report of Council subsidiary, Eastern Waste Management Authority Attachment D and
• Annual Report of Council subsidiary, Brown Hill and Keswick Creeks Stormwater Board Attachment E

be endorsed to form the City of Mitcham 2018/19 Annual Report with the final layout and other grammatical and minor amendments delegated to the Chief Executive Officer.

Option 2

That the:
• 2018/19 Annual Report text in Attachment A
• Audited Financial Statements in Attachment B
• Annual Report of Council subsidiary, Centennial Park Cemetery Authority Attachment C,
• Annual Report of Council subsidiary, Eastern Waste Management Authority Attachment D and
• Annual Report of Council subsidiary, Brown Hill and Keswick Creeks Stormwater Board Attachment E

be endorsed to form the City of Mitcham 2018/19 Annual Report with the following amendments:

• {amendments}

with the final layout and other grammatical and minor amendments delegated to the Chief Executive Officer.
BACKGROUND

The Annual Report enables Council to communicate to the community and other interested stakeholders its activities and achievements of the preceding financial year in delivering against Council’s goals and objectives Strategic Management Plan.

Section 131(1) of the Local Government Act 1999 requires that:

“A Council must, on or before 30 November in each year, prepare and adopt an annual report relating to the operations of the council for the financial year ending on the preceding 30 June”.

In addition, Schedule 4 1 (ha) of the Act requires that:

“the annual report of any subsidiary received by the council under Schedule 2 for the relevant financial year” be included in the annual report of a council.

The Act also requires a copy of the Annual Report to be provided to each member of the Council, to the Presiding Members of both Houses of Parliament and to the SA Local Government Grants Commission by 31 December 2018.

Section 35 of the Libraries Act 1982, requires Council to send a copy to the Parliamentary Library and the State Library.

Section 201 of the Copyright Act 1968 requires Council to send a copy to the National Library of Australia.

Council’s 2018/19 Annual Report is formed by the combination of Attachments A, B, C, D, and E as listed below.

Attachments:

A. Draft 2018/19 Annual Report
B. Audited Financial Statements
C. Centennial Park Annual Report 1819
D. East Waste Annual Report 1819
E. Brownhill and Keswick Creek Annual Report 1819
F. Audit Status Report

STRATEGIC OBJECTIVES

Goal 5 Continuous Organisation Improvement Strategy

Objective 5.3 Efficient and Effective Organisation with a culture of positive change, process improvement and productivity gains.

DISCUSSION

The Annual Reports of Council’s three regional subsidiaries are provided to Council and are attached (Attachments C, D and E) for Council’s receipt.
The draft 2018/19 Annual Report text (Attachment A) details Council’s performance for the period 1 July 2018 to 30 June 2019 against the Goals and Objectives of the 2017-2027 Strategic Management Plan, as well initiatives endorsed in the 2018/19 Annual Business Plan and Budget. The Annual Report includes information required to meet legislative obligations and includes Council’s audited financial statements (Attachment B) and the Annual Reports of Council’s regional subsidiaries.

The format of the performance section of the Annual Report is consistent with that of the 2017-2027 Strategic Plan Goals and Objectives. Highlights and achievements across the year have also been included against relevant strategic goals. Performance updates for any 2018/19 performance measures with a status of “Attention Required” will be included in the quarterly performance reports to Council during 2019/20.

The annual reports of Council’s three regional subsidiaries; Centennial Park Cemetery Authority (Attachment C), Eastern Waste Management Authority (Attachment D) and Brown Hill and Keswick Creeks Stormwater Board (Attachment E) are provided with this report.

Financial statements (Attachment B) and the Audit Status Report (Attachment F) were presented to the Audit Committee on 14 November 2019 as per Item xxx of that Agenda. The Audit Committee resolved:

[Audit Committee Resolution to be insert]

On adoption of the final text by Council the Annual Report will be finalised by a graphic designer and combined with the Audited Financial Statements and the three subsidiaries’ Annual Reports.

The endorsed 2018/19 Annual Report will be available on Council’s website, to view and purchase at the City of Mitcham Civic Centre and available to view at the Mitcham and Blackwood Libraries.

**Community Implications**

The Annual Report provides the opportunity to provide information to the community and other interested stakeholders on Council’s performance and achievements during the 2018/19 financial year.

**Environmental / Heritage Implications**

Not applicable.

**Cost Shifting Implications / Legislative Cost Imposts**

Not applicable.

**Impact on Budget including Lifecycle Costing**

The production of the 2018/19 Annual Report is funded through recurrent budget.
Risk Management / WHS Assessment

Production of the Annual Report ensures compliance with the Local Government Act 1999 and eliminates the risk of breaching legislation.

Legal / Policy Implications

Legislative obligations have been met through the production of the 2018/19 Annual Report.

Engagement

The content of the draft 2018/19 Annual Report was compiled in collaboration with all areas of the Administration and provided as a working draft to Elected Members during the writing of the document.

A summary of the 2018/19 Annual Report will be included in a future edition of the Mitcham Community News.

CONCLUSION

The 2018/19 Annual Report text, Audited Financial Statements and subsidiary annual reports form the City of Mitcham 2018/19 Annual Report and are provided here for adoption by Council.
ACKNOWLEDGEMENT TO COUNTRY

We acknowledge the Kaurna people as the traditional custodians and caretakers of the land that includes much of this city, known as Tarndanyangga country which means ‘the place of the red kangaroo dreaming’.

The Kaurna people’s rich cultural heritage and spiritual beliefs still connect their people with this land and we welcome a new relationship with the living members of their community today.
Welcome to the City of Mitcham 2018/19 Annual Report

We are pleased to present the City of Mitcham’s 2018/19 Annual Report. This report describes the Council’s performance in delivering the Annual Business Plan & Budget activities over the financial year as they contribute to the strategic objectives and priorities of the Strategic Management Plan 2017-2027.

This report is designed to provide our community, customers and stakeholders with an overview of the activities, projects and services delivered and implemented across the city during the year as well as ensuring Council meets its obligations under section 131 of the Local Government Act 1999.

This report is divided into seven sections:

- Introduction
- Our Council
- Our Performance
- Our Leadership and People
- Our Governance
- Financial Statements
- Subsidiary Annual Reports

Council’s website provides more information about Council’s plans, policies and activities. Please visit mitchamcouncil.sa.gov.au.

You feedback is valuable as it helps us improve our next report. If you would like to provide feedback or would like more information about anything in this report, please contact us.

Email your feedback or questions to: mitcham@mitchamcouncil.sa.gov.au

Write to us at:

PO Box 21
Mitcham Shopping Centre
Torrens Park SA 5062

Speak to a Customer Contact Officer on +61 8 8372 8888
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<td>ii</td>
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INTRODUCTION

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MITCHAM PROFILE

Proclaimed in May 1853, the City of Mitcham is one of the oldest councils in South Australia. Mitcham is a picturesque City, located in the foothills approximately six kilometres south of Adelaide. The City has an enviable blend of both urban and semi-rural areas and is renowned for its avenues of street trees, its beautiful parks, reserves and gardens, its historic homes, unique historical areas and its magnificent views from the hills over the City and to the coast.

The City of Mitcham covers an area of 75.7 square kilometres, with a population of approximately 66,700 and over 5,000 registered businesses generating over 30,500 local jobs and $3.5 billion in Gross Regional Product. The original inhabitants of the Mitcham area were the Kaurna Aboriginal people. European settlement dates from 1837, with the village of Mitcham settled in 1840 on the banks of Brown Hill Creek. Some growth took place in the late 1800s, spurred by the opening of the railway line, with new residents attracted by the semi-rural surrounds of the foothills. Growth continued in the early 1900s, with the most significant development during the interwar period and post-war years. Much of the recent growth has been in the southern suburb of Craigburn Farm.

The City is well served by many tourist attractions including Carrick Hill Estate, Belair National Park, Brown Hill Creek Reserve, Waite Arboretum, Wittunga Botanic Garden, Sturt River Linear Trail, Colebrook Reconciliation Park, reserves and numerous trails through the historic Mitcham Precinct, Blackwood, Brown Hill Creek, Colonel Light Gardens, Lower Mitcham and St Marys.

The diversity of the Mitcham area is unique with our suburbs including State Heritage listed Colonel Light Gardens part of the original Thousand Home Scheme and Australia’s most complete example of an early 1900s garden suburb; historic Belair, a unique suburb surrounded on three sides by parks including South Australia’s oldest park Belair National Park; Springfield, one of Adelaide’s most prestigious suburbs with sweeping views over the Adelaide plains; Bedford Park and St Marys, adjacent to Flinders University and home to many new Mitcham residents and students from overseas as well as a new housing development at Craigburn Farm.

The majority of properties located in Mitcham are residential with over 26,000 dwellings across 33 suburbs each with their own particular style and community spirit. New dwelling construction is relatively stable with an average of 143 approvals per year over the last 10 years with the majority of people living in separate houses. Most commercial premises are located along or near Belair Road, Goodwood Road, South Road and Main Road (Blackwood and Belair). Most industrial premises are located along the western boundary immediately adjoining South Road.

Our City’s largest industries are Health Care and Social Assistance and Education and Training. We have world-class medical and research facilities, including Flinders Medical Centre, Flinders Centre for Innovation in Cancer, Flinders Private Hospital and the Repatriation General Hospital within our City. Our vibrant education sector is home to over 65 high quality educational institutions including kindergartens, schools and universities such as the Waite Institute, Flinders University and the Australian Science & Mathematics School with many local and international students living locally. The City is also home to Centennial Park Cemetery Authority, a joint regional subsidiary of the Cities of Mitcham and Unley.

Mitcham boasts a diverse range of unique natural habitats, specimen trees and native vegetation that form part of a significant green corridor across the western slopes of the Mount Lofty Ranges. The hills are the home of many threatened native plants and animals and preserving our natural landscape is an important legacy.

Mitcham is in the catchment area for both Brown Hill Creek and the Sturt River and collects significant volumes of stormwater from the Adelaide foothills before flowing into Gulf St Vincent.
## MITCHAM SNAPSHOT

### Infographics to be developed

<table>
<thead>
<tr>
<th>Infrastructure, property, plant &amp; equipment</th>
<th>$990m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public libraries</td>
<td>2</td>
</tr>
<tr>
<td>Community centres</td>
<td>5</td>
</tr>
<tr>
<td>Sealed Roads</td>
<td>405 km</td>
</tr>
<tr>
<td>Footpaths</td>
<td>505 km</td>
</tr>
<tr>
<td>Permeable paved footpaths</td>
<td>6 km</td>
</tr>
<tr>
<td>Stormwater pipes</td>
<td>185 km</td>
</tr>
<tr>
<td>Bus shelters</td>
<td>159</td>
</tr>
<tr>
<td>Pedestrian bridges and stairs</td>
<td>68</td>
</tr>
<tr>
<td>Parks, gardens &amp; recreational areas</td>
<td>256</td>
</tr>
<tr>
<td>Open space</td>
<td>945 ha</td>
</tr>
<tr>
<td>Roadside and urban trees</td>
<td>90,000</td>
</tr>
<tr>
<td>Trails</td>
<td>40 km</td>
</tr>
</tbody>
</table>

| Estimated resident population              | 67,253|
| Gross regional product                    | $3.55b|
| Local jobs                                 | 32,526|
| Local businesses                          | 5010  |
| Employment rate                           | 94%   |
| Largest employment sectors                |       |
| Health Care & Social assistance            | 33.2% |
| Education and Training                    | 18.3% |

| Estimated Resident Population 2018        | 67,253|
| Median age                                | 42 year|
| Median weekly household income             | $1,601|
| Households owning or buying their own home| 75%   |
| Engage in volunteer work                   | 27.4% |
| University Qualified                       | 35%   |
| Aboriginal & Torres Strait Islander popu. | 0.5%  |
| Born overseas                              | 23%   |
| Speak a language other than English at home| 15%   |
| 15-24 year olds engaged in education or employment | 95.2% |
OUR VISION

We are a welcoming and inclusive community that values its heritage and natural environment.

The community's aspirations for the future are captured in "Mitcham 2017-2027 - Let us build for posterity". In order to achieve the Vision for the City of Mitcham, Council is focussing its efforts around the following five goals:

- Accessible and Connected Community
- Sustainable City
- Dynamic and Prosperous Economy
- Vibrant and Rich Culture
- Continuous Organisational Improvement

The Goals are underpinned by objectives which provide a focus for Council in developing its annual business plan actions each year.

The Annual Business Plan and Budget process determines the activities to be undertaken during the year. Council's performance in delivering those activities for 2018/19 is provided in the Our Performance section of this report.
OUR COUNCIL

INSERT CHAPTER HEADING IMAGE
MESSAGE FROM THE MAYOR AND CHIEF EXECUTIVE OFFICER

Our Year in Review

Council maintained its focus on achieving efficiencies and good financial management across the financial year.

This focus resulted in a net operating surplus of approximately $1.8 million and savings of $604,000.

This competitive end-of-year position has not come at the expense of many exciting community outcomes as outlined in this Annual Report.

We are pleased with the achievements of the City of Mitcham and the outcomes being enjoyed by the community.

Financial Sustainability

Since 2012 Council has delivered over $5m in recurrent financial service cost savings, turned the financial position around from an annual operating deficit (loss) of $1.68m to an annual underlying operating surplus (profit) of $xxx, been subjected to and absorbed over $1.7m in recurring costs relating to legislative change and cost shifting as well as introducing over $3.01 million in recurrent new service spending for the community over that same time.

![Underlying Surplus/(Deficit)](image)

Council’s improved financial management has enabled service and community facility improvements, increases to the footpath network, an acceleration of the tree planting program, investment in capital renewal and the completion of the asset backlog by 2027.

A robust and innovative approach to monitoring and managing the repayment of debt over a defined timeframe has allowed Council to make a policy decision on striking the desired balance between minimising financial costs in the short term and upholding intergenerational equity over the long term.

In addition to being financially sustainable, Council continues to deliver service sustainability ensuring that Council’s planned long-term service and infrastructure levels, as prioritised through community engagement and the Strategic Management Plan, can be met without unplanned increases in rates and charges and without unplanned service cuts or degradation to existing service levels. Assisting to achieve service sustainability and in conjunction with Council’s robust long-term financial planning, has been the development and resourcing of an ongoing efficiency, effectiveness and continuous improvement
framework that moves Council from simply focusing on financial savings to also focusing on value for money and service mix, including strategic service reviews.

**Redeveloped Mitcham Memorial Library and Soldiers Memorial Gardens**

We celebrated the reopening of the redeveloped library, which now provides a wide range of services and spaces to the community, attracting both new visitors and library members.

Meeting rooms and reading areas face the beautifully redeveloped Brownhill Creek to provide delightful, flexible spaces for community use.

Other new innovations include a dedicated youth zone, integrated toy library and new solar bench for recharging portable devices.

The relatively modest cost of this redevelopment has amazed the industry and demonstrates Council’s commitment to providing quality services at value for money.

The amenity surrounding the library has also been enhanced by improvements to Brownhill Creek including a new innovative surface material to provide improved stability during flood events and for the growth of new native plants.

Stepping boulders and logs have also been installed to create an active nature play space for use when the creek is dry or not flowing, further enhancing the library experience.

**Leadership and innovation in the reuse and recycling of materials**

Council delivered an asphalt road using a combination of recycled tyre rubber and bitumen at Stanlake Avenue, St Marys.

The road forms part of a trial expected to deliver improved strength and resistance to cracking in the local expansive clay soils.

The project received the Australian Asphalt Pavement Association State Award.

It is hoped that the project success will lead to an uptake of the technology new to Australia, where over 58 million tyres are disposed of annually.

To encourage the diversion of waste away from landfill, Council implemented an organic waste food caddy trial, with distribution of 5,500 caddies to households within the five participating suburbs of St Marys, Pasadena, Olpham, Eden Hills and Panorama.

**Exploring sustainable water management**

Council also invested in a trial of permeable asphalt pavement at St Marys Sports Association, St Marys.

The crushed rubber permeable asphalt car park has been delivered in collaboration with the University of Melbourne and Tyre Stewardship Australia.

This trial will monitor the performance of the asphalt and the benefits of the flow of water through to the underlying soils and tree roots.

If successful, it will reduce stormwater runoff, provide healthier tree canopies and reduce pedestrian trip hazards.

**Not wasting energy**

In addition to the permeable asphalt trial, Council installed a geothermal pipe system.

The system may generate up to 5kW of power, providing hot water to the new clubrooms at St Marys Sports Association.

The trial complements our upgrade to 4,980 residential street lights to new LED lightbulb technology.

The new LEDs provide residents and businesses more directional light and less back spill, while reducing our greenhouse gas emissions by approximately 605 tonnes a year.
From an initial investment of $2.2 million, we are anticipating electricity, maintenance and tariff savings annually of approximately $293,000.

Preparing for a changing climate

We continued our commitment to the Resilient South program, which aims to strengthen southern Adelaide from the impact of climate change.

The collaboration between the cities of Mitcham, Marion, Onkaparinga and Holdfast Bay allowed us to partner with the Australian Red Cross to deliver an exciting new project.

Climate Ready Communities trained over 60 community members to get prepared for intensified extreme events under climate change.

The program delivered nine community events designed to educate residents and businesses on what they can do to manage the impacts of climate change.

Supporting Our Community

New clubrooms including a kitchen, canteen, bar, community meeting rooms and public toilets at St Marys Park were completed and the refurbishing of four female friendly changes rooms, two umpires change rooms and a first aid room were commenced. These new clubrooms and facilities will provide a modern, functional and safe amenity for the St Marys Sports Association and the community.

Our Community Transport team of volunteers provided 700 trips for residents who cannot drive or catch the bus to attend medical or other appointments, and 14,000 Community Bus seats were filled during the year, enabling transport disadvantaged residents to continue accessing their favourite local shops and libraries.

Council awarded approximately $50,000 in grants to community groups and projects who are making a positive contribution to the community through a wide range of local cultural, social and recreational initiatives.

We also supported the formation of the Mitcham Library Youth Reference Group (MLYRG), comprising of 16 Year 8-12 students from four local secondary schools, who will provide ideas for engaging with young people and activating spaces in and around the Mitcham Library.

Council also celebrated the official opening of the upgraded Mitcham Reserve playground, which was one of three playgrounds upgraded this year (with Netherby Reserve and Frances Street playgrounds).

Connecting our suburbs

We built new footpaths along Willora Road, Eden Hills, Vaucluse Crescent, Bellevue Heights, Cooper Street, Eden Hills and Boronia Avenue, Coromandel Valley, and renewed over 60 footpaths across the city.

The Cross Road to Belair Road section of the City-to-Belair bike route was completed and now joins with portions of the bikeway in neighbouring City of Unley. Further bikeway extensions will be delivered to link Angas Road to Price Avenue.

Council completed the Pony Ridge trail upgrade to improve the safety of this 1 km trail between Brown Hill Creek and Belair Recreation Park. The trail forms part of the State Government’s Yurrebilla Trail and provides an important off-road link between the hills and plains.

Celebrating together

We enjoyed joining with the community at many very well attended events, bringing people together in celebration throughout the year, including:

- Carols at Kingswood Oval
- Australia Day celebrations
- citizenship ceremonies
- family fun days
- youth events
- civic receptions

Youth Week boasted a popular skate competition and a roller skate disco, and our library also ran many events and programs during the year with over 20,000 people attending.

A Reconciliation Week Flag Raising Ceremony was held at the Civic Centre and attended by representatives of Blackwood Reconciliation Group, indigenous artists Kunyi June-Anne and Yartji Mcinerney, Inaugural Blackwood Reconciliation Group Chairperson Di Dent, SA Police Department, Mayor, Elected Members and staff.

We also enjoyed a Welcome to Country in May, where we celebrated the unveiling of the Aboriginal Flag in the Council Chambers.

**Efficiencies through Innovation**

Our investment in technology provided us with an opportunity to deliver savings for the benefit of our customers and the community.

Our ‘Section 7 Search’ automation involved the digitising of records and constructing an automated search engine to provide customers (predominantly conveyancers) the ability to obtain a section 7 report almost instantaneously.

The implementation of this project has improved accuracy, consistency and timeliness, resulted in ongoing savings of $120,000 (demonstrating what can be achieved through an investment in the right technology).

**Making safer workplaces**

We are pleased to have won the 2018 Local Government Association Mutual Liability Scheme Risk Management Major Award for our innovative solution to overcome a longstanding issue at the Lynton Green Organics Drop Off Facility.

The 'Transfer Edge Protection Gates' were designed by a collaborative staff initiative to provide safety for the community (and our workers) without reducing the efficiency of the site to process the organic material.

It is testament to the commitment from the Council staff to deliver effective and innovative outcomes for its community.

**Looking forward to 2019/20**

As we commence the new year, Council will continue to increase its investment in footpaths and waterways, and other new services to adapt to the impacts of a changing climate (such as planting more trees, flood proofing and providing more drinking fountains).

We are excited to progress our review of the Strategic Management Plan and development of our Growth Development Plan Amendment, with both plans setting our future direction and informing actions that Council will implement over the next four years.

We are also excited about a commitment from the Federal Government of $5 million to progress the Blackwood Community Hub Project.

In presenting the 2018/19 Annual Report, we wish to acknowledge and thank the staff who were responsible for delivering the achievements for the year. Their work gives the Council and the community a solid foundation on which to build the future.
We’d also like to recognise and thank the many Mitcham volunteers. Many of our programs would not be able to continue without their support. We value the contribution of over 370 volunteers whose great contribution to the community is greatly appreciated.

Heather Holmes-Ross
Mayor

Matt Pears
Chief Executive Officer
OUR ELECTED MEMBERS

As at 30 June 2019
[Insert City of Mitcham map with ward boundaries and photographs of all Elected Members into double page spread]

Mayor
Mayor Heather Holmes-Ross

Babbage Ward Councillors
Dave Munro
Yvonne Todd

Boorman Ward Councillors
Adriana Christopoulos
Andrew Tilley

Craighburn Ward Councillors
Darren Kruse
Karen Hockley
Lindy Taeuber

Gault Ward Councillors
Jasmine Berry
Stephen Fisher

Overton Ward Councillors
John Sanderson
Katarina Steele

The Park Ward Councillors
Corin McCarthy
Jane Bange
AWARDS AND RECOGNITION
The City of Mitcham received a number of awards in recognition of organisational success across several areas, including innovative sustainable practices and excellence in safety management. The awards included:

<table>
<thead>
<tr>
<th>Award</th>
<th>Received for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute of Public Works Engineering Australasia – Sustainable Infrastructure Award</td>
<td>Mitcham Memorial Library and Brownhill Creek Project</td>
</tr>
<tr>
<td>Parks and Leisure Australia - Commendation</td>
<td>Mitcham Memorial Library and Brownhill Creek Project</td>
</tr>
<tr>
<td>Australian Asphalt Pavement Association - State Award for Innovation</td>
<td>Crumb tyre rubber trial (road) at Stanlake Avenue, St Marys completed in conjunction with Top Coat Asphalt and Tyre Stewardship Australia</td>
</tr>
<tr>
<td>Workers Compensation Scheme, Local Government Association of South Australia - Risk Management Major Award</td>
<td>Design of the Lynton Depot gates</td>
</tr>
<tr>
<td>Workers Compensation Scheme, Local Government Association of South Australia - Return to Work Best Practice Major Award</td>
<td>Best practice for formative pruning and return to work initiative</td>
</tr>
<tr>
<td>Stormwater South Australia – Excellence in Research &amp; Innovation Award</td>
<td>Today’s Research, Tomorrow’s Prosperity and Wellbeing – Research into Water Sensitive Urban Design</td>
</tr>
<tr>
<td>Stormwater Australia – Excellence in Research &amp; Innovation - Highly Commended</td>
<td>Today’s Research, Tomorrow’s Prosperity and Wellbeing – Research into Water Sensitive Urban Design</td>
</tr>
</tbody>
</table>
GRANTS AWARDED

The City of Mitcham awarded a total of $61,578 to individuals and groups who contributed to community public art, connections, events, gardens, mental and physical wellbeing or competed in national or international sporting competitions. The Maggy Ragless grant honours the work of the late Maggy Ragless, City of Mitcham’s historian from 1986 until 2012. It seeks to encourage and support original research or projects which will inform and educate the community about the City of Mitcham’s local history and heritage. Individual achievement grants were awarded to recognise individual sporting, academic, and arts achievements. The City of Mitcham would like to congratulate its grant recipients for their achievements and thank them for their valued contribution to the Mitcham community.

<table>
<thead>
<tr>
<th>Community Grant Awarded</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Art / Public Art</td>
<td>2,632</td>
</tr>
<tr>
<td>Anglican Parish of St Mary’s</td>
<td>1,670</td>
</tr>
<tr>
<td>Gallery One</td>
<td>747</td>
</tr>
<tr>
<td>Serpentine Neighbours</td>
<td>215</td>
</tr>
<tr>
<td>Community Connections</td>
<td>4,000</td>
</tr>
<tr>
<td>Blackwood Action Group</td>
<td>500</td>
</tr>
<tr>
<td>Croatian Community Council of South Australia Incorporated</td>
<td>2,500</td>
</tr>
<tr>
<td>The Blackwood &amp; District War Memorial Hall Incorporated</td>
<td>1,000</td>
</tr>
<tr>
<td>Community Events</td>
<td>12,260</td>
</tr>
<tr>
<td>Blackwood Action Group</td>
<td>2,400</td>
</tr>
<tr>
<td>Edwardstown Baptist Church (EBC)</td>
<td>2,500</td>
</tr>
<tr>
<td>Blackwood Circle of Friends</td>
<td>2,500</td>
</tr>
<tr>
<td>Splash Arts Inc</td>
<td>2,360</td>
</tr>
<tr>
<td>Blackwood Markets - Spring Market</td>
<td>2,500</td>
</tr>
<tr>
<td>Community Gardens or Garden</td>
<td>2,500</td>
</tr>
<tr>
<td>The Monastery Community Garden</td>
<td>2,500</td>
</tr>
<tr>
<td>Community Physical or Emotional Health and Wellbeing</td>
<td>5,686</td>
</tr>
<tr>
<td>Blackwood Hills SA Incorporated</td>
<td>2,500</td>
</tr>
<tr>
<td>Caring Friends</td>
<td>1,686</td>
</tr>
<tr>
<td>Hawthorn Masonic Trust Inc.</td>
<td>1,000</td>
</tr>
<tr>
<td>Rotary Club of Mitcham</td>
<td>500</td>
</tr>
<tr>
<td>Special Community Event</td>
<td>10,000</td>
</tr>
<tr>
<td>Gaelic Football &amp; Hurling Association of South Australia (GFHASA)</td>
<td>5,000</td>
</tr>
<tr>
<td>Ultra Runners SA</td>
<td>5,000</td>
</tr>
<tr>
<td>Special Community Projects</td>
<td>12,500</td>
</tr>
<tr>
<td>Kate Amelia Hillgrove (Samba Sirens)</td>
<td>5,000</td>
</tr>
<tr>
<td>Friends of Urrbrae Wetland</td>
<td>5,000</td>
</tr>
<tr>
<td>Cancer Care Centre Inc</td>
<td>2,500</td>
</tr>
<tr>
<td>Maggy Ragless Grant</td>
<td>2,000</td>
</tr>
<tr>
<td>Individual Achievement Grants</td>
<td>10,000</td>
</tr>
<tr>
<td>Sporting, Academic and Arts achievement grants awarded to 82 Individuals</td>
<td>10,000</td>
</tr>
<tr>
<td>Total Grants Awarded</td>
<td>61,578</td>
</tr>
</tbody>
</table>
OUR PERFORMANCE

PERFORMANCE AGAINST COUNCIL'S STRATEGIC GOALS AND OBJECTIVES

The delivery of the projects and services in the 2018/19 Annual Business Plan contributes to the achievement of Council’s community outcomes documented in the Strategic Management Plan goals and objectives. Performance in delivering our Annual Business Plan initiatives together with performance against our key performance indicators are provided below and are grouped against the strategic goals and objectives.

KEY

- On Track
- Within tolerance
- Attention required

Brownhill Creek, Soldiers Memorial Gardens, Hawthorn
1. ACCESSIBLE AND CONNECTED COMMUNITY

We are an accessible connected and engaged community.

**Community Bus and Volunteers**

**HIGHLIGHTS AND ACHIEVEMENTS**

- The Community Transport team of volunteers provided more than 700 one-way trips to medical or other appointments for residents who cannot drive or catch the bus.
- New Flinders Drive egresses completed at Wentworth Street and Rupert Avenue.
- Commenced delivery of Fund My Neighbourhood Projects including Avenue Road, Clarence Gardens and Mortlock Park, Colonel Light Gardens toilets.
- Upgrades to Price Memorial Oval change rooms and renewal of storage and public toilets commenced.
- Transitioned to the new single set of Aged Care Quality Standards within Community Wellbeing services, cementing the position of service recipients at the heart of services that enable dignity and choice.
- A two-year Meningococcal B Trial Study was undertaken of over 4,500 students across three year levels in 10 schools.
- Implemented the outsourced Community Wellbeing service contract with Southern Cross Care.
- Community Consultation undertaken for the Blackwood Community Hub and Waite Street Reserve Project.
- Candidate Information Sessions and Meet the Candidate Information Session held across September and August.

1.1 TRANSPORT NETWORK
Our community is connected to places through a people friendly transport, cycling and pedestrian network which offers accessible, integrated and efficient transport options.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of City – Belair Bike Route Project completed by 30 June 2019.</td>
<td>50%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of 2018/19 Integrated Transport Plan implemented by 30 June 2019.</td>
<td>80%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of stage three implementation of the Sturt Linear Trail from the Institute Building on Main Road, Coromandel Valley to Coromandel Parade including three bridges implemented by 30 June 2019.</td>
<td>0%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of 2018/19 Way2Go Program implemented by 30 June 2019.</td>
<td>0%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Randell Park and Pony Ridge trails completed by 30 June 2019.</td>
<td>50%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage contribution to feasibility study of Western Bypass completed by 30 June 2019.</td>
<td>90%</td>
<td>●</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of new bridge construction works completed by 30 June 2019.</td>
<td>100%</td>
<td>0%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Bridge replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>40%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Bus Shelter replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Car Park renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>80%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Footpath replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>90%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage new Footpath construction works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of footpath maintenance customer requests completed within schedule timeframe.</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Kerb and Water table Renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Reduce percentage of valid parking complaints received around schools, hospitals and shopping precincts.</td>
<td>0.5%</td>
<td>0.5%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of retaining wall works completed by 30 June 2019.</td>
<td>100%</td>
<td>0%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Road 2 Recovery program completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of road maintenance customer requests completed by undertaking repairs or referral on for replacement</td>
<td>100%</td>
<td>80%</td>
<td>●</td>
</tr>
<tr>
<td>Measure</td>
<td>Target</td>
<td>Result</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Percentage of road faults (potholes) repaired in accord with maintenance program and risk factors</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of road replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of road seal and pavement replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage Road Seal - Preservation works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of road seal, pavement &amp; kerb &amp; watertable renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of outstanding requests as per Traffic Priorities Report yet to be processed</td>
<td>40</td>
</tr>
</tbody>
</table>

1.2 ACCESSIBLE SERVICES

Our community has convenient access to a diverse range of information, services, activities and facilities.

PERFORMANCE

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage installation of public toilet at Mortlock Park completed by 30 June 2019.</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Percentage installation of the Fund My Neighbourhood public toilet at Avenue Road completed by 30 June 2019.</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Percentage Hillview Reserve Public toilet installation completed 30 June 2019.</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of library items borrowed (includes number of items checked out at the Mitcham library service and incoming transits checked out at the Mitcham Library Service but not outgoing transits to other libraries).</td>
<td>800,000</td>
<td>665,448</td>
<td></td>
</tr>
<tr>
<td>Maintain current membership numbers for the Mitcham Library Service</td>
<td>21,000</td>
<td>20,696</td>
<td></td>
</tr>
<tr>
<td>Number of library personal computer sessions.</td>
<td>20,000</td>
<td>11,823</td>
<td></td>
</tr>
<tr>
<td>Maintain number of people passing through library doors (including toy libraries) at current levels</td>
<td>392,000</td>
<td>329,243</td>
<td></td>
</tr>
<tr>
<td>Publish 6 bi monthly editions of the Mitcham Community News annually</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
1.3 QUALITY COMMUNITY SPACES

Our community has access to high quality, vibrant, well serviced places and spaces to meet, learn and recreate.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of online library resources and catalogues accessed.</td>
<td>180,000</td>
<td>281,690</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage CC Hood Reserve Toilet installation completed by 30 June 2019.</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Percentage Mitcham Memorial Library building redevelopment completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage upgrade of the St Marys Sports Association Clubrooms completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of Hewitt Reserve Redevelopment completed by 30 June 2019.</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Percentage of Price Memorial Works completed by 30 June 2019.</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Percentage Waite Street Reserve Landscape Concept Plan completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage building renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>74%</td>
<td></td>
</tr>
<tr>
<td>Percentage of scheduled property maintenance program completed each quarter</td>
<td>90%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage Sports Facilities &amp; Infrastructure - Sports Ovals renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage Sports Facilities &amp; Infrastructure - Tennis Court renewal works completed by 30 June 2019.</td>
<td>100%</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>Percentage of sports lighting projects completed by 30 June 2019.</td>
<td>100%</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>Percentage of sports oval renewal projects completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Number of tennis court renewals projects completed by 30 June 2019.</td>
<td>100%</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>Number of meetings with sporting lease and license holders including workshops or training during the year (target to meeting with half of the 49 clubs during the year).</td>
<td>25</td>
<td>49</td>
<td></td>
</tr>
</tbody>
</table>
Increase the budget for community building contributions 0% ●
Percentage community facility grants have been acquitted. 0% ●

Statistics

<table>
<thead>
<tr>
<th>Statistics</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of requests received in relation to Reactive Maintenance services for Council Buildings including public toilets, community centres and Council's operational buildings.</td>
<td>775</td>
</tr>
</tbody>
</table>

1.4 SUPPORTED COMMUNITY

Our community is strong, healthy, resilient and is supported in building connections amongst people, pursuing pathways to lifelong learning and personal growth.

PERFORMANCE

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Community Wellbeing service targets achieve in accord with Commonwealth and State funding agreements</td>
<td>100% 98%</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Percentage of food businesses identified to have critical or major issues followed-up through legislative means, including food complaints inspections.</td>
<td>100% 100%</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Number of vaccines administered</td>
<td>4200 4659</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Number of unique residents provided with Community Wellbeing support for the financial year.</td>
<td>1400 1260</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Number of the nine secondary schools located within the Mitcham area where key staff and student representatives have been engaged on youth discussions.</td>
<td>9 9</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress on the implementation of the Regional Health Plan</td>
<td>100%</td>
<td>●</td>
</tr>
</tbody>
</table>

1.6 ENGAGED COMMUNITY

Our community is encouraged and supported to have a voice and to participate in a meaningful way to shape our City.

PERFORMANCE

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of volunteers</td>
<td>370</td>
</tr>
</tbody>
</table>
2 SUSTAINABLE CITY

We continually sustain and improve our natural and built environments for today’s and future generations.

Public Art, Torrens Park Pump Station,

HIGHLIGHTS AND ACHIEVEMENTS

- De-silting of Urrbrae wetlands to ensure stormwater quality and stormwater detention capacity is maintained.
- We completed the waste audit with RAWTEC.
- Transferred to a new waste collector Veolia for all our commercial waste at Lynton.

2.2 CLEAN ENERGY

Our greenhouse gas emissions are minimised and our uptake of clean and renewable energy technologies is maximised.

PERFORMANCE

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tonnes of greenhouse gas emissions.</td>
<td>865</td>
</tr>
</tbody>
</table>

ADDITIONAL ACHIEVEMENTS

Council achieved an 8% reduction in greenhouse gas emissions from the previous year.

2.3 WATER CONSERVATION

Water sensitive urban design, and the use of alternative water sources to keep our natural and built environment green, is maximised.
### PERFORMANCE

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desilting of Urrbrae Wetlands</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of re-budgeted new Water Sensitive Urban Design Stormwater projects completed by 30 June 2019.</td>
<td>100%</td>
<td>86%</td>
<td></td>
</tr>
</tbody>
</table>

### 2.4 WASTE MINIMISATION

Responsible consumption and conservation of natural resources and minimisation of waste through avoidance, reuse, recycling and composting is encouraged.

### PERFORMANCE

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of putrescible domestic waste (blue) bins collected each week.</td>
<td>100%</td>
<td>99.9%</td>
<td></td>
</tr>
<tr>
<td>Percentage of Customer Requests regarding illegally dumped rubbish responded to within two weeks.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of waste diverted from landfill</td>
<td>70%</td>
<td>56%</td>
<td></td>
</tr>
<tr>
<td>Percentage Trial Roll-out of Free Food Organics Collection System implemented.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

### 2.5 RESILIENCE TO CLIMATE CHANGE

Our community is resilient to climate change and the impacts of natural disasters.

### PERFORMANCE

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Brown Hill Creek Soldiers Memorial Gardens Improvements Project completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of 2018/19 program for Brownhill Keswick Creek Project completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of 2018/19 program for upgrade of Brown Hill Creek Channel and Landscaping outside the channel at Soldiers Memorial Gardens completed by 30 June 2019.</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage compliance with bushfire prevention legislation annually from the 1,200 targeted high-risk bushfire properties audited.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
### 2.6 SUSTAINABLE DEVELOPMENT

Developments in our City are sustainable and complement the natural environment.

#### PERFORMANCE

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Blackwood District Centre Planning Project delivered by 30 June 2019.</td>
<td>80%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of development applications submitted to the Development Assessment or Council Assessment Panels for decision.</td>
<td>58</td>
</tr>
<tr>
<td>Number of development applications lodged with Council for assessment.</td>
<td>1,263</td>
</tr>
</tbody>
</table>
3 DYNAMIC AND PROSPEROUS ECONOMY

Our community is economically strong and competitive.

Colonel Light Gardens Café

HIGHLIGHTS AND ACHIEVEMENTS

- Spatial Vision was endorsed by Council.
- Ministerial authorisation to commence the Growth Precincts Development Plan Amendment and investigations commenced.
- Jointly held the Edwardstown Employment Precinct Forum with the City of Marion
- First Sponsorship Prospectus launched for businesses and agencies to become a sponsor of the Mitcham Memorial Library.
- Implementation of DACO (Dog and Cat Online) centralised system in accordance with Legislative requirements was completed.
- Outsourced Community Wellbeing’s home support services for residents over the age of 65 or under 65 living with a disability.
- Commenced delivery of Fund My Neighbourhood projects, including St Marys Sports Association Clubrooms and Hewett Oval Clubrooms.
- Joint economic development event Shaping the Future of Mitcham was held in collaboration with Southern Business Connections.
3.1 VIBRANT PLACES

We have attractive and vibrant precincts, places and spaces, supported by a variety of quality community facilities and retail, commercial and residential development.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Project</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Year 1 of the City Image Project implemented by 30 June 2019.</td>
<td>100%</td>
<td>48%</td>
<td>🟥</td>
</tr>
<tr>
<td>Percentage Blackwood Hub concept plans completed by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>🟢</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of graffiti removed with 48 hours of it being reported.</td>
<td>100%</td>
<td>100%</td>
<td>🟢</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of visitors each quarter to both Blackwood and Cumberland Park Community Centres.</td>
<td>86,141</td>
</tr>
</tbody>
</table>

3.3 COLLABORATIVE ORGANISATION

We have attractive and vibrant precincts, places and spaces, supported by a variety of quality community facilities and retail, commercial and residential development.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Fund My Neighbourhood projects completed by 30 June 2019.</td>
<td>100%</td>
<td>20%</td>
<td>🟥</td>
</tr>
</tbody>
</table>

3.4 GREAT DESTINATION

We are a destination well regarded by residents and visitors for our heritage, natural environment, events, and educational and medical facilities.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of all event contributors who were either City of Mitcham residents or providers to the City’s community.</td>
<td>70%</td>
<td>64%</td>
<td>🟢</td>
</tr>
<tr>
<td>Number of people attending library programs and events maintained at current levels.</td>
<td>16,000</td>
<td>28,359</td>
<td>🟢</td>
</tr>
<tr>
<td>Percentage of people responding to an events or public programme survey either “agreeing” or “strongly agreeing” when asked the question “The event or programme</td>
<td>70%</td>
<td>N/A</td>
<td>🟥</td>
</tr>
</tbody>
</table>
3.5 SUPPORTED BUSINESSES

We foster and support emerging and established businesses, entrepreneurs and innovators to grow and prosper.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement an Economic Development (Business) Event</td>
<td>100%</td>
<td>●</td>
</tr>
<tr>
<td>Measure</td>
<td>Target</td>
<td>Result</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Percentage of new parks gardens and open space asset projects completed by 30 June 2019.</td>
<td>100%</td>
<td>75%</td>
</tr>
<tr>
<td>Percentage of Playground Replacement works completed by 30 June 2019.</td>
<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td>Percentage of new Playground Works completed by 30 June 2019.</td>
<td>100%</td>
<td>25%</td>
</tr>
</tbody>
</table>

### 4.4 LIVEABLE NEIGHBOURHOODS

We have neighbourhoods that are well designed, sustainable, liveable and complement their local character.

#### PERFORMANCE

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of 2018/19 Animal Management Plan implemented by 30 June 2019.</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage Open Space and Playground Strategy completed by 30 June 2019.</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage compliance with dog and cat registration requirements from the 20% of dog and cat owners audited annually</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of inspected food businesses complying with regulatory standards (ie no major breaches of legislation), including food complaints</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of Environmental Health premises identified to have critical or major issues followed-up through legislative means, including environmental health complaint inspections. Premises include swimming pools, spas, cooling towers, tattoo parlours, etc.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of environmental health premises inspected as per required frequency based on risk. Premises include swimming pools, spas, cooling towers, tattoo parlours, etc. Numbers include complaints inspections.</td>
<td>90%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Number of precinct visits undertaken by 30 June 2019.</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Percentage of wandering dogs returned to owners</td>
<td>70%</td>
<td>91%</td>
<td></td>
</tr>
</tbody>
</table>
### Measure

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of 2018/19 actions from Animal Management Plan implemented.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of dog control prosecutions.</td>
<td>0</td>
</tr>
<tr>
<td>Number of outstanding public lighting requests yet to be processed</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 4.5 CITY CHARACTER

The strong characteristics of the City, including the natural and rural landscape character of the Mitcham hills, the leafy streetscapes of the plains, and the heritage values of the City, are protected and enhanced.

### PERFORMANCE

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Heritage Plans developed for heritage listed Council buildings as planned.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Loss of new trees planted to be less than five percent.</td>
<td>5%</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Percentage of tree maintenance customer requests completed within the scheduled time frames.</td>
<td>100%</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>Percentage of Tree planting program completed by October.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Percentage of all tree related customer requests for action assessed and prioritised in accord with risk standards.</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
5. CONTINUOUS ORGANISATIONAL IMPROVEMENT
An organisation committed to improving customer experience and satisfaction, is efficient and effective in delivering services, a responsible financial manager, provides strong leadership, and values and develops its people.

![Demonstration of permeable pavement car park, St Marys Park](image)

**HIGHLIGHTS AND ACHIEVEMENTS**

- Automation of the ‘Section 7 Search’ involved the digitising of records and constructing an automated search engine to provide customers (predominantly conveyancers) the ability to obtain a section 7 report almost instantaneously. The implementation of this project improved accuracy, consistency and timeliness and resulted in ongoing savings of $120,000.

- Delivered a Virtual 360 Degree Tour Project which enables customers to experience a Mitcham virtual tour of our key assets - libraries, community centres, historical places, parks and reserves.

- Created an Events Policy and Planning Toolkit to help guide the development and delivery of events in the City of Mitcham (providing tools to assist in the design, planning and delivery of events).

- Reviewed the Immunisation Service and confirmed that it is operating efficiently and delivering excellent community outcomes (based on analysis of available benchmarking data).

- Established an efficiency strategy for the Individual Achievement Grants resulting in significant positive community feedback and staff time savings.
- A team of City of Mitcham emerging leaders participated in the Local Government Professionals Management Challenge.
- Two staff completed the Flinders New Venture Institute 'Innovation for Transformation' Professional Certificate.
- A review of the Information Technology (IT) function was undertaken and an improved IT business model was implemented to leverage the enhanced capabilities of the technology system.
- Completed Enerven Audit of Public Open Space Lighting, resulting in improved asset information, outlined priority maintenance locations for open space lights and reducing emissions.
- Market tested and improved Council’s sustainability monitoring system which has been expanded to include monitoring of street lighting and tariffs, and we are exploring inclusion of telephone bills.
- Implemented the Enterprise Budgeting Project resulting in systems, process and capability improvements in financial management.
- Operational Service Reviews undertaken and implemented for Communications/Marketing and Consultation, Customer Service and Information Management (Records)

5.1 EXCELLENCE IN CUSTOMER SERVICE

Excellence in customer service to better meet customer needs and improve customer experience.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of service area specific customer surveys undertaken during the year.</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Percentage of all calls resolved at first point of contact.</td>
<td>55%</td>
<td>57%</td>
<td></td>
</tr>
<tr>
<td>Percentage of customers satisfied with the Customer Service Centre service.</td>
<td>80%</td>
<td>55%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of section 7 search requests received</td>
<td>1,480</td>
</tr>
</tbody>
</table>

5.2 POSITIVE WORKPLACE CULTURE

Positive workplace culture with strong leadership that values people, customers and partners.

**PERFORMANCE**

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of managers who are women (including all managers and senior managers and excluding Team Leaders).</td>
<td>39%</td>
</tr>
<tr>
<td>Percentage of staff that are women.</td>
<td>47%</td>
</tr>
<tr>
<td>Number of work hours lost due to workplace injury.</td>
<td>608.8</td>
</tr>
</tbody>
</table>
### 5.3 EFFICIENT AND EFFECTIVE ORGANISATION

Efficient and effective organisation with a culture of positive change, process improvement and productivity gains.

#### PERFORMANCE

<table>
<thead>
<tr>
<th>Project</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Engineering Infrastructure Asset Audit &amp; Revaluation Project completed by 30 June 2019.</td>
<td>100%</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage external audit of financial systems and processes project completed by 30 June 2019.</td>
<td>100%</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage Independent Insurance Review Project completed by 30 June 2019.</td>
<td>0%</td>
<td>🔄</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Renewal Funding Ratio</td>
<td>Council’s ability to generate enough cash over ten years to cover at least 100% replacement of assets.</td>
<td>Between 95-105%</td>
<td>98%</td>
</tr>
<tr>
<td>Asset Sustainability Ratio</td>
<td>Amount spend on replacement of existing assets expressed as a percentage of the amount planned to be spent according to the endorsed Asset Management Plans and schedules.</td>
<td>Between 95-105%</td>
<td>104.6%</td>
</tr>
<tr>
<td>Debt repayment term (years)</td>
<td>Forecasted 10 year average of repayment term of debt.</td>
<td>Between 15-30</td>
<td>25</td>
</tr>
<tr>
<td>Interest cover ratio</td>
<td>Forecasted interest coverage ratio not to exceed six percent.</td>
<td>Between 0-4%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio</td>
<td>Articulates how much of Council’s annual rates income would be required to repay debt if Council were to wind up.</td>
<td>Between 25-65%</td>
<td>45%</td>
</tr>
<tr>
<td>Operating Surplus Ratio</td>
<td>Operating result as a percentage of Council’s rates.</td>
<td>Between 1-4%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Number of Business processes defined and/or improved by 30 June 2019.</td>
<td>12</td>
<td>50</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of consumable plant items replacement schedule replaced by 30 June 2019.</td>
<td>100%</td>
<td>100%</td>
<td>✔️</td>
</tr>
<tr>
<td>Measure</td>
<td>Target</td>
<td>Result</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Percentage of ICT renewal program complete</td>
<td>100%</td>
<td>80%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Major Fleet Renewal Program completed by 30 June 2019</td>
<td>100%</td>
<td>70%</td>
<td>●</td>
</tr>
<tr>
<td>Percentage of Minor Fleet Renewal Program completed by 30 June 2019</td>
<td>100%</td>
<td>85%</td>
<td>●</td>
</tr>
<tr>
<td>Number of full-time equivalent staff not to exceed 257</td>
<td>257</td>
<td>257</td>
<td>●</td>
</tr>
<tr>
<td>Compliance with six monthly reporting responsibilities for funding and standards for safe and high quality assistance to residents</td>
<td>100%</td>
<td>100%</td>
<td>●</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of reviews of Council decisions commenced by 30 June 2019.</td>
<td>9</td>
</tr>
<tr>
<td>Number of items considered in confidence at Council meetings under the provisions of S90 of the Local Government Act 1999.</td>
<td>16</td>
</tr>
<tr>
<td>Number of reviews of Council decisions commenced.</td>
<td>9</td>
</tr>
<tr>
<td>Number of Freedom of Information Applications received.</td>
<td>12</td>
</tr>
<tr>
<td>Number of incidents and accidents.</td>
<td>174</td>
</tr>
<tr>
<td>Number of employees with annual leave of 40 days or more.</td>
<td>48</td>
</tr>
<tr>
<td>Number of staff with Long Service Leave of 120 days or over.</td>
<td>4</td>
</tr>
<tr>
<td>Average personal leave days taken per employee.</td>
<td>7.67</td>
</tr>
</tbody>
</table>

Projections and targets for the 2019/20 Financial Year are documented in Council’s 2019/20 Annual Business Plan, Budget and Long Term Financial Plan.
OUR LEADERSHIP AND PEOPLE

City Operations Staff, Melrose Park
EXECUTIVE LEADERSHIP GROUP

There are five senior executive officers at the City of Mitcham. Their remuneration includes; base salary, employer superannuation contribution, a Council supplied vehicle, mobile phone and laptop computer. Remuneration ranges as at the 30 June are as follows:

<table>
<thead>
<tr>
<th>Remuneration Band</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000 to $220,000</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>$220,000 to $270,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>$270,000 to $300,000</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

STAFF

Workforce Profile by Gender and Role

<table>
<thead>
<tr>
<th>Employee Categories</th>
<th>Male</th>
<th>Female</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head Count</td>
<td>%</td>
<td>Head Count</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>1</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>General Managers</td>
<td>3</td>
<td>75</td>
<td>1</td>
</tr>
<tr>
<td>Group Managers</td>
<td>2</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Managers</td>
<td>5</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>Team Leaders</td>
<td>13</td>
<td>68</td>
<td>6</td>
</tr>
<tr>
<td>Employees</td>
<td>*135</td>
<td>48</td>
<td>*120</td>
</tr>
<tr>
<td>Total</td>
<td>*159</td>
<td>55</td>
<td>*133</td>
</tr>
</tbody>
</table>

* includes casual employees (total of 10 Casuals: 1M, 9F)

Management/Staff Ratio:

<table>
<thead>
<tr>
<th>Title</th>
<th>Employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Management*</td>
<td>18</td>
<td>6% of total staff are managers</td>
</tr>
<tr>
<td>Staff</td>
<td>274</td>
<td>94% Staff</td>
</tr>
</tbody>
</table>

* Consists of Chief Executive Officer, General Managers and Managers. Team Leaders are included within Staff.

Approximate ratio is 1 Manager for every 15 staff.

Implementation of Equal Employment Programs in 2018/19

Implementation of a Pilot Graduate Program with Flinders University

This year the City of Mitcham in partnership with Flinders University launched its first pilot Graduate program.

For the City of Mitcham to continue to service the needs of our local community, we need appropriate skilled staff, now and in the future. This initiative aims to support a flexible workforce, respond to peaks and troughs in work effort and contribute to diversity in workplace.

Human Resource Management and Development Programs
• Through the Local Government Professionals Australian, the City of Mitcham supported staff to participate in:
  o The Strategic Management Program, aimed to build high-level leadership and management skills within a local government context, where participants learn technical skills to manage business functions and enhance innovation, strategic thinking, business acumen and operational excellence.
  o The Emerging Leaders Program, aimed to enhance self-awareness, confidence and knowledge of Local Government.
• Council supported our own internal Emerging Leaders Program culminating in the Management Challenge Day.
• Staff continually attend compliance training in Work Health Safety and legislative updates.
• A series of workshops were undertaken under the Healthy Lifestyle Program and Wellness Initiatives.
• A number of staff were supported in external studies related to their position and ongoing development.
• Focus continued on increasing digital literacy with TechOne training provided to IT staff and key users across the organisation.
• Teams participated in the 5 Day Mental Health Challenge in the Workplace put on by the Mental Health Coalition of South Australia and the Government of South Australia.
• Council has created and opened a Wellness Room that also meets requirements for a Breastfeeding Friendly Workplace.

• Other training facilitated included:
  - A two-day Mental Health First Aid training course.
  - Communications workshops.
  - Dealing with Difficult Customers workshops.
  - Respectful Behaviours training for all staff.
  - ICAC Workshops.
  - I-Responda Essentials courses.
  - Advanced Project Management courses.
  - Engagement Essentials workshops.
  - Engagement Design workshops.

Volunteers

Volunteer numbers at the City of Mitcham are at an all-time high at around 400, including 55 new volunteers joining us this year.

The number one reason for people wanting to volunteer is to give back to their community and they see Council as the organisation that supports the community through many different programs. People are very keen to volunteer in the recently refurbished Mitcham Memorial Library but many of them are keen to help maintain Mitcham’s beautiful green spaces and trails as well. The community and history centers along with the Community Shed also provide a space for people to volunteer, connect and support each other as do the community service programs helping people overcome the sense of isolation. Volunteers provide information on the history of Mitcham and help residents with Justice of the Peace services as well as healthy lifestyle programs.

Programs like these would not be able to continue without the support of volunteers.
OUR GOVERNANCE

The City has an active and committed Council that listens to its community and is working to enhance the key strategic goal areas of Accessible and Connected Community, Sustainable City, Dynamic and Prosperous Economy, Vibrant and Rich Culture and Continuous Organisational Improvement in all Council programs and activities.

REPRESENTATION

Comparison of representation quota with councils of similar size*

<table>
<thead>
<tr>
<th></th>
<th>Elected Members</th>
<th>Electors</th>
<th>Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Marion</td>
<td>13</td>
<td>64,219</td>
<td>1: 4,939</td>
</tr>
<tr>
<td>City of Playford</td>
<td>16</td>
<td>60,775</td>
<td>1: 3,798</td>
</tr>
<tr>
<td>City of Mitcham</td>
<td>14</td>
<td>48,161</td>
<td>1: 3,440</td>
</tr>
<tr>
<td>City of Campbelltown</td>
<td>11</td>
<td>35,020</td>
<td>1: 3,183</td>
</tr>
<tr>
<td>City of West Torrens</td>
<td>15</td>
<td>41,058</td>
<td>1: 2,737</td>
</tr>
</tbody>
</table>

* Data Source: Local Government Association. Representation Quota = number of electors divided by number of Councillors (including the Mayor).

Representation Reviews, Submissions and Boundary Change

Under Section 28 of the Local Government Act 1999 (the Act) it is possible for a prescribed percentage of eligible electors to initiate a proposal for the making of a proclamation which
may be referred to the South Australian Local Government Grants Commission (the Commission) to request Council to consider changing Council boundaries or to alter the composition of the representative structure of Council. Submissions by a number of eligible electors below the prescribed amount on representation can be made to Council’s Chief Executive Officer (see inside front cover for contact details).

Regulation 5 of the Local Government (General) Regulations 2013 states that for the purposes of Section 28(1)(d) of the Act, the prescribed percentage of eligible electors is 10%. This means that a total of 4,816 eligible electors is required to make a direct submission to the Commission.

Any proposal under Section 28 of the Act must set out in general terms, the nature of the proposal and comply with any requirements of the proposal guidelines. Proposal guidelines are published by the Commission on their website and are publicly available.

Council is required to conduct a review of representation at least once in every eight years or within a period specified by the Electoral Commissioner. Council undertook its last review of representation in 2013 and must undertake its next review by 2021.

Proposed commencement of Council’s next Representation Review has been scheduled for April 2020. Electors will be provided with various opportunities to contribute their views and make submissions on Council’s representation structure.
DECISION MAKING STRUCTURE AT THE CITY OF MITCHAM

Decisions of the Council are made by the Full Council, the Statutory Committees (which have delegated powers), or by staff through delegated authority and/or authorisations. Informed decision-making is critical to ensuring that decisions are made in the best interests of the wider community. Council’s formal decision-making structure is comprised of:

- Full Council
- Statutory Mandated Committees/panels
- Non-Statutory Section 41 Committees

Council is a corporate body and can only make decisions by resolution. Decisions made by the Council provide the direction and authority for Council’s ongoing operation. These decisions also provide direction to the Chief Executive Officer and are implemented by Council staff.

The Council Assessment Panel (formally the Development Assessment Panel) operates separately from Council and has its own procedures, terms of reference and protocol. It was established by Council pursuant to section 83 of the Planning, Development and Infrastructure Act 2016 (the PDI Act) to consider development applications and other matters relating to planning and development.

Under section 41 of the Act, Council may establish committees to:
- assist it in the performance of its functions;
- inquire into, and report on, matters within the ambit of its responsibilities;
- provide advice to the Council; and
exercise, perform or discharge delegated powers, functions or duties.

These committees are responsible to and report directly to Council. All committees make recommendations to Council for determination. Council currently has a total of six Committees and one panel; Audit Committee, CEO Performance Review Committee, Grants Committee, Audit Committee Independent Member Selection Committee, Australia Day Awards Selection Committee, the Strategic Planning and Development Policy Committee and the Council Assessment Panel.

Of the six committees, four are established under Section 41 of the Act whilst the Audit Committee is established under Section 126 of the Act and the Strategic Planning & Development Policy Committee is established under Section 101A of the Development Act 1993 (the DA).

All meetings of Council and its Committees are held at the City of Mitcham Civic Centre, 131 Belair Road, Torrens Park and are open to the public, unless the meeting decides to exclude the public for special circumstances based on Sections 90(2) and (3) of the Act. Meeting dates and times are published at the City of Mitcham Civic Centre and on Council’s website www.mitchamcouncil.sa.gov.au. All agendas and minutes are available for inspection at the City of Mitcham Civic Centre, Libraries and on the website www.mitchamcouncil.sa.gov.au.

Documentation for each meeting (agenda with reports, attachments and minutes) can be accessed on Council’s website www.mitchamcouncil.sa.gov.au. Hard copies of the agendas are made available to the public in the Council Chambers before the meetings.

Hard copies of the minutes can be viewed at the Customer Centre within five days of the meeting, without charge.

COUNCIL AND COUNCIL MEETINGS

Role of Council

The City of Mitcham is established to provide for the government and management of its area at the local level. Its role is to make informed and responsible decisions in the interests of its community. In particular, to provide and co-ordinate services and facilities that will benefit its residents and the wider community, to develop its community and resources in a socially just and ecologically sustainable manner, to encourage and develop initiatives for improving the quality of life of the community, to manage, protect and conserve the environment within its area, and to represent the interests of its community to the wider community. In addition, Council’s role is to exercise, perform and discharge the powers, functions and duties of local government under the Act and other applicable legislation.

Council membership comprises the Mayor and 13 Ward Councillors. The Council term is four years with a periodic election held on 9 November 2018. Results for the City of Mitcham were declared on 16 November 2018 by the Returning Officer Mick Sherry by way of a signed letter to the Chief Executive Officer Mr Matthew Pears. Five new members were elected including a new Mayor.

Meetings

The Council is the main decision-making body and holds its meetings on the second and fourth Tuesday of each month except December when it met on the second Tuesday and January when it met on the last Tuesday only.

In 2018/19 Council met at 7pm on the second and fourth Tuesday of each month except on the following occasions:

- July 2018 when it met on the fifth Tuesday (Special Full Council Meeting) in addition to
the second and fourth Tuesday.
- September 2018 when it met on the second Tuesday only.
- October 2018 when it met on the second Tuesday only
- January 2019 when it met on the fourth Tuesday and fifth Tuesday (Special Full Council Meeting)
- April 2019 when it met on the
- Third Tuesday (Special Council Meeting) in addition to the second and fourth Tuesday.

Members of the community were welcome to attend, except where matters were discussed "in confidence" and the public was excluded.

The Council held a total of 22 meetings. The attendance record is below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible</td>
<td>Attended</td>
</tr>
<tr>
<td>Mayor Heather Homes-Ross¹</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Mayor Glenn Spear²</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Councillor Andrew Tilley</td>
<td>22</td>
<td>20</td>
</tr>
<tr>
<td>Councillor Adriana Christopoulos</td>
<td>22</td>
<td>19</td>
</tr>
<tr>
<td>Councillor Corin McCarthy³</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Councillor Darren Kruse⁴</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Councillor David Munro</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Councillor Jane Range</td>
<td>22</td>
<td>20</td>
</tr>
<tr>
<td>Councillor Jasmine Berry⁵</td>
<td>15</td>
<td>13</td>
</tr>
<tr>
<td>Councillor John Sanderson</td>
<td>22</td>
<td>17</td>
</tr>
<tr>
<td>Councillor John Wilson</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Councillor Karen Hockley</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Councillor Katarina Steele⁶</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Councillor Lindy Taeuber</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>Councillor Nicholas Economos⁷</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Councillor Stephen Fisher</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>Councillor Tim Hein⁸</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Councillor Yvonne Todd</td>
<td>22</td>
<td>21</td>
</tr>
</tbody>
</table>

**COUNCIL ASSESSMENT PANEL**

The Council Assessment Panel (CAP) was established on 13 June 2017 following the commencement of the Planning, Development and Infrastructure Act 2016. The CAP came into operation on 1 October 2017 and assumed the operations of the former Development

¹ Mayor Heather Holmes-Ross was elected to the position on 16 November 2018
² Mayor Glenn Spear was not re-elected in the 9 November 2016 Local Government Elections
³ Councillor Corin McCarthy was elected to the position on 16 November 2018
⁴ Councillor Darren Kruse was elected to the position on 16 November 2018
⁵ Councillor Jasmine Berry was elected to the position on 16 November 2018
⁶ Councillor Katarina Steele was elected to the position on 16 November 2018
⁷ Councillor Nicholas Economos was not re-elected in the 9 November 2018 Local Government Elections
⁸ Councillor Tim Hein did not stand for re-election in the 9 November 2018 Local Government Elections
Assessment Panel.

The role of the Council Assessment Panel is to make decisions to either approve or refuse certain types of development applications.

The Council Assessment Panel has a total of five members, and one deputy member. Of the five members, there is one Elected Member of the Council, and four members that are independent of the Council. The Council selected the independent members through an Expression of Interest process that was open to members of the public.

Council Assessment Panel Meetings

The Council Assessment Panel met nine times during 2018/19. These meetings were held on the first Thursday of each month commencing July 2018 (except in January and September 2018 and June 2019).

The members and their attendance record is below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible</td>
</tr>
<tr>
<td>Mr David Billington (Presiding Member)</td>
<td></td>
</tr>
<tr>
<td>Mr Andrew Tilley (Council Member)</td>
<td>10</td>
</tr>
<tr>
<td>Ms Andrea Caddy (Independent Member)</td>
<td>9</td>
</tr>
<tr>
<td>Mr Michael Osborn (Independent Member)</td>
<td></td>
</tr>
<tr>
<td>Mr Steve Hooper (Independent Member)</td>
<td>10</td>
</tr>
</tbody>
</table>

*Please note: Ms Yvonne Todd (Council Member) is a proxy member for Mr Andrew Tilley. Ms Todd was not required to attend as a proxy during the financial year period.*

COMMITTEES OF COUNCIL

The Council, pursuant to Section 41 of the Local Government Act 1999, may establish committees to:

- Assist the Council in the performance of its functions;
- Inquire into and report to the Council on matters within the ambit of the Council’s responsibilities;
- Provide advice to the Council; and
- Exercise, perform or discharge delegated powers, functions or duties.

When establishing a committee, the Council determines the reporting and other accountability requirements that are to apply to the committee.

There are two types of Committee:

1. Prescribed; and
2. Other

STATUTORY COMMITTEES

Committees are prescribed by Determination 6 of 2018 The Remuneration Tribunal Determination of Allowances for Members of Local Government Councils.

Council received advice and recommendations from three prescribed committees. Their role during the 2018/19 period is set out below.

---

6 Andrea Caddy resigned from the Council Assessment Panel on 2 May 2019
Audit Committee

The Audit Committee assists Council in fulfilling its oversight responsibilities relating to accounting, audit, legislative compliance (e.g., annual financial statements), financial and operational risk management (e.g., strategic management plans or annual business plans), ensuring effective communication between Council and management and the external Auditor, and reviewing the adequacy of internal controls, reporting and practices of the Council on a regular basis.

The Committee is an advisory committee to Council and does not enjoy any delegated powers other than the power to adopt its own Minutes.

Membership of the Committee consisted of five members; two Elected Members and three independent members with relevant experience in professions such as, but not limited to, accounting, audit, financial, legal, risk management and governance.

The Audit Committee met six times during 2018/19. The members and their attendance record is below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Tim Muhlhauser (Presiding Member)</td>
<td>Eligible: 6</td>
</tr>
<tr>
<td>Councillor Darren Kruse(^{10}) (Council Member)</td>
<td>Attended: 6</td>
</tr>
<tr>
<td>Councillor John Sanderson(^{11}) (Council Member - Proxy)</td>
<td>3</td>
</tr>
<tr>
<td>Councillor Karen Hockley(^{12}) (Council Member)</td>
<td>4</td>
</tr>
<tr>
<td>Councillor Stephen Fisher(^{13}) (Council Member)</td>
<td>3</td>
</tr>
<tr>
<td>Mr Gary Button(^{14}) (Independent Member)</td>
<td>5</td>
</tr>
<tr>
<td>Mr Todd Davies (Independent Member)</td>
<td>6</td>
</tr>
</tbody>
</table>

In addition to its legislative role, the Committee undertook the following:

- Considered reports in relation to the management and reporting of Council’s financial assets, activities, risks and the performance of contracts entered into by Council;
- Considered reports in relation to financial and accounting policies; and
- Monitored and reviewed the performance of Council’s Risk Management Program.

Strategic Planning and Development Policy Committee

The Strategic Planning and Development Policy Committee assists Council in undertaking strategic planning and monitoring and provides advice in relation to:

- the extent to which the Council’s strategic planning and development polices accord with the State Planning Strategy;
- strategic planning and development policy issues for Strategic Directions Report and Development Plan Amendments.

\(^{10}\) Cr Darren Kruse was elected as an Elected Member on 12 February 2019
\(^{11}\) Cr John Sanderson was elected as a proxy effective from 28 May 2019
\(^{12}\) Cr Karen Hockley’s term of office expired 12 February 2019 and she did not seek reappointment
\(^{13}\) Cr Stephen Fisher attended the 4 December 2018 meeting as a proxy and was elected as an Elected Member on 12 February 2019
\(^{14}\) Mr Gary Button resigned from the Audit Committee on 28 February 2019
All members of Council were deemed to be members of the Committee which met on an as-needs basis.

The Strategic Planning and Development Policy Committee met 2 times during 2018/19. The two meetings were conducted before the Council Elections in November 2018 and thus, newly Elected Members have not been recorded. The attendance record is below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Eligible</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Glenn Spear</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Adriana Christopoulos</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Andrew Tilley</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor David Munro</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Jane Bange</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor John Sanderson</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor John Wilson</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Karen Hockley</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Lindy Taeuber</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Nicholas Economos</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Stephen Fisher</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Tim Hein</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Councillor Yvonne Todd</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**NON - STATUTORY COMMITTEES**

**Audit Committee Independent Member Selection Committee**

The Audit Committee Independent Member Selection Committee was established and endorsed by the Full Council on 25 January 2019 under Section 41 of the *Local Government Act 1999* with delegated authority under Section 44(2)(a) of that Act for the purposes of shortlisting, interviewing and determining the independent members of the Audit Committee.

The Committee provides advice to Full Council on the suitably of applicants and has the power to determine and recommend to Full Council the most appropriate candidates.

Membership of the Committee includes the Mayor, Executive Officer, the Audit Committee Independent Presiding Member or an alternative if the former has a conflict.

The Committee met twice in the 2018/19 financial year. The attendance record is shown below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Eligible</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Heather Holmes Ross</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Tim Muhlhausler</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Executive Officer</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
Australia Day Awards Selection Committee

The Australia Day Awards Selection Committee was established and endorsed by the Full Council on 27 November 2018 under Section 41 of the Local Government Act 1999 with delegated authority under Section 44(2)(a) of that Act for the purposes of determining the winner(s) of the Australia Day Awards in the following categories:

- Citizen of the year;
- Young citizen of the year; and
- Community Event of the year.

Membership of the Committee provides for the Mayor, a minimum of three and a maximum of five Elected Members, one community member being a previous Citizen of the Year Award Winner and the person occupying the position of Manager Community Development or an equivalent position.

The Committee met once on Monday, 10 December 2018 during the 2018/19 financial year. The record attendance is shown below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible</td>
<td>Attended</td>
</tr>
<tr>
<td>Mayor Heather Holmes Ross</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Corin McCarthy</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Katarina Steele</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Yvonne Todd</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mrs Helen Scarborough</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

CEO Performance Review Committee

The CEO Performance Review Committee undertakes the annual performance review of the Chief Executive Officer. The Committee comprised a panel of five members: the Mayor who chairs the meetings and four Elected Members.

The role of the Committee is to establish key performance objectives for the Chief Executive Officer, to appraise his actual performance against those objectives and to carry out a review of his salary.

The CEO Performance Review Committee met twice during 2018/19. The attendance record is below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible</td>
<td>Attended</td>
</tr>
<tr>
<td>Mayor Heather Holmes-Ross</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Councillor Corin McCarthy</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Councillor David Munro</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Councillor John Sanderson</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Councillor Yvonne Todd</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

15 Councillor John Sanderson was on approved leave of absence for all three meetings
Community Development Grants Committee

The Community Development Grants Committee has delegated authority under section 44(2)(a) of the Local Government Act 1999 to assess applications under the Community Development Grants Policy and to allocate funds as assigned in the annual budget to eligible community groups and organisations in accordance with the Selection Criteria.

Membership of the Committee consisted of the Mayor and four Elected Members.

There were no meetings conducted in the 2018/19 financial year.

Grants Committee

The Grants Committee was established and endorsed by the Full Council on 27 November 2018 under Section 41 of the Local Government Act 1999 with delegated authority under Section 44(2)(a) of that Act for the purposes of allocating funds to eligible community groups and organisations.

The Committee is charged with assessing grant applications, allocation of funds within the Grants budget limit and receiving reports in relation to grants made under various programs of the Council.

Membership of the Committee is made up of the Mayor and up to a maximum of five other Elected Members.

The Grants Committee met once during the 2018/19 financial year. The attendance record is shown below:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Number of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Heather Holmes Ross</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Corin McCarthy</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Jane Bange</td>
<td>1</td>
</tr>
<tr>
<td>Councillor John Sanderson</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Katarina Steele</td>
<td>1</td>
</tr>
<tr>
<td>Councillor Lindy Taeuber</td>
<td>1</td>
</tr>
</tbody>
</table>

DESIGNATED AND INFORMAL GATHERINGS

Informal gatherings are held in accord with section 90(8) of the Local Government Act 1999 and Council’s Informal Gathering Policy.

Designated Informal Gatherings involve events organised and conducted by or on behalf of the Council or Chief Executive Officer to which members of the Council or Council Committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee.

Informal gatherings are generally held on the third Tuesday of each month and the fourth Tuesday of each month prior to the Council Meeting. Information regarding Council’s briefings

---

16 The Community Development Grants Committee was re-established as the Grants Committee by resolution of the Full Council on 27 November 2018 pursuant to Section 41 of the Local Government Act 1999 – previously, the Committee was not a Section 41 Committee.
is available on Council’s website www.mitchamcouncil.sa.gov.au.

Informal gatherings are not required to be open to the public provided that a matter which would ordinarily form part of the agenda for a formal meeting of the Council or Council Committee is not dealt with in such a way as to obtain, or effectively obtain, a decision on the matter outside a formally constituted meeting of the Council or Council Committee. This is supported by the Council’s Informal Gathering Policy.

There were 23 public Designated Informal Gatherings and four of those were closed to the public as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Gathering</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Jul 18</td>
<td>Spatial Vision and Local Area Planning Project – Special Character Areas</td>
</tr>
<tr>
<td></td>
<td>and (Unfunded) Public Realm infrastructure Projects</td>
</tr>
<tr>
<td>16 Jul 18</td>
<td>Redevelopment of the Mitcham Memorial Library – Site Tour</td>
</tr>
<tr>
<td>17 Jul 18</td>
<td>Priority Projects, Business Case – Accounts Payable and operational review</td>
</tr>
<tr>
<td></td>
<td>of financial systems</td>
</tr>
<tr>
<td>24 Jul 18</td>
<td>Operational Update</td>
</tr>
<tr>
<td>31 Jul 18</td>
<td>Mitcham Memorial Library Redevelopment – Market response to tenders</td>
</tr>
<tr>
<td></td>
<td>(Public Excluded)</td>
</tr>
<tr>
<td>21 Aug 18</td>
<td>Planning reforms – Draft State Planning Policies for South Australia, Youth</td>
</tr>
<tr>
<td></td>
<td>Plan and Community Centres</td>
</tr>
<tr>
<td>28 Aug 18</td>
<td>Operational Update</td>
</tr>
<tr>
<td>9 Oct 18</td>
<td>Operational Update</td>
</tr>
<tr>
<td>29 Jan 19</td>
<td>Strategic Management Plan / Annual Business Plan, Appointments to various</td>
</tr>
<tr>
<td></td>
<td>boards / committees</td>
</tr>
<tr>
<td>5 Feb 19</td>
<td>Annual Business Plan and Budget – Strategic Context, Elected Member</td>
</tr>
<tr>
<td></td>
<td>communication channels</td>
</tr>
<tr>
<td>9 Feb 19</td>
<td>Spatial Vision / Planning Report, Public Realm themes &amp; typologies</td>
</tr>
<tr>
<td>19 Feb 19</td>
<td>Blackwood District Centre / Annual Business Plan and Budget – prioritising</td>
</tr>
<tr>
<td></td>
<td>service requests</td>
</tr>
<tr>
<td>5 Mar 19</td>
<td>Stormwater Management / Annual Business Plan &amp; Budget – Service Requests</td>
</tr>
<tr>
<td></td>
<td>&amp; Budget Levers</td>
</tr>
<tr>
<td>12 Mar 19</td>
<td>Operational Update</td>
</tr>
<tr>
<td>19 Mar 19</td>
<td>Annual Business Plan &amp; Budget – Draft Capital Program &amp; Budget Levers /</td>
</tr>
<tr>
<td></td>
<td>Waste &amp; Recycling (part in confidence at end)</td>
</tr>
<tr>
<td></td>
<td>(Public excluded)</td>
</tr>
<tr>
<td>26 Mar 19</td>
<td>LGA Presentation by LGA Chief Executive Officer</td>
</tr>
<tr>
<td>9 Apr 19</td>
<td>Operational Update</td>
</tr>
<tr>
<td>16 Apr 19</td>
<td>East Waste – Confidential / Annual Business Plan and Budget</td>
</tr>
<tr>
<td></td>
<td>(Public Excluded)</td>
</tr>
<tr>
<td>7 May 19</td>
<td>Springbank / Daws / Goodwood Road Intersection Community Development</td>
</tr>
<tr>
<td></td>
<td>Overview</td>
</tr>
<tr>
<td>21 May 19</td>
<td>Brighton Parade Post Implementation Review</td>
</tr>
<tr>
<td></td>
<td>Public Interest Disclosure Act 2019 – Presentation by Kelley Jones Lawyers</td>
</tr>
<tr>
<td>4 Jun 19</td>
<td>Public Real, Design Themes Workshop</td>
</tr>
<tr>
<td></td>
<td>Property Projects and Leases</td>
</tr>
<tr>
<td></td>
<td>Darlington Project – Public Art</td>
</tr>
<tr>
<td></td>
<td>Annual Business plan and Budget – Community Consultation Results and</td>
</tr>
<tr>
<td></td>
<td>Budget Upgrade</td>
</tr>
<tr>
<td></td>
<td>(Public Excluded)</td>
</tr>
<tr>
<td>11 Jun 19</td>
<td>Operational Update</td>
</tr>
<tr>
<td>18 Jun 19</td>
<td>Community Centres – Long Term Vision Engineering and Horticulture</td>
</tr>
<tr>
<td></td>
<td>Policies Capital Program</td>
</tr>
</tbody>
</table>
DELEGATIONS TO CHIEF EXECUTIVE OFFICER

The Council has provided the Chief Executive Officer with delegated authority to make decisions on a number of specified administrative and policy matters. The Council reviews these delegations annually. The Chief Executive Officer is able to sub-delegate to other officers of Council as he sees fit.

In keeping with legislative requirements, Council determines:

- the policies to be applied by the Council in exercising its discretionary powers
- the type, range and scope of projects to be undertaken by the Council
- the resources which are to be made available to undertake such works and services.

COUNCIL SUBSIDIARIES

Regional Subsidiaries allow more than one Council to join together to perform a particular function, beneficial to all its members. The City of Mitcham has interests in three regional subsidiary committees pursuant to section 43 of the Local Government Act 1999:

- Centennial Park Cemetery Authority
- Eastern Waste Management Authority
- Brown Hill Keswick Creeks Stormwater Board

Centennial Park Cemetery Authority

Centennial Park Cemetery Authority is a body corporate. The property of the Authority is held on behalf of two constituent owner Councils, the City of Mitcham and the City of Unley. A Board of Management consisting of two Councillors from each Council and three independent members (chosen for their specific areas of expertise) are responsible for the administration of affairs of the subsidiary. A formal charter agreed on by the Constituent Councils sets out the powers, functions and duties of Centennial Park Cemetery Authority.

The Authority is established to:

- to ensure that the assets and facilities at Centennial Park are developed, maintained and operated in a sustainable and efficient manner;
- to deliver effective and sustainable service provision for the Constituent Councils, customers of Centennial Park and the community of South Australia;
- to manage the facilities of and services at Centennial Park utilising sound business concepts;
- to establish and demonstrate ethical policies and standards, in accordance with the rights of customers and industry standards;
- to provide security of tenure for all internment licences at Centennial Park through sound financial and business management;
- to pro-actively manage the business of Centennial Park in a competitive and changing environment;
- to undertake key strategic and policy decisions for the purpose of enhancing and developing Centennial Park; and
- to be financially self-sufficient.

A full copy of the Centennial Park Cemetery Annual Report is located in Appendix A.
Eastern Waste Management Authority (East Waste)

The property of Eastern Waste Management Authority is held on behalf of the constituent owner councils being the City of Mitcham, City of Burnside, City of Norwood, Payneham & St Peters, Adelaide Hills Council, Campbelltown City Council, Corporation of the Town of Walkerville and more recently City of Prospect, which joined in September 2017. A Board of Management consisting of three councillors and four chief executive officers representing the constituent councils and an independent chair are responsible for the administration of the affairs of the subsidiary. A formal charter agreed on by constituent council’s sets out the powers, functions and duties of Eastern Waste Management Authority.

The Authority is established by the constituent councils for the purpose of the collection and disposal of waste, primarily within the areas of the constituent councils and has the following functions:

- to predominantly operate or obtain services for the collection of waste on behalf of constituent councils and/or other approved councils;
- to provide waste management services whether in or (so far as the Act allows) outside the area of any of the constituent councils, including waste collection, recycling of organic and inorganic materials, disposal of waste; and
- to undertake management and collection of waste (in accordance with regulatory approvals) and kerbside materials recovery, on behalf of constituent councils (and/or other approved councils) in an environmentally responsible, effective, efficient, economic and competitive manner.

A full copy of the Eastern Waste Management Authority Annual Report is located in Appendix B

Brown Hill Keswick and Creeks Stormwater Board

The South Australian Government approved a regional subsidiary, the “Brown Hill and Keswick Creeks Stormwater Board” (the Board) on 15 February 2018. The Board was established by the Cities of Mitcham, Adelaide, Burnside, Unley and West Torrens to act on behalf of the five catchment councils in managing the implementation of the Brown Hill Keswick Creek Stormwater Management Plan. The Board is responsible for the construction, management and ongoing maintenance of all flood mitigation works as part of the Brown Hill Keswick Creek Stormwater Project. New Board members are due to be appointed in the early part of the 2019/20 financial year.

MEMBERS’ ALLOWANCES

The Local Government Act 1999 provides for the payment of elected member allowances.

An elected member of council is entitled to an annual allowance for performing and discharging official functions and duties. The annual allowance, as set by the Remuneration Tribunal of South Australia is adjusted in November each year:

<table>
<thead>
<tr>
<th>Role</th>
<th>Annual Allowance (from 30 August 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>$82,520</td>
</tr>
<tr>
<td>Elected Members</td>
<td>$20,630</td>
</tr>
</tbody>
</table>
The Elected Members' Allowances and Support Policy sets out a comprehensive summary of the provisions of the Local Government Act 1999 and Regulations with respect to Elected Member allowances, expenses and provision of facilities, support and benefits. It also sets out the circumstances under which Council approves the reimbursement of additional expenses on a discretionary basis.

Full details of these and other reimbursements paid to members of Council are detailed in the Register of Allowances and Benefits available for viewing at the City of Mitcham Civic Centre, 131 Belair Road, Torrens Park.

Fees for the Audit Committee and Development Assessment Panel members were set by Council resolution as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Committee Independent Presiding Member per sitting</td>
<td>$505</td>
</tr>
<tr>
<td>Audit Committee Independent Member per sitting</td>
<td>$400 up until 27 November 2018 - $410 onwards(^{17})</td>
</tr>
<tr>
<td>Audit Committee Elected Member per sitting</td>
<td>Nil</td>
</tr>
<tr>
<td>Council Assessment Panel Independent Presiding Member per sitting</td>
<td>$540</td>
</tr>
<tr>
<td>Council Assessment Panel Independent Member per sitting</td>
<td>$420</td>
</tr>
<tr>
<td>Council Assessment Panel Elected Member per sitting</td>
<td>$215 up until 12 March 2019 - $325.00 onwards(^{18})</td>
</tr>
</tbody>
</table>

Payments made to Elected Members

The following allowance payments were made to Elected Members during the 2018/19 financial year.

<table>
<thead>
<tr>
<th>Elected Member</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Heather Holmes-Ross</td>
<td>$52,346</td>
</tr>
<tr>
<td>Mayor Glenn Spear</td>
<td>$31,938</td>
</tr>
<tr>
<td>Councillor Adriana Christopoulos</td>
<td>$23,475</td>
</tr>
<tr>
<td>Councillor Andrew Tilley</td>
<td>$29,475</td>
</tr>
<tr>
<td>Councillor Corin McCarthy</td>
<td>$12,933</td>
</tr>
<tr>
<td>Councillor Darren Kruse</td>
<td>$14,758</td>
</tr>
<tr>
<td>Councillor David Munro</td>
<td>$23,981</td>
</tr>
<tr>
<td>Councillor Jane Bange</td>
<td>$22,457</td>
</tr>
<tr>
<td>Councillor Jasmine Berry</td>
<td>$14,491</td>
</tr>
<tr>
<td>Councillor John Sanderson</td>
<td>$22,198</td>
</tr>
<tr>
<td>Councillor John Wilson</td>
<td>$7,956</td>
</tr>
<tr>
<td>Councillor Karen Hockley</td>
<td>$28,302</td>
</tr>
<tr>
<td>Councillor Katarina Steele</td>
<td>$12,748</td>
</tr>
<tr>
<td>Councillor Lindy Taeuber</td>
<td>$22,436</td>
</tr>
<tr>
<td>Councillor Nicholas Economos</td>
<td>$7,995</td>
</tr>
<tr>
<td>Councillor Stephen Fisher</td>
<td>$22,850</td>
</tr>
</tbody>
</table>

\(^{17}\) Sitting Fees for Independent Members on the Audit Committee were raised to $410 as resolved by Council on 27 November 2018

\(^{18}\) The Full Council passed a resolution at the 12 March 2019 Meeting – Item 8.7 to increase sitting fees for Elected Members sitting on CAP to $325.00
COUNCIL
AGENDA

12 NOVEMBER 2019
ITEM 11.2 - ATTACHMENT A

| Councillor Tim Hein | $7,997 |
| Councillor Yvonne Todd | $25,139 |
| **Total** | **$338,281** |

**Payments made to Elected Members appointed to the Board of the Centennial Park Cemetery Authority**

The following sitting fees were paid by Centennial Park Cemetery Authority to Elected Members on the Board of the Authority during the 2018/19 financial year:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Heather Holmes-Ross(^{15})</td>
<td>Nil</td>
</tr>
<tr>
<td>Mayor Glenn Spear</td>
<td>$2,307</td>
</tr>
<tr>
<td>Councillor Adriana Christopoulos</td>
<td>$2,307</td>
</tr>
<tr>
<td>Councillor David Munro(^{20})</td>
<td>$2,620</td>
</tr>
<tr>
<td>Councillor Karen Hockley(^{21})</td>
<td>$2,620</td>
</tr>
</tbody>
</table>

**Payments made to Elected Members appointed to the Board of the Carrick Hill Trust**

The following sitting fee was paid by Carrick Hill Trust to an elected member on the Board of Trust during the 2018/19 financial year:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Lindy Taeuber</td>
<td>$1,062</td>
</tr>
</tbody>
</table>

**Payments made to Elected Members appointed to the Board of the Eastern Waste Management Authority**

The elected members appointed as a Director or Deputy Director on the Eastern Waste Management Authority Board do not receive a sitting fee:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Heather Holmes-Ross(^{22})</td>
<td>Nil</td>
</tr>
<tr>
<td>Cr Karen Hockley (Director)</td>
<td>Nil</td>
</tr>
<tr>
<td>Cr Stephen Fisher (Deputy Director)</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**ELECTED MEMBER TRAINING AND DEVELOPMENT**

Council encourages continued professional training and development for elected members. This is seen as being necessary in terms of good governance and the improved performance of their functions and duties. The Council’s *Members’ Allowances and Support Policy* sets out the provisions of the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010* in respect of elected members allowances, expenses and support (including training and development).

Pursuant to Regulation 8AA of the *Local Government (General) Regulations 2013*, Council must ensure that elected members complete the mandatory Local Government Association Training Standards within the first 12 months of their four-year term of office. The mandatory

---

\(^{15}\) Mayor Heather Holmes-Ross was elected to the Board of Centennial Park Cemetery Authority by Council Resolution on 9 October 2018 to 12 February 2019

\(^{20}\) Cr Munro was elected to the Board by Council Resolution on 12 February 2019 for a period of two years

\(^{21}\) Cr Hockley was elected to the Board by Council Resolution on 12 February 2019 for a period of two years

\(^{22}\) Mayor Heather Holmes-Ross was elected to the Board of East Waste by Council Resolution on 9 October 2018 to 12 February 2019
training is made up of the following modules and has been made available to all elected members since the 2014/15 financial year:

- Module 1 – Introduction to Local Government – minimum requirement 1.5 hours.
- Module 2 – Legal Responsibilities – minimum requirement 2 hours.
- Module 3 – Council and Committee Meetings – minimum requirement 1.5 hours.
- Module 4 – Financial Management and Reporting – minimum requirement 2.5 hours.

Access to conferences is dependent on the perceived benefits of attendance to elected members and the Council and the available budget. Information gained from attendances at conferences is to be shared with all elected members by way of a public report to Council. The Elected Members’ Attendance at Conference Policy covers the circumstances under which Council approves attendance at a local, interstate or overseas conference.

During the 2018/19 financial year, elected members attended the following training and development seminars and conferences:

<table>
<thead>
<tr>
<th>2018/19 Activity</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Association – Modules 1, 3 and 4</td>
<td>Cr Adriana Christopoulos</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>Cr Andrew Tilley</td>
</tr>
<tr>
<td></td>
<td>Cr David Munro</td>
</tr>
<tr>
<td></td>
<td>Cr Jane Bange</td>
</tr>
<tr>
<td></td>
<td>Cr John Sanderson</td>
</tr>
<tr>
<td></td>
<td>Cr Karen Hockley</td>
</tr>
<tr>
<td></td>
<td>Cr Lindy Taeuber</td>
</tr>
<tr>
<td></td>
<td>Cr Stephen Fisher</td>
</tr>
<tr>
<td></td>
<td>Cr Yvonne Todd</td>
</tr>
<tr>
<td>Kelley Jones Lawyers – Module 2 – Mandatory Training</td>
<td>Mayor Heather Holmes-Ross</td>
</tr>
<tr>
<td></td>
<td>Cr Adriana Christopoulos</td>
</tr>
<tr>
<td></td>
<td>Cr Andrew Tilley</td>
</tr>
<tr>
<td></td>
<td>Cr Corin McCarthy</td>
</tr>
<tr>
<td></td>
<td>Cr Darren Kruse</td>
</tr>
<tr>
<td></td>
<td>Cr David Munro</td>
</tr>
<tr>
<td></td>
<td>Cr Jasmine Berry</td>
</tr>
<tr>
<td></td>
<td>Cr John Sanderson</td>
</tr>
<tr>
<td></td>
<td>Cr Katarina Steele</td>
</tr>
<tr>
<td></td>
<td>Cr Karen Hockley</td>
</tr>
<tr>
<td></td>
<td>Cr Lindy Taeuber</td>
</tr>
<tr>
<td></td>
<td>Cr Stephen Fisher</td>
</tr>
<tr>
<td></td>
<td>Cr Yvonne Todd</td>
</tr>
<tr>
<td>Local Government Association Annual General Meeting</td>
<td>Mayor Glenn Spear</td>
</tr>
<tr>
<td>Dinner 25 October 2019</td>
<td>Cr Adriana Christopoulos</td>
</tr>
<tr>
<td>2018/19 Activity</td>
<td>Attendees</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Local Government Association Media Training 31 March 2019 | Mayor Heather Holmes-Ross  
|                                                    | Cr Adriana Christopoulos  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Corin McCarthy  
|                                                    | Cr Darren Kruse  
|                                                    | Cr David Munro  
|                                                    | Cr Jane Bange  
|                                                    | Cr Jasmine Berry  
|                                                    | Cr John Sanderson  
|                                                    | Cr Karen Hockley  
|                                                    | Cr Katarina Steele  
|                                                    | Cr Lindy Taeuber  
|                                                    | Cr Stephen Fisher  
|                                                    | Cr Yvonne Todd |
| Public Interest Disclosure Act Training 21 May 2019     | Mayor Heather Holmes-Ross  
|                                                    | Cr Adriana Christopoulos  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Corin McCarthy  
|                                                    | Cr Darren Kruse  
|                                                    | Cr David Munro  
|                                                    | Cr Jane Bange  
|                                                    | Cr Jasmine Berry  
|                                                    | Cr John Sanderson  
|                                                    | Cr Katarina Steele  
|                                                    | Cr Karen Hockley  
|                                                    | Cr Lindy Taeuber  
|                                                    | Cr Yvonne Todd |
| National General Assembly 2019                       | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |
| Local Government Association Ordinary General Meeting | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |
| Audit Committee Members Seminar                      | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |
| Murray Darling Association National Conference & Annual General Meeting | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |
| Murray Darling Association Region 6 Annual General Meeting and Ordinary Meeting | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |
| Local Government Association Leadership Program       | Mayor Heather Holmes-Ross  
|                                                    | Cr Andrew Tilley  
|                                                    | Cr Yvonne Todd |

**FREEDOM OF INFORMATION**

Under Section 12 of the Freedom of Information Act 1991, a person has a legally enforceable right to be given access to an agency's documents in accordance with this Act. There were 18 Freedom of Information applications for access received. Of the 12 applications in total, seven were released in full, two were partially released and three were refused.

Under Section 30 of the Freedom of Information Act 1991, members of the public may apply to have any information contained in documents which relate to their personal affairs amended. There were no applications for amendment.

Under Section 38 of the Freedom of Information Act 1991, a person who is aggrieved by a determination made by an agency is entitled to a review of the determination. There were no applications for internal review received.
Under Section 39 of the *Freedom of Information Act 1991*, a person who is aggrieved by a determination of an agency following an internal review or by a determination that is not liable to internal review may apply to the relevant review authority for a review of the determination. There were no applications to the Ombudsman SA for an external review.

Council is required under Section 9(1) and (1a) of the *Freedom of Information Act 1991* to publish annually an Information Statement. A copy of this Statement is available from www.mitchamcouncil.sa.gov.au.

**CONFIDENTIAL PROVISIONS**

The City of Mitcham is committed to the principle of open and accountable government with meetings ordinarily conducted in public. Council also recognises that on occasions it may be necessary or appropriate for particular matters to be considered in confidence as allowed under Section 90 of the *Local Government Act 1999*.

During this financial year, 15 items were considered in confidence under Section 90 of the *Local Government Act 1999*. The table below shows the number of times each clause has been used by Council or its committees. It should be noted that in some instances multiple clauses have been used for single items.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Number of times used</th>
</tr>
</thead>
<tbody>
<tr>
<td>90(2)</td>
<td>A council or council committee may order that the public be excluded from attendance at a meeting to the extent (and only to the extent) that the council or council committee considers it to be necessary and appropriate to act in a meeting closed to the public in order to receive, discuss or consider in confidence any information or matter listed in subsection (3) (after taking into account any relevant consideration under that subsection).</td>
<td>15</td>
</tr>
<tr>
<td>90(3)(A)</td>
<td>Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).</td>
<td>4</td>
</tr>
</tbody>
</table>
| 90(3)(b) | Information the disclosure of which-  
(i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and  
(ii) would, on balance, be contrary to the public interest. | 4 |
| 90(3)(d) | Commercial information of a confidential nature (not being a trade secret) the disclosure of which-  
(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and  
(ii) would, on balance, be contrary to the public interest. | 6 |
| 90(3)(i) | Information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council. | 1 |
| 91(7)   | If an order is made under subsection (2), a note must be made in the minutes of the making of the order and of the grounds on which it was made. | 15 |

Items put in confidence during the year and status as at 30 June 2019:
<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Meeting</th>
<th>Item No</th>
<th>Report Title</th>
<th>Clause2</th>
<th>91(7)</th>
<th>Status at 30 June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Jul 18</td>
<td>Council</td>
<td>8.1</td>
<td>Brown Hill and Keswick Creeks Stormwater Regional Subsidiary – Board Membership</td>
<td>90(3)(a)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>14 Aug 18</td>
<td>Council</td>
<td>8.3</td>
<td>Centennial Park Cemetery Authority – Commercial Investment</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>14 Aug 18</td>
<td>Council</td>
<td>8.1</td>
<td>Redevelopment of the Mitcham Memorial Library and Brownhill Creek Project – Tender Update</td>
<td>90(3)(b)</td>
<td>Y</td>
<td>All items released 31 May 2019</td>
</tr>
<tr>
<td>14 Aug 18</td>
<td>Council</td>
<td>8.2</td>
<td>Centennial Park Cemetery Authority Operating Budget 2018/19</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>21 Aug 18</td>
<td>Audit</td>
<td>4.1</td>
<td>Centennial Park Cemetery Authority – Commercial Investment</td>
<td>90(3)(a)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>28 Aug 18</td>
<td>Council</td>
<td>8.1</td>
<td>Centennial Park Cemetery Authority – Commercial Investment</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>28 Aug 18</td>
<td>Council</td>
<td>8.2</td>
<td>Blackwood District Centre</td>
<td>90(3)(b)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>11 Sep 18</td>
<td>Council</td>
<td>7.3</td>
<td>Centennial Park Cemetery Authority – Commercial Investment</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>10 Dec 18</td>
<td>Australia Day Awards Committee</td>
<td>3.1</td>
<td>Australia Day Awards 2019 Selection</td>
<td>90(3)(a)</td>
<td>Y</td>
<td>All items released 31 Jan 2019</td>
</tr>
<tr>
<td>26 Mar 19</td>
<td>Council</td>
<td>8.1</td>
<td>Blackwood Community Hub and Waite Street Reserve Preliminary Design – Phase 2</td>
<td>90(3)(b)</td>
<td>Y</td>
<td>Attachment only held in confidence</td>
</tr>
<tr>
<td>26 Mar 19</td>
<td>Council</td>
<td>8.4</td>
<td>Acquisition of land for road purposes- Boronia Avenue, Coromandel Valley</td>
<td>90(3)(b)</td>
<td>Y</td>
<td>Attachment only held in confidence</td>
</tr>
<tr>
<td>23 Apr 19</td>
<td>Council</td>
<td>10.2</td>
<td>East Waste 2019/20 Draft Annual Plan and Budget</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Attachment only held in confidence</td>
</tr>
<tr>
<td>23 Apr 19</td>
<td>Council</td>
<td>10.1</td>
<td>East Waste Recycling Contract</td>
<td>90(3)(d)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
<tr>
<td>14 May 19</td>
<td>Council</td>
<td>8.3</td>
<td>Council Assessment Panel Independent Membership</td>
<td>90(3)(a)</td>
<td>Y</td>
<td>No items are in confidence – the</td>
</tr>
<tr>
<td>Meeting date</td>
<td>Meeting</td>
<td>Item No</td>
<td>Report Title</td>
<td>Clause2</td>
<td>91(7)</td>
<td>Status at 30 June 2019</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>---------</td>
<td>--------------</td>
<td>---------</td>
<td>-------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>25 Jun 19</td>
<td>Council</td>
<td>9.1</td>
<td>DPTI Darlington Upgrade Public Art</td>
<td>80(3)(i)</td>
<td>Y</td>
<td>Remains in confidence</td>
</tr>
</tbody>
</table>

There were 101 orders still operative at the end of the financial year (not including orders made before 15 November 2010).

SECTION 270 INTERNAL REVIEWS OF DECISIONS

Pursuant to Section 270(8) of the Local Government Act 1999, the Council provides the following relevant information in relation to reviews received under Section 270 of the Act for the 2018/19 financial year:

<table>
<thead>
<tr>
<th>Application [s270(8)(a)]</th>
<th>Matter [s270(8)(b)]</th>
<th>Outcome [s270(8)(c)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 July 2018</td>
<td>Mortlock Park Baseball Lease (review of decision of Full Council 11 July 2017)</td>
<td>Refused – out of time</td>
</tr>
<tr>
<td>24 July 2018</td>
<td>Mortlock Park Football Lease (review of decision of Full Council 11 July 2017)</td>
<td>Refused – out of time</td>
</tr>
<tr>
<td>29 July 2018</td>
<td>Mortlock Park (review of decision of Full Council 13 February 2018)</td>
<td>Affirmed decision</td>
</tr>
<tr>
<td>30 July 2018</td>
<td>Mortlock Park – Review of decision in relation to refusing a request made 3 July</td>
<td>Affirmed decision</td>
</tr>
<tr>
<td>27 August 2018</td>
<td>Light Installation on Sargent Parade (review of Local Government Mutual Liability Scheme)</td>
<td>Refused – no jurisdiction</td>
</tr>
<tr>
<td>19 January 2019</td>
<td>Mortlock Park (review of decision of Full Council 11 December 2018)</td>
<td>In progress</td>
</tr>
<tr>
<td>19 January 2019</td>
<td>Mortlock Park (review of decision of Full Council 11 September 2018)</td>
<td>In progress</td>
</tr>
<tr>
<td>4 February 2019</td>
<td>Sinking Driveway (review of a decision of Council 16 October 2018)</td>
<td>Affirmed decision – civil matter</td>
</tr>
<tr>
<td>22 March 2019</td>
<td>Development Application (review of decision Environment, Resources and Development Court)</td>
<td>Refused– no jurisdiction</td>
</tr>
<tr>
<td>19 June 2019</td>
<td>Randell Park (review of decision of Full Council 26 March 2019)</td>
<td>In progress</td>
</tr>
</tbody>
</table>

NATIONAL COMPETITION POLICY

Competitive Neutrality, Significant Business Activities and Structural Reform of Public Monopolies

The competition principles applicable to Local Government under the competition principles agreement require that each Local Government authority issue a clause 7 statement. For the last year Council advises that it:
• Has two significant businesses defined as category 1 businesses under competitive neutrality principles – Eastern Waste Management Authority and Centennial Park Cemetery Authority which neither commenced nor ceased operating during the 2018/19 financial year.

• Has no by-laws which place barriers on market entry, conduct or discriminates between competitors.

• Has received no complaints alleging a breach of competitive neutrality principles by Council in 2018/2019.

• Has not been involved in any structural reform of monopolies in 2018/2019.

Competitive Tendering

The City of Mitcham is committed to ensuring open, fair and transparent processes with respect to procurement activities which ensure the equitable treatment of suppliers while adhering to appropriate standards of probity. The Council’s Procurement Policy adheres to section 49 of the Local Government Act, 1999. The Policy and supporting procedures aim to facilitate the delivery of best value goods, works and services to the community in a sustainable way.

The types of procurement methods utilised by Council are determined by reference to the level of expenditure established within Council’s procurement procedures, together with a consideration of the complexity, risk and prevailing market conditions associated with the procurement. The method chosen is with a view to achieving the best value for money result.

The Council’s procurement procedures provide for competitive procurement processes for all requirements valued in excess of $5,000 unless an exemption has been sought. In excess of 75% of Council expenditure was subject to a competitive approach to market.

A comprehensive contract register for all contracts is in place.

Council is committed to continuous improvement with respect to its procurement practices. Currently the Council is revisiting its policy and procedural framework for procurement together with its contractual tools and considering appropriate change in light of its spend trends.

In fulfilling Council’s procurement function the following principles apply:

• suppliers need to adhere to acceptable standards of work health and safety practices;
• the conservation of resources, energy efficiencies, minimisation of waste, protection of the environment and principles of ecological sustainability are encouraged; and
• Council incorporates the principles of the Disability Discrimination Act, 1992.

Council is committed to maximising the benefits of its procurement activities to the local economy and community. The Procurement Policy provides that subject to all commercial considerations being equal Council may, subject to the law, give preference to:

• suppliers operating in the Mitcham Council area;
• products that are Australian made;
• products that are produced from recycled material collected in Council’s area;
• products that are accredited to the Home Workers Code of Practice.
LOCAL NUISANCE AND LITTER CONTROL ACT 2016 AND REGULATIONS

Local Nuisance and Litter Complaints

<table>
<thead>
<tr>
<th>Nature</th>
<th>Complaints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local nuisance</td>
<td></td>
</tr>
<tr>
<td>Dust</td>
<td>42</td>
</tr>
<tr>
<td>Noise</td>
<td>67</td>
</tr>
<tr>
<td>Odour</td>
<td>29</td>
</tr>
<tr>
<td>Smoke</td>
<td>22</td>
</tr>
<tr>
<td>Fumes</td>
<td>0</td>
</tr>
<tr>
<td>Aerosols</td>
<td>0</td>
</tr>
<tr>
<td>Animals</td>
<td>111</td>
</tr>
<tr>
<td>Insanitary Condition</td>
<td>81</td>
</tr>
<tr>
<td>Unsightly Condition</td>
<td>31</td>
</tr>
<tr>
<td>Vibration</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>100</td>
</tr>
<tr>
<td>Litter control</td>
<td></td>
</tr>
<tr>
<td>Any amount of class A hazardous litter</td>
<td>0</td>
</tr>
<tr>
<td>50 litres or more of class B hazardous litter or general litter</td>
<td>0</td>
</tr>
<tr>
<td>Up to 50 litres of class B hazardous litter</td>
<td>0</td>
</tr>
<tr>
<td>Up to 50 litres of general litter</td>
<td>746</td>
</tr>
<tr>
<td>Bill posting without owner consent</td>
<td>0</td>
</tr>
</tbody>
</table>

Nuisance and Litter Abatement Notices

<table>
<thead>
<tr>
<th>Ref</th>
<th>Abatement Notices</th>
</tr>
</thead>
<tbody>
<tr>
<td>s30(1)(a) Local nuisance</td>
<td>0</td>
</tr>
<tr>
<td>s30(1)(b) Litter control</td>
<td>1</td>
</tr>
</tbody>
</table>

Offenses Explicated and Prosecuted

<table>
<thead>
<tr>
<th>Ref</th>
<th>Offence</th>
<th>Expiations</th>
<th>Prosecutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>s14(6)</td>
<td>Hinder, obstruct, abuse or fail to comply with or answer an authorised office</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s14(9)</td>
<td>Authorised officer or person assisting abuses, hinders, obstructs another</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s18(1)</td>
<td>Intentionally or recklessly causes a local nuisance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s18(2)</td>
<td>Activity that results in local nuisance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s20</td>
<td>Fail to cease local nuisance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (a) Maximum penalty</td>
<td>Disposal of any amount of class A hazardous litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (b) Maximum penalty</td>
<td>Disposing 50 litres or more of class B hazardous litter or general litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ref</td>
<td>Offence</td>
<td>Expiations</td>
<td>Prosecutions</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>s22 (1) (c) Maximum penalty</td>
<td>Disposing up to 50 litres of class B hazardous litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (d) Maximum penalty</td>
<td>Disposing of up to 50 litres of general litter</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (a) Expiation fee</td>
<td>Disposing 50 litres or more of class B hazardous litter or general litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (b) Expiation fee</td>
<td>Disposing up to 50 litres of class B hazardous litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s22 (1) (c) Expiation fee</td>
<td>Disposing of up to 50 litres of general litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s23(1)</td>
<td>Bill posting without owner consent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s23(2)</td>
<td>Distribution of bill not consented to</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s24</td>
<td>Litterer must remove litter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s30(9)</td>
<td>Failure to comply with abatement notice</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s30(10)</td>
<td>Hinder obstruct person complying with a notice</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>s48(4)</td>
<td>Failure to pay amount payable to Council</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Civil penalties negotiated under section 34 of the Act:

Applications to the Court for orders for civil penalties under section 34 of the Act:
The number of orders made by the Court on those applications:

Any other functions performed by the council under the Act:
DOCUMENTS REQUIRED TO BE MAINTAINED BY COUNCIL

The City of Mitcham has a range of corporate governance documents, registers, codes and policies to assist with decision making and to ensure Council’s activities are undertaken in an accountable, efficient, open and transparent manner.

Registers

The following are registers keep by Council as required under the *Local Government Act 1999* and the *Local Government (Elections) Act 1999*:

- Assessment Record
- Delegations Register
- Policy Register
- Register of By-laws
- Register of Campaign Donations Returns
- Register of Community Land
- Register of Dogs
- Register of Fees and Charges
- Register of Gifts and Benefits – Council Officers
- Register of Gifts and Benefits – Elected Members
- Register of Interests – Council Officers
- Register of Interests – Elected Members
- Register of Land Management Agreements
- Register of Land Management Agreements – Development Applications
- Register of Members Allowances and Benefits
- Register of Planning and Building Applications
- Register of Remuneration, Salaries and Benefits – Council Officers
- Register of Roads

Codes of Conduct or Practice

The following is a list of Code of Conduct or Code of Practice documentation that Council is required to keep under the *Local Government Act 1999*:

- Code of Conduct - Elected Members
- Code of Conduct - Employees
- Code of Practice - Access to Meetings and Documents
- Code of Practice - Meeting Procedures

Copies of Codes and Registers (except for Register of Interests – Council Officers) are available to the public from the City of Mitcham Civic Centre, 131 Belair Road, Torrens Park or on Council’s website at www.mitchamcouncil.sa.gov.au.

Policy Documents

All of Council's public policies are available to the public and are located on Council’s website and include mandatory policies as follows:

- Complaint Handling
- Complaints Management
- Caretaker Policy
- Induction, Training and Development for Elected Members
• Elected Members Allowance and Support
• Informal Gatherings
• Internal Control
• Internal Review of a Council Decision
• Order Making
• Procurement
• Prudential Management
• Public Consultation
• Road Naming

OTHER CORPORATE DOCUMENTS

The following corporate documents are also available to the public on Council’s website:

• Annual Report
• Audited Financial Statements
• Charter for Centennial Park Cemetery Trust
• Charter for Eastern Waste Management Authority
• Charter for Brown Hill and Keswick Creeks Stormwater Board
• Council and Committee Agendas and Minutes
• Development Plan and Development Plan Amendments
• Fees and Charges
• Information Statement
• Procedure for the Review of Council Decisions
• Strategic Management Plan
• Annual Business Plan
• Long Term Financial Plan
• Asset Management Plans

The following is available to view on request:

• Electoral Roll
FINANCIAL STATEMENTS

[Insert Financial Statements pdf]
Certification of Auditor’s Independence – City of Mitcham
[Insert Certification of Auditor’s independence]
Certification of Auditor's Independence – Dean Newbery & Partners [insert]
SUBSIDIARY ANNUAL REPORTS
Appendix A - Centennial Park Cemetery Authority 2018/19 Annual Report
Appendix B - Eastern Waste Authority 2018/19 Annual Report
Copies of the 2016/17 Annual Report are available for inspection at:

- City of Mitcham Civic Centre, 131 Belair Road, Torrens Park
- Blackwood Library, 215 Main Road, Blackwood
- Mitcham Library, 154 Belair Road, Hawthorn
- www.mitchamcouncil.sa.gov.au

Copies can be purchased from the City of Mitcham Customer Service Centre, 131 Belair Road, Torrens Park for $11.00.
INSIDE BACK COVER

KEY COUNCIL LOCATIONS

Civic Centre
131 Belair Road, Torrens Park

Mitcham Operations Depot
5 Winston Place, Melrose Park

Mitcham Memorial Library
154 Belair Road, Hawthorn

Ivor Symonds Library
215 Main Road, Blackwood

Blackwood Community Centre
2-4 Young Street, Blackwood

Cumberland Park Community Centre
388-390 Goodwood Road, Cumberland Park

Hawthorn Community Centre
5 Frimley Grove, Hawthorn

Mitcham Community Centre
242 Belair Road, Lower Mitcham

Mitcham Cultural Village
103 Princes Road, Mitcham

Penang Hall
46 Penang Avenue, Colonel Light Gardens

Richmond Road Hall
1 Richmond Road, Westbourne Park
Placeholder for Attachment B

Item 11.2

Audited Financial Statements
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From the Chair

It is a pleasure and a privilege to Chair the Centennial Park Board. Centennial Park is so much more than a cemetery for mourning, it is a place that connects people through a rich tapestry of beautiful gardens, services, events and stories.

2018/19 has seen many great achievements including:

- Several improvements to the Park to enhance the experience of visitors including upgraded climate control in the Jubilee Complex, enhancements to the Children’s areas, improved traffic management, landscaping in memorial gardens and improved accessibility through the purchase of electric buggies.
- A successful collaboration with owner councils to achieve cost efficiencies for many of our essential services such as waste management, cleaning and audit services.
- The ongoing commitment to reduce our environmental impact through the replacement of old technology and equipment, and use of renewable energy.
- Achieved an agreement between the Board, owner councils and auditors on how to implement changes to Australian Accounting Standards.
- Enhanced our community engagement through an effective Community Engagement program including hosting community and well-being events.
- Reaching an important milestone with plans for the Café and function spaces being submitted to Mitcham Council for approval. This successful completion of the project will enable us to continue to meet the changing needs of our families and the broader community into the future.
This year we saw several changes to the Board composition due to council elections. I take this opportunity to extend a warm welcome to our new members – Jane Russo and Michael Rabbitt representing the City of Unley, and Karen Hockley and David Munro representing the City of Mitcham. I would also like to thank our outgoing Board members Peter Hughes, Luke Smolucha, Glenn Spear and Adriana Christopoulos as well as our Interim Board members Peter Tsokas, Heather Holmes-Ross and Matthew Pears. Their collaborative and constructive approach to their duties as Board members is to be commended.

Thank you to CEO Janet Miller for her continued dedication and outstanding leadership throughout the year. Janet leads a dedicated team who continue to deliver on our Strategic Plan (2017 – 2022), developed to ensure Centennial Park will continue to operate commercially and meet the changing needs of the community. They do so with a demonstrable commitment to our values of compassion, inclusion, excellence and innovation. We are proud to share our progress towards our strategic priorities in this report.

It is particularly pleasing to report that Centennial Park generated an operating surplus of $204k, after payment of a liability guarantee fee to each of the owner councils. This result is $40k better than the prior year and demonstrates excellent financial management by the Centennial Park team. Importantly the surplus provides financial security for the long term future of the Park and assurance that the cost of maintaining the memorials and grounds at a high standard in accordance with our memorial and burial rights contractual commitments.
From the CEO

I would like to thank the team at Centennial Park, and the Board, for their support and continued hard work and dedication this year. There has been a strong commitment to the delivery of our Strategic Plan 2017-2022, which is helping us prepare to serve the communities of the future better.

Our is a growing responsibility as thousands of families continue to choose Centennial Park as the final resting place for their loved ones. To ensure the Park continues to meet expectations, a balance of compassion and diligent financial and commercial management is required.

As a self-funding commercial enterprise, we are subject to competition and market pressures like any other business. With a clear focus on operational excellence, innovation and establishing meaningful community connections, we are progressing towards our goal of being South Australia’s pre-eminent end of life resting place.

We welcomed a new member of our Senior Management team this year, Nadia Andjelkovic as Manager of Corporate Services. Nadia has overseen the day to day operations of Finance, ICT and Records Management as well as overseeing special projects such as the Server and Technology Infrastructure Upgrade and the procurement of a new Cemetery Management System. She has done so with professionalism and great diligence.

When it comes to funerals and memorialisation, families have many choices. Our facilities and processes are the best, and we ensure those that come into our care are treated with dignity and respect every step of the way. We are fully transparent about all our operations, including our crematorium and invite people to come behind the scenes and learn more by joining our regular guided tours.

We continue to advocate for the importance of memorialisation. This can mean different things to different people, but research has shown that rituals such as funeral services and memorials are important in helping us move through grief. A memorial provides an emotional and physical anchor point for those left behind.
This year we have undertaken several projects to improve the experience of visitors, including:

- A state-of-the-art cremator in our crematorium. The new cremator uses the latest technology and is the first of its kind in the country. It is more energy-efficient and provides improved ergonomics for operators.

- Upgraded the climate control system in the Jubilee Chapels Complex to provide a comfortable environment year-round for people attending services and functions within the chapels.

- We have made many enhancements to our children’s memorial areas culminating in beautiful and whimsical areas where families can reflect upon lives lost too soon. Improvements include additional seating, gazebos, new plants and garden art.

- We have undertaken a server and technology infrastructure upgrade to ensure the stability and efficiency of our business systems.

- The tender to replace our Cemetery Management System was completed in November 2018. A detailed evaluation process followed, which considered replacing the current system against upgrading the current system. A supplier is expected to be appointed in 2019 with the system planned to go live in 2020.

Our café project continued to progress this year with the appointment of an architect. Conceptual plans were drafted and submitted to Mitcham Council for planning approval. We aim to appoint a builder and have construction underway this coming year. All things going well, we anticipate the café to be completed and operating by December 2020.

We have continued to improve our engagement with the community through media, social media, Park Life (our e-newsletter) and by hosting community events. Our events are always respectful of those memorialised here and the families and friends who visit. We warmly invite the community to come and enjoy the stunning botanical gardens and other facilities that we offer. Events this year included a children’s book launch for The Present Box, a celebration to acknowledge Wally Shiers and his contribution to the Epic Flight, Mother’s Day and Father’s Day events, Christmas Carols and an outdoor sculptural exhibition in our gardens, in partnership with SALA.

In 2018 – 19, we collaborated with students from Torrens University to explore the memorialisation for the homeless. At Centennial Park, we believe all lives have worth and we recognise the need to remember the lives of those who are homeless and who may have lost touch with those who will mourn their loss and remember them. As a result of the research, we will be considering how Centennial Park can acknowledge the homeless and assist in their remembrance.

The team and I are looking forward to the year ahead as we continue to work towards delivering our strategic objectives and continue to provide the best possible service to our families and visitors.
OUR KEY STAKEHOLDERS

Centennial Park works with a diverse range of internal and external stakeholders. We value their contribution in helping us to continue to provide quality services and a beautiful space for the community to use.

Families

Funeral directors

Celebrants

Suppliers

Employees

Local residents

Monumental masons

Cultural, religious and special interest groups

Local government

Community groups
AT A GLANCE

684 BURIALS | 3,502 CRÉMATIONS

53 EMPLOYEES | 1,524 MEMORIAL APPOINTMENTS | 150+ VARIETIES OF ROSES | 1,500 SQUARE METRES OF LAWN

1,325 FUNERAL SERVICES | 3,500 TREES PLANTED

40 HECTARES OF GARDENS MAINTAINED

500,000 PARK VISITORS PER YEAR

19 COMMUNITY EVENTS

1,795 ATTENDEES

338 JOINED A BEHIND THE SCENES TOUR
Operating environment

The provision of burial and cremation services, memorialisation of loved ones, memorial service spaces and after service gatherings are our core business activities. We undertake these activities with compassion, sensitivity and dignity.

State deaths
There was a slight decrease in deaths in South Australia during 2018/19. Centennial Park continues to provide a burial or cremation service for 31% of all recorded deaths in the state.
Burials
This period, there were 684 burials at Centennial Park, representing 34.9% of all metropolitan burials. This is a slight decline from the previous period, which is in line with the trend towards choosing cremation over burial.

Cremations
A total of 3,502 cremations occurred at Centennial Park during 2018/19, representing 35.6% of all cremations in South Australia.

Cremations continue to be the preferred choice over burials across the state. Centennial Park continues to maintain the largest market share of all crematoria in South Australia. This success is a reflection of our premium service and facilities.
Progress on Strategic Priorities

**PRIORITY 1: MAXIMISE OUR EXISTING ASSETS**

**Cremator replacement upgrade**

Centennial Park strives to be an industry leader and ensuring we continue to enhance and upgrade our infrastructure is a critical component of our strategy. In 2018/19, we replaced one of the three existing TABO Cremators with a state of the art Facultative Technologies FTIII Dual End Cremator.

This new cremator is the first of its kind in Australia and utilises the latest technology to improve efficiency and reduce maintenance. We anticipate energy savings will be achieved in the crematorium of a result of replacing the older high revolution furnace and ejector fans with new highly efficient variable speed fans.

**Jubilee Complex - upgraded climate control**

To improve the comfort of guests attending funeral services and events in our award-winning Jubilee Complex, a significant upgrade to the air-conditioning and ducting system has been completed. The old evaporative-boiler system has been replaced with a fully ducted reverse-cycle system allowing us to effectively control the climate within all areas of the building.

"Two wonderful hours spent walking around your beautiful wonderful peaceful park. It is a credit to you all. Please pass on my congratulations to your Gardeners"  
— Susan
Landscaping & beautifying our park
We are continually working to keep our Park looking beautiful. We have completed several projects during the year including:

- Improvements to Children's areas including new landscaping, colourful plants, installation of garden art and covered seating areas. Granite beams for plaques to be mounted on have replaced the concrete beams and each grave has a pebble section for tributes to be placed.
- Levelling pathways within our cemetery grounds to offer improved access in all weather conditions.
- Installed 21 new beams, upon which headstones are placed, in Orthodox C, Catholic H and Acacia E areas to ensure we can continue to meet the demand for burial positions.
- Brick edges have been installed around several garden beds to help reduce the number of bare earth edges. This has improved the garden aesthetics and helped reduce the grounds maintenance work.
- Ensuring our staff have the tools required to keep Centennial Park looking as good as it does is very important to us. We carefully manage our fleet of vehicles and heavy machinery and this year introduced a rubber tracked excavator, beavertail truck and transfer van.
- Innovative storage options were introduced to the Operations Complex to help improve operational efficiency and protect our equipment.

Traffic Monitoring
Monitoring the number of visitors to our beautiful Park helps us manage our assets better. This year we have purchased and installed road traffic counters at each of our entrances. These have also allowed us to complete a traffic management plan, install new signage & improve line marking throughout the Park.
Progress on Strategic Priorities

PRIORITY 2: IMPROVE COMMUNICATION & ENGAGEMENT WITH OUR COMMUNITY

We continue to engage with the broader community by staging events and celebrations that embrace life, art, culture, horticulture, music and much more. These events and activities encourage a sense of connection to Centennial Park among the community and contribute to our goal of demystifying cemeteries. Below are just some of the highlights from the year.

Creating Community Conversations
We have developed a dedicated program of events and seminars to engage with a diverse range of community groups. Under this program, we have also conducted research to gain a better understanding of the expectations and customs of different cultural groups.

With the support of DBH and MT Lawyers, we conduct free planning ahead seminars to provide information about wills and estate planning, advanced care directives, powers of attorney and pre-planned funeral arrangements.

We provide personalised bus and walking tours of the gardens and facilities at Centennial Park for a wide range of community groups as well as the general public. These increasingly popular tours are an excellent opportunity for us to not only showcase our gardens and facilities but to educate the community about the inner workings of a cemetery, including our crematorium.

Sculptures in the Park
In December the sculpture at the main entrance, Connection, was unveiled. It is a stunning sculpture - a beautifully emotive representation of all that Centennial Park stands for. The piece received considerable public attention, including coverage in The Advertiser.

During August, our stunning grounds were once again transformed into a sculptural walk as part of the SALA festival. We were pleased to have 18 sculptures throughout the gardens to attract visitors to contemplate life and art in the gardens.
Share the Dignity
Centennial Park partnered with Share the Dignity as a registered drop-off point for their “It’s in the Bag” Christmas campaign. The initiative aimed to collect and distribute handbags filled with personal hygiene products and everyday luxuries to homeless women, women at risk and women experiencing domestic violence. We received an overwhelming response with 190 bags donated. As a result of this campaign partnership we received an abundance of positive social media engagement and feedback from the community.

Embracing Life Program
A wellness program, Embracing Life, was launched this financial year, to help spread the message that there is life inside the gates of Centennial Park. This program allows us to connect to the Park via community inclusion and cultural diversity. We have partnered with local businesses and cultural groups to offer free wellness activities to the public, including Tai Chi, Yoga, Walking Meditation and Vedic Meditation. The program is still in its infancy and continues to develop.

"Thank you to Tammy, and Evelyn of Yogita Yoga, for the pleasant experience on the lush green lawns, under those huge shady trees, as we stretched and breathed in the rose perfumed air” — Lynn
Progress on Strategic Priorities

PRIORITY 3: GROW THROUGH INNOVATION

Environmental Performance
We are continually looking at new and innovative ways to reduce our overall environmental footprint at Centennial Park. Since 2007/08, we have instigated annual audits of our greenhouse gas (GHG) emissions and purchased certified carbon credits to offset those emissions we cannot eliminate.

Our most recent independent audit was commissioned by Pangolin Associates to conduct a comprehensive assessment of the greenhouse gas (GHG) emissions accountable to the operations of Centennial Park Cemetery Authority for the financial year FY 2017/18.

New Pricing Structure for Services
This year we introduced a new pricing structure for our chapel services. Mid-week services are now offered at a discounted rate to try to smooth demand across the week and also provide an option for the more budget-conscious families.

This year our estimated net total carbon emissions decreased by 13.9% from the previous period. In comparison to the base year of 2007/08, overall emissions have reduced by 42.5% (677.8 tonnes). Utilities remain the most significant contributor to our GHG emissions at 64.2% of gross emissions, primarily due to natural gas consumption in our crematorium operations.

Ceremonial Viewings and Rosaries
We now offer viewings in the Mawson Chapel the day before a service. The Mawson Chapel is larger than our Viewing Room, allowing for ceremonial viewings and gatherings to spend time with their loved one together before burial.
Electric Buggies for Visitors
We have invested in two electric buggies, each accommodating five passengers, to show people around the gardens. The open-air buggies allow us to drive visitors with reduced mobility along garden pathways so they can comfortably experience all areas of the gardens. We also use these buggies for our regular Behind the Scenes Tours showcasing our facilities.

Community Partnerships
We partner with several not-for-profit organisations to help us maintain and improve our facilities.

Bedford Group
Local disability and support services provider, Bedford Group, help us to maintain our grounds. Bedford employees learn new skills and gain hands-on experience while working in our gardens. It helps us to expand our workforce on demand during busy periods in the park.

Urrbrae TAFE
Our gardens become a classroom for Urrbrae TAFE students who gain practical experience pruning our roses under the supervision of their lecturers. Rose pruning is one of the biggest tasks in the garden during the year, and we are pleased to be part of this mutually beneficial arrangement.

Trees for Life
As part of our commitment to a sustainable environment, we have planted 1,900 native trees and shrubs along the boundary of the Park. These plants were provided as tube stock by Trees for Life as part of our annual membership. Native plants are a vital part of our gardens; they add colour and texture and attract native fauna and bees.
Progress on Strategic Priorities

PRIORITY 4: STRENGTHEN ORGANISATIONAL CAPACITY

**Information & Communications Technology**
Our business is increasingly relying on Information & Communications Technology. A number of key initiatives were undertaken this year to ensure our systems can carry us into the future and equip us to provide a better user experience for staff and customers. These initiatives included:

- Commenced planning for the replacement of our Cemetery Management System which is our core software system. Ensuring we safeguard our data and leverage contemporary system architecture to improve work practices and ultimately, the service we provide to our customers and stakeholders.

- Replaced our IT infrastructure hardware to improve performance and capacity to meet our current and future needs. This has increased our data security and reduced downtime, resulting in a better experience for our employees and customers.

- Upgraded our electronic records management software to ensure we continue to receive system support and meet our compliance requirements.

- Upgraded our desktop hardware and software resulting in improved efficiencies, workplace flexibility and a more stable technology environment.

- Planning for the migration to the cloud-based Office 365 which will increase availability and capacity of systems.

**People & Culture**
A high performing team culture is essential to achieving our vision. Our departmental business and action plans continue to underpin the objectives of the broader strategic plan, and our values drive our decisions, actions and behaviours.

This year we have implemented a new Performance Development Review (PDR) framework, with our values at the forefront in the way we view strong performance and achievement. This new framework will ensure that we effectively recognise the contributions of all team members in attaining our strategic objectives and provide a mechanism to discuss feedback, challenges, professional development and career aspirations. It will also ensure that our core values are the principles by which we conduct business as individuals and as an organisation.

We recognise that establishing and sustaining long-term high-performance centres around the capacity of our team and the culture we foster. We therefore continue to explore ongoing professional development opportunities that strengthen our leadership capacity and the expertise of our team members.

This year we have had a strong focus on mental health in the workplace and have commenced the roll-out of Mental Health First Aid training across the organisation. This will continue to be a focus for the business, as will other complementary programs that support the well-being of our team and customers.

We continue to review our resourcing needs to ensure that we respond and adapt to the needs of customers while anticipating future needs.
Work Health & Safety

In line with our broader culture of care and compassion, Centennial Park takes seriously its responsibility to provide a safe and healthy working environment. Our goal is to eliminate, where possible, the risk of accident or incident, customer complaints and work-related injuries.

To continue to measure our performance in Work Health Safety and Injury Management against the key performance indicators set out by the LGAWCS in November 2017. The next review is scheduled for October 2019.
To foster general good health among our employees, we continue to offer the CHG Healthy Lifestyle Program.

The below table summarises our WHS data for the last 5 years:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>FY18/19</th>
<th>FY 17/18</th>
<th>FY 16/17</th>
<th>FY 15/16</th>
<th>FY 14/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of injuries resulting in lost time at work</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Lost days due to injury</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>73</td>
</tr>
<tr>
<td>Number of accidents/incidents reported</td>
<td>27</td>
<td>36</td>
<td>46</td>
<td>44</td>
<td>43</td>
</tr>
<tr>
<td>Number of hazards reported</td>
<td>4</td>
<td>7</td>
<td>9</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>Number of workplace inspections completed</td>
<td>12</td>
<td>12</td>
<td>12&quot;*</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>Attendance record at WHS Committee meetings</td>
<td>87.5%</td>
<td>89%</td>
<td>89.5%</td>
<td>96%</td>
<td>89%</td>
</tr>
</tbody>
</table>

*Following the completion of a formal risk assessment, the frequency of workplace inspections were reduced from bi-monthly in all areas to 6 monthly in low-risk areas and quarterly in medium-risk areas.
The Board

The Centennial Park Cemetery Board is our main decision-making body and is comprised of seven members – two members from each of the constituent councils and three independent members.

Each board member contributes unique skills as well as considerable commercial or local government experience. This ensures robust discussion, sound strategic decision-making, and high levels of transparency, accountability and corporate governance. All board members are active in their attendance at meetings and on committees to ensure they keep abreast of industry and other developments for the continual improvement of the Park.

Council Elections held during 2018/19 saw the departure of four board members and the appointment for four new board members. We thank the outgoing and interim board members for their service and welcome our new board members.

CURRENT BOARD MEMBERS

Geoff Vogt  
(Chair since July 2017 – appointed to the Board June 2011)

Andrew Kay  
(Independent – appointed April 2017)

Amanda Heyworth  
(Independent – appointed July 2017)

Jane Russo  
(City of Unley – appointed February 2019)

Michael Rabbitt  
(City of Unley – appointed February 2019)

Karen Hockley  
(City of Mitcham – appointed February 2019)

Dave Munro  
(City of Mitcham – appointed February 2019)
### Previous Board Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Appointment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Hughes</td>
<td>City of Unley appointed January 2017 – February 2019</td>
</tr>
<tr>
<td>Luke Smolucha</td>
<td>City of Unley appointed January 2015 – November 2018</td>
</tr>
<tr>
<td>Glenn Spear</td>
<td>City of Mitcham appointed June 2016 – November 2018</td>
</tr>
<tr>
<td>Adriana Christopoulos</td>
<td>City of Mitcham appointed November 2014 – November 2018</td>
</tr>
</tbody>
</table>

### Interim Board Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Appointment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Tsokas</td>
<td>City of Unley appointed November 2018 – February 2019</td>
</tr>
<tr>
<td>Heather Holmes-Ross</td>
<td>City of Mitcham appointed November 2018 – February 2019</td>
</tr>
<tr>
<td>Matthew Pears</td>
<td>City of Mitcham appointed November 2018 – February 2019</td>
</tr>
</tbody>
</table>

### Board/Committee Member Meeting Attendance

<table>
<thead>
<tr>
<th>Board/Committee Member</th>
<th>Committee</th>
<th>Meeting Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Heyworth</td>
<td>Audit &amp; Risk Management (Chair)</td>
<td>4/4</td>
</tr>
<tr>
<td>A Kay</td>
<td>Audit &amp; Risk Management</td>
<td>3/4</td>
</tr>
<tr>
<td>G Martinella (Independent)</td>
<td>Audit &amp; Risk Management</td>
<td>3/4</td>
</tr>
</tbody>
</table>

### Board Member Meeting Attendance

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Meeting Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>G Vogt (Chair)</td>
<td>10/10</td>
</tr>
<tr>
<td>A Kay</td>
<td>10/10</td>
</tr>
<tr>
<td>A Heyworth</td>
<td>9/10</td>
</tr>
<tr>
<td>A Christopoulos</td>
<td>2/3</td>
</tr>
<tr>
<td>L Smolucha</td>
<td>3/3</td>
</tr>
<tr>
<td>G Spear</td>
<td>2/3</td>
</tr>
<tr>
<td>P Hughes</td>
<td>5/5</td>
</tr>
<tr>
<td>H Holmes-Ross (interim BM)</td>
<td>1/1</td>
</tr>
<tr>
<td>M Pears (interim BM)</td>
<td>0/1</td>
</tr>
<tr>
<td>P Tsokas (interim BM)</td>
<td>1/2</td>
</tr>
<tr>
<td>J Russo</td>
<td>5/5</td>
</tr>
<tr>
<td>M Rabbitt</td>
<td>5/5</td>
</tr>
<tr>
<td>K Heckley</td>
<td>6/6</td>
</tr>
<tr>
<td>D Munro</td>
<td>6/6</td>
</tr>
</tbody>
</table>
Financial Performance

The Authority once again recorded an operating surplus. The final result of $204K was $40k better than the previous period, a 24% improvement.

The Liability Guarantee Fee paid to the owner Councils was $626K in total, which is 2% more than last year.

Before the payment of Liability Guarantee Fee, the result for the year was $830K, resulting in a net operating surplus of 8% of revenue.

Cash at Bank is $9.7M, which is much higher than budgeted due to capital works occurring at a slower rate than initially forecasted.

A complete set of audited general purpose financial reports follows in this Annual Report.
ANNUAL ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019

Centennial Park Cemetery Authority
760 Goodwood Road, Pasadena, South Australia 5042
Telephone: (08) 8276 6011 – Facsimile (08) 8275 2266
Email: enquiry@centpark.org.au
Website: www.centennialpark.org.au
# CENTENNIAL PARK CEMETERY AUTHORITY
## GENERAL PURPOSE FINANCIAL REPORTS

FOR THE YEAR ENDED 30 JUNE 2019

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CENTENNIAL PARK CEMETERY AUTHORITY

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Centennial Park Cemetery Authority to certify the financial statements in their final form. In our opinion:


- The financial statements present a true and fair view of the Authority’s financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.

- Internal controls implemented by the Authority provide a reasonable assurance that the Authority’s financial records are complete, accurate and reliable and were effective throughout the financial year.

- The financial statements accurately reflect the Authority’s accounting and other records.

Dated this 24th day of August 2019

[Signature]
CHIEF EXECUTIVE OFFICER

[Signature]
CHAIR OF THE BOARD
CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges - Sales</td>
<td>2</td>
<td>10,723,617</td>
</tr>
<tr>
<td>Investment income</td>
<td>2</td>
<td>249,173</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>10,972,790</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>3</td>
<td>4,645,568</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>3</td>
<td>4,528,403</td>
</tr>
<tr>
<td>Depreciation, amortisation &amp; impairment</td>
<td>3</td>
<td>1,594,475</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>10,768,446</td>
</tr>
<tr>
<td><strong>Operating Surplus / (Deficit)</strong></td>
<td>204,345</td>
<td>116,905</td>
</tr>
<tr>
<td>Net gain (loss) on disposal or revaluation of assets</td>
<td>4</td>
<td>(231)</td>
</tr>
<tr>
<td><strong>Net Surplus / (Deficit)</strong></td>
<td>204,114</td>
<td>164,035</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in revaluation surplus</td>
<td>9</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Comprehensive Income</strong></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Comprehensive Income</strong></td>
<td>204,114</td>
<td>164,035</td>
</tr>
</tbody>
</table>

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.
## CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2019

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>9,713,151</td>
<td>9,796,520</td>
</tr>
<tr>
<td>Trade &amp; Other Receivables</td>
<td>871,642</td>
<td>850,275</td>
</tr>
<tr>
<td>Inventories</td>
<td>857,131</td>
<td>896,377</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>11,441,924</td>
<td>11,543,172</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure, Property, Plant &amp; Equipment</td>
<td>36,696,943</td>
<td>36,404,152</td>
</tr>
<tr>
<td>Other Non-current Assets</td>
<td>495,086</td>
<td>569,152</td>
</tr>
<tr>
<td><strong>Total Non-current Assets</strong></td>
<td>37,192,029</td>
<td>36,973,304</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>48,633,953</td>
<td>48,516,476</td>
</tr>
</tbody>
</table>

| LIABILITIES                                 |           |         |
| **Current Liabilities**                     |           |         |
| Trade & Other Payables                      | 2,147,375 | 2,307,824 |
| Provisions                                  | 596,800   | 533,701 |
| **Total Current Liabilities**               | 2,744,175 | 2,841,525 |
| **Non-Current Liabilities**                 |           |         |
| Provisions                                  | 14,608,865 | 14,631,636 |
| **Total Non-current Liabilities**           | 14,608,865 | 14,631,636 |
| **TOTAL LIABILITIES**                       | 17,353,040 | 17,473,161 |
| **Net Assets**                              | 31,280,913 | 31,043,316 |

| EQUITY                                      |           |         |
| Contributed Equity                          | 48,702    | 48,702  |
| Accumulated Surplus                         | 7,888,780 | 7,684,666 |
| Asset Revaluation Reserve                   | 23,227,097 | 23,227,097 |
| Other Reserves                              | 116,334   | 82,850  |
| **Total Authority Equity**                  | 31,280,913 | 31,043,316 |

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.
# CENTENNIAL PARK CEMETERY AUTHORITY

## STATEMENT OF CHANGES IN EQUITY

**FOR THE YEAR ENDED 30 JUNE 2019**

<table>
<thead>
<tr>
<th>2019</th>
<th>Accumulated Surplus $</th>
<th>Asset Revaluation Reserve $</th>
<th>Other Reserves $</th>
<th>Contributed Equity $</th>
<th>TOTAL EQUITY $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance at end of previous reporting period</strong></td>
<td>7,684,666</td>
<td>23,227,097</td>
<td>82,850</td>
<td>48,702</td>
<td>31,043,315</td>
</tr>
<tr>
<td><strong>Restated opening balance</strong></td>
<td>7,684,666</td>
<td>23,227,097</td>
<td>82,850</td>
<td>48,702</td>
<td>31,043,315</td>
</tr>
<tr>
<td><strong>Net Surplus / (Deficit) for Year</strong></td>
<td>204,114</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>204,114</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td>9</td>
<td>-</td>
<td>33,484</td>
<td>-</td>
<td>33,484</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>7,888,780</td>
<td>23,227,097</td>
<td>116,334</td>
<td>48,702</td>
<td>31,280,013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2018</th>
<th>Accumulated Surplus $</th>
<th>Asset Revaluation Reserve $</th>
<th>Other Reserves $</th>
<th>Contributed Equity $</th>
<th>TOTAL EQUITY $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance at end of previous reporting period</strong></td>
<td>7,520,631</td>
<td>23,227,097</td>
<td>30,769</td>
<td>48,702</td>
<td>30,827,199</td>
</tr>
<tr>
<td><strong>Net Surplus / (Deficit) for Year</strong></td>
<td>164,036</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>164,036</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>7,684,666</td>
<td>23,227,097</td>
<td>82,850</td>
<td>48,702</td>
<td>31,043,315</td>
</tr>
</tbody>
</table>

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.
# CENTENNIAL PARK CEMETERY AUTHORITY

## STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Flows from Operating Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Receipts</td>
<td>10,702,250</td>
<td>10,086,718</td>
</tr>
<tr>
<td>Investment Receipts</td>
<td>249,173</td>
<td>248,883</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Payments to Suppliers &amp; Employees</td>
<td>(9,221,356)</td>
<td>(8,200,434)</td>
</tr>
<tr>
<td><strong>Net Cash provided by (or used in) Operating Activities</strong></td>
<td>1,730,065</td>
<td>2,135,167</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Cashflow from Investing Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sale of Replaced Assets</td>
<td>77,071</td>
<td>98,499</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure on Renewal/Replacement of Assets</td>
<td>(1,530,949)</td>
<td>(2,555,834)</td>
</tr>
<tr>
<td>Expenditure on New/Upgraded assets</td>
<td>(359,556)</td>
<td>(518,874)</td>
</tr>
<tr>
<td><strong>Net Cash provided by (or used in) Investing Activities</strong></td>
<td>(1,813,434)</td>
<td>(2,976,209)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cashflow from Financing Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash provided by (or used in) Financing Activities</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Increase (Decrease) in Cash Held</strong></td>
<td>(83,369)</td>
<td>(841,042)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents at beginning of period</td>
<td>9,796,520</td>
<td>10,637,562</td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents at end of period</td>
<td>9,713,151</td>
<td>9,796,520</td>
</tr>
</tbody>
</table>
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The financial report covers Centennial Park Cemetery Authority ("the Authority") as an individual entity and regional subsidiary in South Australia under the Local Government Act.

The Authority is a regional subsidiary under the Local Government Act 1999 jointly controlled by the City of Mitcham and the City of Unley.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards
This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the Local Government (Financial Management) Regulations 2011.

1.2 Historical Cost Convention
Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates
The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise judgement in applying the Authority's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

The Board evaluates estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Authority.

1.4 Rounding
All amounts in the financial statements have been rounded to the nearest dollar.

2 The Reporting Entity

The Centennial Park Cemetery Authority is established under the SA Local Government Act 1999 and has its principal place of business at 780 Goodwood Road, Pasadena.

The principal activities relating to the Authority’s functions are:

Provision of cremation, cemetery, chapel services and memorial garden facilities.
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

3 Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Authority obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

All revenue is recognised when the transaction is completed. Cremation, burial interment and monumental permit fees are recognised when the service is performed. Plaque and base sales are recognised when payment is received. Cemetery and memorial interment right fees are regarded as the sale of the right of interment to the purchaser. The transaction is considered complete once the right of interment is granted and does not constitute a rental agreement. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority’s option with an insignificant risk of changes in value with a maturity of twelve months or less from the date of acquisition.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful. As at 30th June 2019 there were no doubtful debts (2018: $0.00).

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 11.

5 Inventories

All inventories are valued at the lower of cost or net realisable value. Costs are assigned on a specific identification basis and include costs and appropriate overheads if any.

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects’ fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant & equipment when completed and ready for use.

6.2 Materiality

The current policy is to expense all capital items less than $1,000.

6.3 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value for a number of asset classes including land, buildings and other structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of the Authority, best reflects the consumption of the service potential embodied in those assets.
Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, but appropriate records covering the entire life cycle of some of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

<table>
<thead>
<tr>
<th>Plant &amp; Equipment</th>
<th>2.5 to 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>65 to 70 years</td>
</tr>
<tr>
<td>Other Structures</td>
<td>35 to 65 years</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>12 to 100 years</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>4 to 10 years</td>
</tr>
</tbody>
</table>

6.5 Impairment
Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if the Authority were deprived thereof, are not subject to impairment testing.

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset’s carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in the Asset Revaluation Reserve, any excess being recognised as an expense.

Land used for cemetery purpose is zoned Institutional and subject to legislative restrictions and considered to be impaired.

7 Payables

7.1 Goods & Services
Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid within 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits
Amounts received from external parties in advance of service delivery are recognised as liabilities until the service is delivered, or the amount is refunded as the case may be.

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences
Liabilities for employees’ entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.
Present values are calculated using the 10 year government bond rate – weighted average of 2.20% (2018: 2.20%)  

No accrual is made for sick leave as the Authority experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave, except when a staff member leaves and within 13 weeks of having done so, is engaged by an entity covered by the Local Government Act (SA) 1999.  

8.2 Superannuation
The Authority makes employer superannuation contributions in respect of its employees to Statewide Superannuation Scheme (the Scheme), and other superannuation schemes selected by employees under the "choice of fund" legislation. The Scheme has two types of membership, each of which is funded differently. Details are included in Note 16.

9 Leases
Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117. Lease payments are charged to expense over the lease term.

10 GST Implications
In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax" Receivables and Creditors include GST receivable and payable. Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable. Non-current assets and capital expenditures include GST net of any recoupment. Amounts included in the Statement of Cash Flows are disclosed on a gross basis.  

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the item of expense.

11 Comparative Information
Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with AASB 101.

12 Future Upkeep Provision
Interment Rights are issued for varying terms from 25 years up to and including perpetuity. Interment Rights can be extended for a minimum of five year increments. Interment Right holders have an expectation that the Park environs will be maintained to an appropriate standard for the interment right period. The Authority considers this to be a constructive obligation.

In accordance with AASB 137 "Provisions, Contingent Liabilities and Contingent Assets" a provision is recognised when there is a legal or constructive obligation as a result of a past event and it is probable that a future sacrifice of economic benefits will be required and that outflow can be reliably measured.

There was no change made to the Future Upkeep Provision for the 2018/19 financial year.

The 2019/20 financial year will see a significant change to the Future Upkeep Provision due to the application of new accounting standards as per note 1.15.
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

13 Payments to Constituent Councils

A Liability Guarantee fee of $626,000 was paid to the Constituent Councils (2018 Liability Guarantee Fee ($616,047).

14 Income Tax

Centennial Park is exempt from Income Tax by virtue of it satisfying the provisions of section 24AR of the Income Tax Assessment Act 1936 so as to constitute a State/Territory body.

15 New Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2019 reporting period and have not been used in preparing these reports.

- AASB7 Financial Instruments – Disclosures
- AASB9 Financial Instruments
- AASB15 Revenue from Contracts with Customers
- AASB16 Leases
- AASB1058 Income of Not-for-Profit Entities

The Authority is of the view that other than AASB 15 and AASB 16, none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Authority has reviewed the introduction of AASB 15 and AASB 16 and have determined that the application of AASB 16 will have a material impact to the revenue of the Authority from the 2019/20 financial year. It is estimated that the impact to revenue will be a deferred amount of approximately $869,000.
### CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

**NOTE 2 - INCOME**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USER CHARGES - SALES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cremation</td>
<td>1,592,279</td>
<td>1,553,477</td>
</tr>
<tr>
<td>Memorial</td>
<td>2,766,186</td>
<td>1,884,068</td>
</tr>
<tr>
<td>Burial</td>
<td>4,886,135</td>
<td>4,792,866</td>
</tr>
<tr>
<td>Chapel Fees</td>
<td>1,422,322</td>
<td>1,369,391</td>
</tr>
<tr>
<td>Sundry Income</td>
<td>56,695</td>
<td>639,162</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>10,723,617</td>
<td>10,238,964</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INVESTMENT INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest on Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Government Finance Authority</td>
<td>215,242</td>
<td>181,889</td>
</tr>
<tr>
<td>Banks &amp; Other</td>
<td>33,931</td>
<td>66,994</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>249,173</td>
<td>248,883</td>
</tr>
</tbody>
</table>
# CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

## NOTE 3 - EXPENSES

### EMPLOYEE COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$3,848,433</td>
<td>$3,657,127</td>
</tr>
<tr>
<td>Employee leave expense</td>
<td>$343,175</td>
<td>$315,392</td>
</tr>
<tr>
<td>Superannuation - defined contribution plan contributions</td>
<td>$371,874</td>
<td>$371,990</td>
</tr>
<tr>
<td>Workers’ Compensation Insurance</td>
<td>$117,500</td>
<td>$105,287</td>
</tr>
<tr>
<td>Less: Capitalised and distributed costs</td>
<td>($35,415)</td>
<td>($82,557)</td>
</tr>
<tr>
<td><strong>Total Operating Employee Costs</strong></td>
<td>$4,646,568</td>
<td>$4,368,239</td>
</tr>
</tbody>
</table>

| **Total Number of Employees**                    | 53     | 51     |

(Full time equivalent at end of reporting period)

### MATERIALS, CONTRACTS & OTHER EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescribed Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor’s Remuneration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Auditing the financial reports</td>
<td>$18,603</td>
<td>$16,500</td>
</tr>
<tr>
<td><strong>Subtotal - Prescribed Expenses</strong></td>
<td>$18,603</td>
<td>$16,500</td>
</tr>
<tr>
<td>Other Materials, Contracts &amp; Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
<td>$477,762</td>
<td>$658,580</td>
</tr>
<tr>
<td>Energy</td>
<td>$281,332</td>
<td>$273,346</td>
</tr>
<tr>
<td>Insurance</td>
<td>$119,253</td>
<td>$83,878</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$569,413</td>
<td>$590,589</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>$47,796</td>
<td>$38,155</td>
</tr>
<tr>
<td>Parts, accessories &amp; consumables</td>
<td>$1,940,809</td>
<td>$1,718,776</td>
</tr>
<tr>
<td>Professional services</td>
<td>$276,976</td>
<td>$277,413</td>
</tr>
<tr>
<td>Sundry</td>
<td>$270,460</td>
<td>$243,250</td>
</tr>
<tr>
<td>Individually Significant Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Guarantee</td>
<td>$626,000</td>
<td>$616,047</td>
</tr>
<tr>
<td><strong>Subtotal - Other Materials, Contracts &amp; Expenses</strong></td>
<td>$4,509,800</td>
<td>$4,490,034</td>
</tr>
<tr>
<td><strong>INDIVIDUALLY SIGNIFICANT ITEMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Guarantee Fee</td>
<td>$626,000</td>
<td>$616,047</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
</table>
# CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

## NOTE 3 - EXPENSES (CONT)

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Depreciation, Amortisation &amp; Impairment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>298,161</td>
<td>282,481</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>785,235</td>
<td>740,249</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td>328,855</td>
<td>305,164</td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td>182,241</td>
<td>162,275</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,594,292</td>
<td>1,490,169</td>
</tr>
<tr>
<td><strong>Amortisation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trademarks</td>
<td>183</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>183</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,594,475</td>
<td>1,490,169</td>
</tr>
</tbody>
</table>

Note:

There is no Impairment that affects the Statement of Comprehensive Income.
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019 $</th>
<th>2018 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets Renewed or Directly Replaced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from disposal</td>
<td>77,071</td>
<td>98,499</td>
</tr>
<tr>
<td>Less: Carrying amount of assets sold</td>
<td>77,302</td>
<td>51,369</td>
</tr>
<tr>
<td>Gain (Loss) on Disposal</td>
<td>(231)</td>
<td>47,130</td>
</tr>
<tr>
<td>Net Gain (Loss) on Disposal or Revaluation of Assets</td>
<td>(231)</td>
<td>47,130</td>
</tr>
</tbody>
</table>
## CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

### NOTE 5 - CURRENT ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash &amp; Cash Equivalents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on Hand and at Bank</td>
<td>226,912</td>
<td>201,069</td>
</tr>
<tr>
<td>Deposits at Call</td>
<td>886,239</td>
<td>1,056,431</td>
</tr>
<tr>
<td>Short Term Deposits &amp; Bills, etc</td>
<td>8,600,000</td>
<td>8,500,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9,713,151</td>
<td>9,756,520</td>
</tr>
</tbody>
</table>

| **Trade & Other Receivables** |        |        |
| Debtors - General              | 652,701| 680,094|
| Prepayments & Other Receivables| 218,941| 170,181|
| **Total**                      | 871,642| 850,275|

| **Inventories**                |        |        |
| Stores & Materials             | 10,274 | 5,939  |
| Trading Stock                  | 846,857| 890,438|
| **Total**                      | 857,131| 896,377|
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 6 - NON-CURRENT ASSETS

<table>
<thead>
<tr>
<th>OTHER NON-CURRENT ASSETS</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Works-in-Progress</td>
<td>489,276</td>
<td>569,152</td>
</tr>
<tr>
<td>Trademarks</td>
<td>5,810</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>495,086</strong></td>
<td><strong>569,152</strong></td>
</tr>
</tbody>
</table>

Notes
### CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

<table>
<thead>
<tr>
<th>Fair Value Level</th>
<th>as at 30 June 2018</th>
<th>Asset Movements during the Reporting Period</th>
<th>as at 30 June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At Fair Value</td>
<td>At Cost</td>
<td>Acc. Dep’n</td>
</tr>
<tr>
<td>Land</td>
<td>2</td>
<td>5,659,080</td>
<td>606,739</td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>2</td>
<td>25,000</td>
<td>1,718,304</td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>3</td>
<td>29,317,672</td>
<td>(7,174,858)</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>2</td>
<td>25,000</td>
<td>2,116,789</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>3</td>
<td>51,897,156</td>
<td>(29,037,860)</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td>2</td>
<td>3,228,240</td>
<td>2,242,190</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>3</td>
<td>1,350,012</td>
<td>705,159</td>
</tr>
<tr>
<td>Total Infrastructure, Property, Plant &amp; Equipment</td>
<td>78,014,822</td>
<td>7,322,876</td>
<td>(48,912,748)</td>
</tr>
</tbody>
</table>

Comparatives

|                  | 78,067,729 | 4,955,334 | (47,894,477) | 34,978,358 | 1,692,394 | 1,570,699 | (51,369) | (1,490,169) | 4,190 | 1,725,965 | 78,014,822 | 7,322,876 | (48,912,748) | 36,404,152 |
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

1 Valuation of Assets

2 Fair Value Measurement

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for recognition and measurement requirements for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the Authority can access at measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Classifications are reviewed at each reporting date and transfers between levels are determined based on a reassessment of the lowest level of input that is significant to fair value measurement.

Valuation techniques used to derive Level 2 and Level 3 fair values recognised in the financial statements

The following table sets out the valuation techniques used to measure fair value within Level 2, including a description of the significant inputs used:

<table>
<thead>
<tr>
<th>Description</th>
<th>Valuation approach and inputs used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>Sale price comparison approach. Sales prices of comparable land in a similar location are adjusted for differences in key attributes such as land size. The valuation model is based on price per square metre.</td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction. Buildings and other structures have been allocated to Level 2 where unobservable inputs do not have a significant impact on the valuation.</td>
</tr>
</tbody>
</table>

The following table sets out the valuation techniques used to measure fair value within Level 3, including a description of the significant inputs used:

<table>
<thead>
<tr>
<th>Description</th>
<th>Valuation approach and inputs used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction.</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction.</td>
</tr>
</tbody>
</table>
Building & Other Structures and Infrastructure shown in fair value hierarchy level 2 and 3 were revalued as at 30 April 2017 by Martin Burns, Senior Commercial Valuer – Certified Practicing Valuer of Liquid Pacific. Subsequent additions at cost have been disclosed in the respective fair value hierarchy on the basis that cost is a material representation of fair value.

Land for cemetery purposes is zoned Institutional and is considered a restricted asset. The valuation of the Land was based on sales of similarly zoned land which prohibit development.

Increases in the carrying amount arising on revaluation of land, buildings, improvements, plant, machinery and contents are credited to a revaluation reserve in equity. Decreases that offset previous increases of the same asset class are charged against fair value reserves directly in equity; all other decreases are charged to the income statement.

3 Land & Land Improvements

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116.16(c), are reviewed annually (see Note 1) and depreciated over the estimated remaining life of the relevant asset.

Land available for burials and memorials is a restricted asset as the Authority has issued interment rights to third parties for perpetuity and the site must be maintained for the term of the interment right.

4 Buildings & Other Structures

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset’s carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

5 Infrastructure

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset’s carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.
CENTENNIAL PARK CEMETERY AUTHORITY
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

6 Plant, Furniture & Equipment

Plant and equipment is carried at cost, less any accumulated depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset’s employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

7 Motor Vehicles

Motor vehicles are measured on the cost basis less accumulated depreciation and impairment losses.

The carrying amount of motor vehicles is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset’s employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

8 Capitalisation Thresholds

All items where the purchase price is less than $1,000 excluding GST are expensed.

9 Estimated Useful Lives

The range of useful lives for the classes of assets is shown below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant, Furniture &amp; Equipment</td>
<td>2.5 to 10 years</td>
</tr>
<tr>
<td>Plant &amp; Equipment Buildings</td>
<td>65 to 70 years</td>
</tr>
<tr>
<td>Other Structures Infrastructure</td>
<td>35 to 65 years</td>
</tr>
<tr>
<td>Infrastructure Motor Vehicles</td>
<td>12 to 100 years</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>4 to 10 years</td>
</tr>
</tbody>
</table>
## NOTE 8 - LIABILITIES

### TRADE & OTHER PAYABLES

<table>
<thead>
<tr>
<th></th>
<th>2019 $</th>
<th>2018 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notes</strong></td>
<td><strong>Current</strong></td>
<td><strong>Non-current</strong></td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>712,212</td>
<td>-</td>
</tr>
<tr>
<td>Payments Received in Advance</td>
<td>1,197,032</td>
<td>742,236</td>
</tr>
<tr>
<td>Accrued expenses - Employee Entitlements</td>
<td>34,971</td>
<td>164,257</td>
</tr>
<tr>
<td>Accrued expenses - Other</td>
<td>191,699</td>
<td>668,450</td>
</tr>
<tr>
<td>Other</td>
<td>11,461</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,147,375</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

### PROVISIONS

<table>
<thead>
<tr>
<th></th>
<th>2019 $</th>
<th>2018 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee entitlements (including oncosts)</td>
<td>596,800</td>
<td>46,865</td>
</tr>
<tr>
<td>Heritage Monuments Restoration</td>
<td>38,000</td>
<td>-</td>
</tr>
<tr>
<td>Future Upkeep Provision</td>
<td>14,520,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>596,800</strong></td>
<td><strong>14,568,865</strong></td>
</tr>
</tbody>
</table>
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 9 - RESERVES

<table>
<thead>
<tr>
<th>ASSET REVALUATION RESERVE</th>
<th>01-Jul-18</th>
<th>Net Increments (Decrements)</th>
<th>Transfers</th>
<th>30-Jun-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$3,743,237</td>
<td>$-</td>
<td>$-</td>
<td>$3,743,237</td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>$7,907,528</td>
<td>$-</td>
<td>$-</td>
<td>$7,907,528</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>$11,576,332</td>
<td>$-</td>
<td>$-</td>
<td>$11,576,332</td>
</tr>
<tr>
<td>Total Asset Revaluation Reserve</td>
<td>$23,227,097</td>
<td>$-</td>
<td>$-</td>
<td>$23,227,097</td>
</tr>
<tr>
<td>Comparatives</td>
<td>$23,227,097</td>
<td>$-</td>
<td>$-</td>
<td>$23,227,097</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER RESERVES</th>
<th>01-Jul-18</th>
<th>Transfers to Reserve</th>
<th>Transfers from Reserve</th>
<th>30-Jun-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>E M M Kay</td>
<td>$30,719</td>
<td>$-</td>
<td>$-</td>
<td>$30,719</td>
</tr>
<tr>
<td>Recycled Metals Charitable Reserve</td>
<td>$52,131</td>
<td>$33,484</td>
<td>$-</td>
<td>$85,615</td>
</tr>
<tr>
<td>Total Other Reserves</td>
<td>$82,850</td>
<td>$33,484</td>
<td>$-</td>
<td>$116,334</td>
</tr>
<tr>
<td>Comparatives</td>
<td>$30,769</td>
<td>$-</td>
<td>$-</td>
<td>$30,769</td>
</tr>
</tbody>
</table>

PURPOSES OF RESERVES

Asset Revaluation Reserve
The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets(loss any subsequent impairment losses, where applicable)

E M M Kay Reserve
A reserve has been recognised for a bequest received from the estate of a deceased interred at the Park to maintain the site. The Board has resolved that the expenses incurred on an annual basis maintaining the site will be charged against the reserve. Interest accrued from the reserve will be absorbed in general operating revenue to offset the administration of the same. During Financial Year 2015/16 the interment right for E M M Kay was converted to perpetuity and costs offset against the reserve.

Recycled Metals Charitable Reserve
Funds received from the recycling of metal plaques have been directed to a reserve to be used for philanthropic and charitable purposes.

Contributed Equity Reserve
Equity contributed from City of Mitcham and City of Unley.
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 10 - RECONCILIATION TO CASH FLOW STATEMENT

<table>
<thead>
<tr>
<th>(a) Reconciliation of Cash</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances per Cash Flow Statement</td>
<td>5,713,151</td>
<td>9,796,520</td>
</tr>
<tr>
<td>Total cash &amp; equivalent assets</td>
<td>0,713,151</td>
<td>0,706,520</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) Reconciliation of Change in Net Assets to Cash from Operating Activities</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Surplus (Deficit)</td>
<td>204,114</td>
<td>164,035</td>
</tr>
<tr>
<td>Non-cash items in Income Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation, amortisation &amp; impairment</td>
<td>1,594,475</td>
<td>1,490,169</td>
</tr>
<tr>
<td>Net increase (decrease) in unpaid employee benefits</td>
<td>(88,950)</td>
<td>101,148</td>
</tr>
<tr>
<td>Net (Gain) Loss on Disposals</td>
<td>231</td>
<td>(47,130)</td>
</tr>
<tr>
<td></td>
<td><strong>1,708,862</strong></td>
<td><strong>1,708,222</strong></td>
</tr>
<tr>
<td>Add (Less): Changes in Net Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net (increase) decrease in receivables</td>
<td>27,353</td>
<td>(173,836)</td>
</tr>
<tr>
<td>Net (increase) decrease in inventories</td>
<td>59,246</td>
<td>(196,933)</td>
</tr>
<tr>
<td>Net (increase) decrease in other current assets</td>
<td>21,590</td>
<td>48,780</td>
</tr>
<tr>
<td>Net increase (decrease) in trade &amp; other payables</td>
<td>223,424</td>
<td>154,167</td>
</tr>
<tr>
<td>Net increase (decrease) in other provisions</td>
<td>(254,887)</td>
<td>570,477</td>
</tr>
<tr>
<td>Net increase (decrease) in other liabilities</td>
<td>33,488</td>
<td>53,480</td>
</tr>
<tr>
<td><strong>Net Cash provided by (or used in) operations</strong></td>
<td><strong>1,736,065</strong></td>
<td><strong>2,135,167</strong></td>
</tr>
</tbody>
</table>

| (c) Financing Arrangements |       |        |
| Unrestricted access was available at balance date to the following lines of credit |       |        |
| Bank Overdrafts | 50,000 | 50,000 |
| Corporate Credit Cards | 30,000 | 30,000 |

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.
## CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

### NOTE 11 - FINANCIAL INSTRUMENTS

**Recognised Financial Instruments**

| Bank, Deposits at Call, Short Term Deposits | Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.  
| Terms & conditions: Deposits are returning fixed interest rates at an average interest rate of 1.96% (2018: 2.34%) Short term deposits are held either in LGA or NAB at call and term deposit accounts.  
| Carrying amount: approximates fair value due to the short term to maturity. |

| Receivables - Fees & other charges | Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.  
| Terms & conditions: Unsecured, and do not bear interest.  
| Carrying amount: Approximates fair value (after deduction of any allowance). |

| Liabilities - Creditors and Accruals | Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.  
| Terms & conditions: Liabilities are normally settled on 30 day terms.  
| Carrying amount: Approximates fair value. |

<table>
<thead>
<tr>
<th>2019</th>
<th>Floating Interest Rate</th>
<th>Due &lt; 1 year</th>
<th>Due &gt; 1 year ≤ 5 years</th>
<th>Due &gt; 5 years</th>
<th>Total Contractual Cash Flows</th>
<th>Carrying Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Financial Assets</td>
<td>1,113,151</td>
<td>6,600,000</td>
<td>-</td>
<td>-</td>
<td>9,713,151</td>
<td>9,713,151</td>
</tr>
<tr>
<td>Cash Assets</td>
<td>652,701</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>652,701</td>
<td>652,701</td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,920,705</td>
<td>1,920,705</td>
</tr>
<tr>
<td>Total</td>
<td>1,765,851</td>
<td>8,600,000</td>
<td>-</td>
<td>-</td>
<td>10,365,851</td>
<td>10,365,851</td>
</tr>
</tbody>
</table>

| Financial Liabilities | - | - | - | - | 1,920,705 | 1,920,705 |
| Payables | - | - | - | - | 1,920,705 | 1,920,705 |
| Total | - | - | - | - | 1,920,705 | 1,920,705 |

| EXCESS OF FINANCIAL ASSETS OVER LIABILITIES | 1,765,851 | 8,600,000 | - | - | 8,445,146 | 8,445,146 |

<table>
<thead>
<tr>
<th>2018</th>
<th>Floating Interest Rate</th>
<th>Due &lt; 1 year</th>
<th>Due &gt; 1 year ≤ 5 years</th>
<th>Due &gt; 5 years</th>
<th>Total Contractual Cash Flows</th>
<th>Carrying Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Financial Assets</td>
<td>1,296,520</td>
<td>8,600,000</td>
<td>-</td>
<td>-</td>
<td>9,796,520</td>
<td>9,796,520</td>
</tr>
<tr>
<td>Cash Assets</td>
<td>680,094</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>680,094</td>
<td>680,094</td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,475,107</td>
<td>1,475,107</td>
</tr>
<tr>
<td>Total</td>
<td>1,976,614</td>
<td>8,600,000</td>
<td>-</td>
<td>-</td>
<td>10,476,614</td>
<td>10,476,614</td>
</tr>
</tbody>
</table>

| Financial Liabilities | - | - | - | - | 1,475,107 | 1,475,107 |
| Payables | - | - | - | - | 1,475,107 | 1,475,107 |
| Current Borrowings | - | - | - | - | - | - |
| Total | - | - | - | - | 1,475,107 | 1,475,107 |

| EXCESS OF FINANCIAL ASSETS OVER LIABILITIES | 1,976,614 | 8,600,000 | - | - | 9,001,507 | 9,001,507 |
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 11 - FINANCIAL INSTRUMENTS

Net Fair Value
All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Authority.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any allowance for doubtful debts. There are Authority investments made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authority’s boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority’s financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of the Authority’s financial instruments - both assets and liabilities are at fixed rates. Any such variations in future cash flows will not be material in effect on either the Authority incomes or expenditures.
## CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

### NOTE 12 - COMMITMENTS FOR EXPENDITURE

**Capital Commitments**

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

<table>
<thead>
<tr>
<th>Description</th>
<th>6,000</th>
<th>498,720</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>21,453</td>
<td>232,100</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>699,226</td>
<td>58,866</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>727,679</td>
<td>789,685</td>
</tr>
</tbody>
</table>

These expenditures are payable:

- Not later than one year: 727,679
- Later than one year and not later than 5 years: -
- Later than 5 years: -

**Total**: 727,679
COUNCIL AGENDA

12 NOVEMBER 2019
ITEM 11.2 - ATTACHMENT C

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 13 - FINANCIAL INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Amounts 2019</th>
<th>Indicator 2019</th>
<th>Prior Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>204,114</td>
<td>1.86%</td>
<td>1.56%</td>
</tr>
<tr>
<td>Operating Surplus</td>
<td>10,972,790</td>
<td></td>
<td>2.59%</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This ratio expresses the operating surplus as a percentage of total operating revenue.

Net Financial Liabilities Ratio

<table>
<thead>
<tr>
<th></th>
<th>Amounts 2019</th>
<th>Indicator 2019</th>
<th>Prior Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Financial Liabilities</td>
<td>6,768,247</td>
<td>61.68%</td>
<td>65.09%</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>10,972,790</td>
<td></td>
<td>51.91%</td>
</tr>
</tbody>
</table>

Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.

Asset Renewal Funding Ratio

<table>
<thead>
<tr>
<th></th>
<th>Amounts 2019</th>
<th>Indicator 2019</th>
<th>Prior Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Asset Renewals</td>
<td>1,453,878</td>
<td>91.18%</td>
<td>105.40%</td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>1,594,475</td>
<td></td>
<td>51.84%</td>
</tr>
</tbody>
</table>

Net asset renewal expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.
## CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

### NOTE 14 - UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Authority prepared on a uniform and consistent basis:

All Councils in South Australia voluntarily have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common ‘core’ of financial information, which enables meaningful comparisons of each Council’s finances.

The Authority has provided this information for the purpose of consolidation by the two constituent Councils.

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>10,572,790</td>
<td>10,487,847</td>
</tr>
<tr>
<td>less Expenses</td>
<td>(10,768,446)</td>
<td>(10,370,942)</td>
</tr>
<tr>
<td>Operating Surplus / (Deficit)</td>
<td>204,345</td>
<td>116,905</td>
</tr>
</tbody>
</table>

**less Net Outlays on Existing Assets**

Capital Expenditure on Renewal and Replacement of Existing Assets
- (1,530,949)    (2,555,834)
- add Depreciation, Amortisation and Impairment     1,594,475    1,490,169
- add Proceeds from Sale of Replaced Assets          77,071      98,499

140,597               (967,156)

**less Net Outlays on New and Upgraded Assets**

Capital Expenditure on New and Upgraded Assets
(359,556)           (518,874)

(359,556)           (518,874)

Net Lending / (Borrowing) for Financial Year
(14,614)           (1,359,135)
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 15 - OPERATING LEASES

Lease payment commitments of the Authority

The Authority has entered into non-cancellable operating leases for various items of computer equipment.

No lease imposes any additional restrictions on the Authority in relation to additional debt or further leasing.

Leases in relation to computer and office equipment permit the Authority, at expiry of the lease, to elect to re-lease, return or acquire the equipment leased.

No lease contains any escalation clause.

Commitment under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

<table>
<thead>
<tr>
<th>Commitment</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not later than one year</td>
<td>58,195</td>
<td>-</td>
</tr>
<tr>
<td>Later than one year and not later than 5 years</td>
<td>169,585</td>
<td>-</td>
</tr>
<tr>
<td>Later than 5 years</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>227,780</td>
<td>-</td>
</tr>
</tbody>
</table>

CENTENNIAL PARK CEMETERY AUTHORITY
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 16 - SUPERANNUATION

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salaryink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salaryink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members
Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2018/19; 9.50% in 2017/18). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salaryink (Defined Benefit Fund) Members
Salaryink is a defined benefit scheme where the benefit payable is based on a formula determined by the member’s contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salaryink as determined by the Fund’s Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2017/18) of “superannuation” salary.

In addition, the Authority makes a separate contribution of 3% of ordinary time earnings for Salaryink members to their Accumulation account. Employees also make member contributions to the Salaryink section of the Fund. As such, assets accumulate in the Salaryink section of the Fund to meet the member’s benefits, as defined in the Trust Deed, as they accrue.

The Salaryink section is a multi-employer sponsored plan. As the Salaryink section’s assets and liabilities are pooled and are not allocated by each employer, and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), the Authority does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund’s actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salaryink liabilities. However, future financial and economic circumstances may require changes to the Authority’s contribution rates at some future time.

Contributions to Other Superannuation Schemes
The Authority also makes contributions to other superannuation schemes selected by employees under the “choice of fund” legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Authority.
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 17 - CONTINGENCIES & ASSETS/LIABILITIES
NOT RECOGNISED IN BALANCE SHEET

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to the user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. CONTINGENT LIABILITY
   The Authority has contingent liabilities with respect to the redemption of unused interment rights. The Burial and Cremation Act 2013 mandates the refund of unexercised interment rights at current prices less a provision for administration, maintenance and establishment costs; the calculation is determined in the regulations. The contingent liability as at the 30th June 2019 is $11,973,510. An actual liability will only arise if a claim is made by existing interment right holders in the future. It is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

   Total unused interment rights account for approximately 6.89% of 47,439 burial interment rights currently issued.

   Total unused interment rights account for approximately 7.94% of 39,369 memorial interment rights currently issued.

   Once an interment or placement of a monument has occurred an interment right cannot be redeemed.

2. BANK OVERDRAFT
   The Authority has a bank overdraft facility of $50,000
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 18 - RELATED PARTY TRANSACTIONS

Transactions with Key Management Personnel
The Key Management Personnel of the Authority includes the Board, CEO and senior managers in all, 17 persons were paid the following total compensation.

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, allowances &amp; other short term benefits</td>
<td>$714,615</td>
<td>$706,716</td>
</tr>
</tbody>
</table>

Amounts paid as direct reimbursement of expenses incurred on behalf of the Authority have not been included above.

No key management personnel or parties related to them had any transactions during the year on terms more favourable than those available to the general public.

Transactions with Council Entities
The Authority’s Constituent Councils are:
- The City of Mitcham
- The City of Unley

Councils have influence on the financial and strategic operational decisions of the Authority given their equal Board member representation.

No one Member Council individually has control over these decisions.

During the year Liability Guarantee payments were made to the two Constituent Councils to the total value of $626,000 (2017/18 $616,047).
CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 19 - FUTURE COMMITMENTS

An arrangement is available to the public whereby any service currently offered by the Authority is capable of being prepaid.

Some funds were paid to Funeral Plan Management Pty Ltd with income to the Authority being recorded only when the service has been provided. Funds under management by Funeral Plan Management Pty Ltd at 30 June 2019 total $724,384 (2018 $756,620). From 1st December 2014 pre-paid products were no longer paid to Funeral Plan Management Pty Ltd.

Note 20 - SEGMENT REPORTING

The Authority operates in one business and geographical segment being burials, cremations and memorials within South Australia.
INDEPENDENT AUDITOR’S REPORT
TO THE MEMBERS OF THE CENTENNIAL PARK CEMETERY AUTHORITY

Opinion

We have audited the financial report of the Centennial Park Cemetery Authority (the Authority), which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and other explanatory information and the Certification of Financial Statements.

In our opinion, the financial report presents fairly, in all material respects, the financial position of Centennial Park Cemetery Authority as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and the Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the Auditor’s Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information other than the Financial Report and Auditor’s Report Thereon

The Authority is responsible for the other information. The other information comprises the information included in the Authority’s annual report for the year ended 30 June 2019, but does not include the financial report and our auditor’s report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibility for the Financial Report

The Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011. The Authority’s responsibility includes establishing and maintaining internal control relevant to preparation and fair presentation of the financial report so that it is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Authority is responsible for assessing the Authority’s ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority’s financial reporting process.

Liability limited by a scheme approved under Professional Standard Legislation
Auditor’s Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by those charged with governance.
- Conclude on the appropriateness of the Authority’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Centennial Park Cemetery Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS

Samantha Cretan
Partner

Signed on the 9th day of September 2019,
at 214 Melbourne Street, North Adelaide
CENTENNIAL PARK CEMETERY AUTHORITY

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Centennial Park Cemetery Authority for the year ended 30 June 2019, the Authority's Auditor, Dean Nowbery & Partners, has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) Local Government (Financial Management) Regulations 2011.

Dated this 2nd day of August 2019

Janet Miller
CHIEF EXECUTIVE OFFICER

Amanda Hayworth
CHAIR OF THE AUDIT & RISK MANAGEMENT COMMITTEE
Auditor's Independence Declaration under Section 22 of the Local Government (Financial Management) Regulations 2011 to the Centennial Park Cemetery Authority

I confirm that, for the audit of the financial statements of the Centennial Park Cemetery Authority for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011.

Samantha Cretan
Partner

Signed on the 9th day of September 2019,
at 214 Melbourne Street, North Adelaide, South Australia 5006

Liability limited by a scheme approved under Professional Standard Legislation
ITEM 11.2 - ATTACHMENT D

ANNUAL REPORT 2018-2019
A TOTAL OF 105,328 KERBSIDE TONNES COLLECTED
Eastern Waste Management Authority Annual Report 2018-2019

Contents

2018 - 2019

4 East Waste Service Area
5 Chairperson's Report
10 General Manager's Report
16 Governance
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[Logos of various councils]
The public interest and momentum within the resource recovery industry continues and from an environmental and cost perspective, responsible organisations are strongly focused on recovering kerbside materials that can be recycled and re-purposed, and diverting any collected materials from going to landfill.

As such, East Waste continues to show leadership in shaping the future of the sector in a range of areas. Throughout this Report, (and East Waste’s General Manager Rob Gregory’s Report), we will highlight what East Waste is doing to reduce material going to landfill and how we are doing it.

In my last year as Chairperson of East Waste, it is my pleasure to be able to bring to your attention the accomplishments of East Waste in this Report for the 2018/19 financial year.

**Education and Behaviour Change Initiatives**

East Waste’s on-going “Why waste it?” education campaign continues to build on its success of recent years. As part of East Waste’s education focus, stakeholders and residents may be aware of East Waste’s whichbin.com.au website, which provides a detailed A-Z guide, assisting the community in knowing what items go in ‘which bin’ and how to divert many resources from going to landfill.

The success of this A-Z guide has garnered considerable interest, which prompted the South Australian Government to approach East Waste seeking to take over the ownership of the website and A-Z guide, with the intention of targeting residents and providing consistent information to all South Australians.

The East Waste Board were more than happy to hand over the whichbin.com.au website and A-Z guide to the State Government, as it was seen as a positive step forward in providing a consistent education recycling message to all South Australian’s.

The State Government’s whichbin.com.au website can be found at: [whichbin.sa.gov.au](http://whichbin.sa.gov.au)

**Strategic Focus**

The 2018/19 Financial Year has seen East Waste review its 10 Year Business Plan. East Waste has consulted with its Member Councils, its Board, staff and industry experts to assist in shaping and identifying its future strategic direction.
CHAIRPERSON’S REPORT

The focus of this plan, and one that is supported by the above-mentioned stakeholders, is the identification of residential/community behaviour change initiatives that will result in the reduction of materials/resources going to landfill.

Of particular focus within the strategic direction, is identifying and putting into practice tangible plans that will get food scraps out of the kerbside general waste bins and into the green organics bin, whereby it can be processed into organic products such as compost and mulch. I look forward to the endorsed Strategic Plan being released in the 2019/20 Financial Year and guiding the Organisation’s exciting future.

Well done to East Waste’s Board, Audit and Risk Management Committee and Executive Staff for overseeing a positive result for East Waste’s Member Councils.

Thank you, and farewell

My tenure as Chairperson of East Waste has come to its conclusion, therefore this is my last East Waste Annual Report. Having been initially appointed as Chairperson in 2013, I have been privileged to be able occupy this position for the past six (6) years.

In this time, the East Waste Board has overseen significant positive change across its entire business and service delivery to its Member Councils. The maturity and growth of East Waste as an organisation and industry advocacy leader has been extremely satisfying, and I am genuinely proud of who East Waste is today.

I would like to thank the East Waste Board and Audit and Risk Management Committee for their continued commitment to deliver strong leadership and positive outcomes for East Waste during my tenure.

Financial Performance

I am pleased to be able to report that East Waste has delivered an operating surplus of $36,000 for the 2018/19 Financial Year. In a year that has seen ever increasing fuel prices, this is an outstanding result and is a testament to the robust financial policies, practices and governance arrangements East Waste has established to ensure strict management of its annual budgets.
5,500 Residents receiving the ‘Spotlight on Waste’ weekly notifications
Both the Board and Committee members were always collegial in their approach and put the interests of East Waste before anything else. This approach, and the conduct of all members, has put East Waste in the position it is in today.

To East Waste Member Councils, thank you for your support and leadership in working with East Waste to deliver its vision of growth and improvement. It has been a pleasure to oversee the delivery of service to all Member Councils.

To East Waste’s General Manager, Mr Rob Gregory, thank you for your leadership of the East Waste staff and your unwavering work ethic to see East Waste continue to provide leadership within the waste/resource recovery industry.

As I depart, I am confident in the future of the East Waste business under Rob’s leadership. I look forward to watching East Waste’s journey from afar.

I commend the 2018/19 East Waste Annual Report to you.

Brian Cunningham
Independent Chairperson
EAST WASTE ARE EDUCATING RESIDENTS AT COMMUNITY EVENTS
My Report in the 2017/18 East Waste Annual Report referred to the busy year that was 2017/18. The 2018/19 Financial Year has been no different, with considerable interest and focus on the waste/resource recovery industry and the local government/subsidiary environment.

Australia’s Recycling industry continued to be impacted by the China Sword decision and flow-on affects throughout the 2018/19 Financial Year. East Waste has not been immune to the impacts; however, later in my report I will highlight East Waste’s leadership and response to the disruption in the recycling industry.

I provide the following highlights to you:

Farewell to East Waste’s Chairperson

Those that know about East Waste will be aware that Mr Brian Cunningham has been the Independent Chairperson for the past 6 years. Brian’s tenure as Chairperson of East Waste has now concluded, and I would like to take this opportunity to express our (East Waste and its Member Councils) enormous gratitude to Brian.

Brian’s tenure can only be described as highly successful. Brian has provided strong leadership to not only the Board but also to East Waste staff during his time. Brian’s extensive leadership experience, network and capabilities genuinely shaped East Waste into the strong, mature business that we see today.

For all his success, whether in business or on the football field, Brian is a truly humble and respectful person who showed genuine care and belief in the Board, Committee’s, staff, Member Councils and all other stakeholders. East Waste will truly miss Brian’s contribution to East Waste and we wish him well for the future.

Turning a challenge into an opportunity

East Waste collects approximately 23,000 tonnes of kerbside (yellow bin) recyclables on behalf of its seven (7) Member Councils annually and holds the head contract on behalf of all Member Councils for the disposal of the collected recyclables.

The impacts of the world-wide recycling challenges resulted in East Waste having to undertake a procurement process with the intention of entering into a contract for the receipt and processing of recyclables.
East Waste and its Member Councils entered into this process with a clear edict that any potential contractor would need to demonstrate transparency in how collected materials are processed and where they end up, on-shore processing where possible, commitment to a circular economy and a risk share approach to the management of the contract.

I am pleased to report, that after a robust process, the Board and all Member Councils resolved to enter into a contract with the Northern Adelaide Waste Management Authority (NAWMA) for the receipt and processing of recyclables. NAWMA holds a clear vision for the on-shore processing of the materials they receive, and they have a strong commitment to a circular economy here in South Australia.

The contract entered into is a first in Australia for its type and I look forward to the partnership with NAWMA.

Education

East Waste has operated in various iterations for over 90 years, principally in waste logistics, but is now evolving from predominately waste collection to ‘resource managers and educators’ on behalf of our Member Councils. East Waste has in recent years been industry leaders in the waste education space thanks to passionate staff and as detailed in the Chairman’s report resulted in the State Government taking ownership of our highly successful WhichBin? Branding for a statewide rollout. East Waste will continue delivering waste education as we seek to go an important step further and influence meaningful behaviour change practices.

East Waste were instrumental in working with the Local Government Association to expand the delivery of waste education and messaging via the My Local Services App across all South Australian Councils. If you haven’t yet downloaded the free App I strongly encourage you to do so, so that you never miss bin night and you receive important waste disposal reminders at the same time.

Safety & Wellbeing

East Waste has and will continue its pursuit of improvement and implementation of innovative technology in order to advance the services
THE ‘WHICH BIN’
CAMPAIGN TO GO
STATEWIDE
provided to our Member Councils. Underpinning this and all that we do is our principle of ‘Safety First.’ East Waste proactively embraced the requirements of the National Heavy Vehicle Legislation and this was formally recognised late last year by being awarded a WHS Best Practice Merit Award through the Local Government Association Workers Compensation Scheme.

This is but one of a number of significant improvements that we continue to implement to ensure all East Waste staff and other road users remain safe and free from injury.

Thanks
The 2018/19 Financial Year has been busy and challenging one, however was ultimately a successful one, particularly with respect to the positive deliverables and strong operating results. This success would not have been possible without the commitment and work ethic of the East Waste Board, Audit and Risk Management Committee, Member Councils and importantly the East Waste staff.

I would like to thank the Board, Member Councils and the East Waste Executive Team for their support and guidance over the past 12 months.

East Waste has a number of exciting developments as part of the 2019/20 adopted Annual Plan and Budget and I look forward with great excitement to working with Member Councils, the Board and staff to deliver these over the coming 12 months.

Rob Gregory
General Manager
TOTAL TONNAGES COLLECTED
105,328

220,000+
KERBSIDE BINS COLLECTED PER WEEK

TONNES DIVERTED FROM LANDFILL:
TOTAL
57,599
54% DIVERSION

HARD WASTE TONNES CONVERTED TO ALTERNATIVE FUEL
3,104

E-WASTE RECYCLED
(3 COUNCILS ONLY)
10,134 KILOGRAMS
**KERBSIDE TONNAGES COLLECTED 2018-2019**

<table>
<thead>
<tr>
<th>Member Council</th>
<th>Recyclables</th>
<th>Organics</th>
<th>Waste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Hills Council</td>
<td>3,473</td>
<td>3,863</td>
<td>7,027</td>
</tr>
<tr>
<td>City of Burnside</td>
<td>4,004</td>
<td>6,649</td>
<td>7,570</td>
</tr>
<tr>
<td>Campbelltown City Council</td>
<td>4,103</td>
<td>6,328</td>
<td>9,123</td>
</tr>
<tr>
<td>City of Mitcham</td>
<td>5,913</td>
<td>9,373</td>
<td>11,867¹</td>
</tr>
<tr>
<td>City of Norwood, Payneham &amp; St Peters</td>
<td>3,332</td>
<td>4,526</td>
<td>6,839</td>
</tr>
<tr>
<td>City of Prospect</td>
<td>1,662</td>
<td>2,663</td>
<td>3,911</td>
</tr>
<tr>
<td>Town of Walkerville</td>
<td>633</td>
<td>1,058</td>
<td>1,392</td>
</tr>
</tbody>
</table>

¹ City of Mitcham undertakes the collection of waste for its residents.
East Waste is administered by a Board in accordance with the requirements of the Local Government Act 1999, the East Waste Charter, and various other policies and codes.

The membership of the Board comprises of eight directors – one director appointed by each of the Member Councils, and one independent person who acts as Chair. The Board appoints a General Manager who is responsible for implementing the decisions made by the Board, and running the day-to-day operations of East Waste. The Board held eleven formal meetings over the 2018 – 2019 financial year. The table below details Board Member attendance.

<table>
<thead>
<tr>
<th>BOARD MEMBER</th>
<th>MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Brian Cunningham (Chair)</td>
<td>6/11*</td>
</tr>
<tr>
<td>Cr Linda Green (Adelaide Hills Council)</td>
<td>11/11</td>
</tr>
<tr>
<td>Cr Grant Piggott (City of Burnside)</td>
<td>9/11</td>
</tr>
<tr>
<td>Mr Paul Di Iulio (Campbelltown City Council)</td>
<td>7/11</td>
</tr>
<tr>
<td>Cr Karen Hockley (City of Mitcham) *Term expired 25/11/2018</td>
<td>3/4</td>
</tr>
<tr>
<td>Mr Matthew Pears (City of Mitcham) *Appointed 25/11/2018 until 12/2/19</td>
<td>2/2</td>
</tr>
<tr>
<td>Mayor Heather Holmes-Ross (City of Mitcham) *Appointed 12/2/2019</td>
<td>4/5</td>
</tr>
<tr>
<td>Mr Mario Barone (City of Norwood, Payneham &amp; St Peters)</td>
<td>11/11</td>
</tr>
<tr>
<td>Cr Gianni Busato (Corporation of the Town of Walkerville) *Term expired 23/1/2018</td>
<td>2/4</td>
</tr>
<tr>
<td>Cr Rob Ashby (Corporation of the Town of Walkerville) *Appointed 26/1/2018</td>
<td>6/7</td>
</tr>
<tr>
<td>Ms Cate Hart (City of Prospect) *Resignation effective 29 June 2019</td>
<td>8/10</td>
</tr>
</tbody>
</table>

*In order to appropriately manage a conflict of interest through the recycling tender process, Brian excused himself from meetings where the sole business related to the recycling tender.
EAST WASTE GOVERNANCE

DEPUTY DIRECTOR ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Council/Municipality</th>
<th>MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Simon Bradley</td>
<td>City of Prospect</td>
<td>2/11</td>
</tr>
<tr>
<td>Cr Stephen Fisher</td>
<td>City of Mitcham</td>
<td>2/11</td>
</tr>
<tr>
<td>Mr Andrian Wiguna</td>
<td>Campbelltown City Council</td>
<td>1/11</td>
</tr>
<tr>
<td>Cr Graham Webster</td>
<td>Corporation of the Town of Walkerville</td>
<td>1/11</td>
</tr>
</tbody>
</table>

Audit and Risk Management Committee

In accordance with the requirements of the Local Government Act 1999, East Waste has an established Audit and Risk Management Committee (the Audit Committee). The principal objective of the Audit Committee is to ensure that the East Waste Board meets its legislative and probity requirements as required by the Local Government Act 1999 and other relevant legislation, standards and codes.

The Audit Committee held five formal meetings over the 2018 – 2019 financial year.

The table below details Audit Committee Member attendance.

AUDIT & RISK MANAGEMENT COMMITTEE MEMBER

<table>
<thead>
<tr>
<th>Name</th>
<th>Council/Municipality</th>
<th>MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Brian Cunningham</td>
<td>(Chair)</td>
<td>4/5</td>
</tr>
<tr>
<td>Mr Mario Barone</td>
<td>(City of Norwood, Payneham &amp; St Peters)</td>
<td>5/5</td>
</tr>
<tr>
<td>Cr Karen Hockley</td>
<td>(City of Mitcham) *Term expired 25/11/2018</td>
<td>1/1</td>
</tr>
<tr>
<td>Cr Grant Piggott</td>
<td>(City of Burnside) *Appointed 13 December 2018</td>
<td>3/3</td>
</tr>
<tr>
<td>Mr Tim Muhihasler</td>
<td>(Independent Member)</td>
<td>5/5</td>
</tr>
<tr>
<td>Mr Leigh Hall</td>
<td>(Independent Member)</td>
<td>3/5</td>
</tr>
</tbody>
</table>

The Audited Financial Statements for the year ending 30 June 2019 are provided at page 19.

Recycling Review Technical Working Committee

As per information provided in the Chairperson’s Report and General Manager’s Report, the China Sword issue has impacted Local Governments across all of Australia.

To assist in navigating the challenges and complexities that have arisen out of the China Sword decision, the East Waste Board established a Recycling Review Technical Working Committee (the Committee) in accordance with Clause 78 of the East Waste Charter.

Membership of the Committee is as follows:

RECYCLING REVIEW TECHNICAL WORKING COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Karen Hockley</td>
<td>Chair</td>
</tr>
<tr>
<td>Mr Grant Piggott</td>
<td>City of Burnside</td>
</tr>
<tr>
<td>Mr Paul Di Iulio</td>
<td>Campbelltown City Council</td>
</tr>
<tr>
<td>Mr Jeff Tate</td>
<td>Independent Member</td>
</tr>
<tr>
<td>Mr Rob Gregory</td>
<td>East Waste</td>
</tr>
<tr>
<td>Mr Shane Raymond</td>
<td>East Waste</td>
</tr>
</tbody>
</table>

The Committee held two formal meetings in the 2018 – 2019 financial year.
Due to local success, East Waste facilitated a statewide rollout of the waste spotlights on the My Local Services App.
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- Statement of Financial Position  
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CERTIFICATION OF FINANCIAL STATEMENTS

EASTERN WASTE MANAGEMENT AUTHORITY INC

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2019

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by Eastern Waste Management Authority Inc. to certify the financial statements in their final form. In our opinion:

- the accompanying financial statements comply with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and Australian Accounting Standards.

- the financial statements present a true and fair view of the Authority's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.

- internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.

- the financial statements accurately reflect the Authority's accounting and other records.

............................................................
Rob Gregory
EXECUTIVE OFFICER

............................................................
Paul Di Iulio
ACTING CHAIRPERSON

Date:  26/09/2019
## Financial Statements 2018-2019

### Statement of Comprehensive Income

*For the year ended 30 June 2019*

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges</td>
<td>2</td>
<td>15,440</td>
</tr>
<tr>
<td>Investment income</td>
<td>2</td>
<td>32</td>
</tr>
<tr>
<td>Grants, subsidies and contributions</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>684</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>16,194</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>3</td>
<td>5,580</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>3</td>
<td>8,229</td>
</tr>
<tr>
<td>Finance costs</td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>Depreciation, amortisation &amp; impairment</td>
<td>3</td>
<td>1,959</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>16,058</td>
</tr>
<tr>
<td><strong>Operating Surplus / (Deficit)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>136</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset disposal &amp; fair value adjustments</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>Amounts received specifically for new/upgraded assets</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>168</td>
</tr>
<tr>
<td>Other Comprehensive Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in revaluation surplus - infrastructure, property, plant &amp; equipment</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Comprehensive Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>168</td>
</tr>
</tbody>
</table>

This statement is to be read in conjunction with the attached notes.
## Financial Statements 2018-2019

### Statement of Financial Position

**As at 30 June 2019**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>1,967</td>
<td>1,376</td>
</tr>
<tr>
<td>Trade &amp; other receivables</td>
<td>717</td>
<td>1,127</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>2,684</td>
<td>2,503</td>
</tr>
<tr>
<td><strong>Non-current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure, Property, Plant &amp; Equipment</td>
<td>6,100</td>
<td>6,165</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>8,784</td>
<td>8,668</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade &amp; Other Payables</td>
<td>771</td>
<td>821</td>
</tr>
<tr>
<td>Provisions</td>
<td>540</td>
<td>530</td>
</tr>
<tr>
<td>Borrowings</td>
<td>1,987</td>
<td>2,007</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>3,298</td>
<td>3,358</td>
</tr>
<tr>
<td><strong>Non-current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowings</td>
<td>4,702</td>
<td>4,714</td>
</tr>
<tr>
<td>Provisions</td>
<td>78</td>
<td>63</td>
</tr>
<tr>
<td><strong>Total Non-current Liabilities</strong></td>
<td>4,780</td>
<td>4,837</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>8,078</td>
<td>8,195</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>706</td>
<td>473</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Surplus</td>
<td>706</td>
<td>473</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td>706</td>
<td>473</td>
</tr>
</tbody>
</table>

*This Statement is to be read in conjunction with the attached Notes.*
## FINANCIAL STATEMENTS 2018-2019

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>Accumulated Surplus</th>
<th>TOTAL EQUITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance at end of previous reporting period</td>
<td>473</td>
<td>473</td>
</tr>
<tr>
<td>Net Surplus/ (Deficit) for Year</td>
<td>168</td>
<td>168</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributed Equity</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td>Distributions to Member Councils</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>706</td>
<td>706</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Accumulated Surplus</th>
<th>TOTAL EQUITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance at end of previous reporting period</td>
<td>611</td>
<td>611</td>
</tr>
<tr>
<td>Net Surplus/ (Deficit) for Year</td>
<td>(323)</td>
<td>(323)</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributed Equity</td>
<td>185</td>
<td>185</td>
</tr>
<tr>
<td>Distributions to Member Councils</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>473</td>
<td>473</td>
</tr>
</tbody>
</table>

This Statement is to be read in conjunction with the attached Notes.
## Statement of Cash Flows
### as at 30 June 2019

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
</tr>
</tbody>
</table>

### Cash Flows from Operating Activities

**Receipts**
- Operating receipts: 16,572
- Investment receipts: 32

**Payments**
- Employee costs: (5,555)
- Materials, contracts & other expenses: (8,260)
- Finance payments: (309)

Net Cash provided by (or used in) Operating Activities: 8,240

### Cash Flows from Investing Activities

**Receipts**
- Sale of replaced assets: 4, 35
- Sale of surplus assets: 4

**Payments**
- Expenditure on renewal/replacement of assets: (6, 1,897)
- Expenditure on new/upgraded assets: -
- Distributions to member councils: -

Net Cash provided by (or used in) Investing Activities: (1,862)

### Cash Flows from Financing Activities

**Receipts**
- Capital contribution by member councils: 65
- Proceeds from Borrowings: 1,814

**Payments**
- Repayments of Borrowings: (1,906)

Net Cash provided by (or used in) Financing Activities: (27)

Net Increase (Decrease) in cash held: 591

Cash & cash equivalents at beginning of period: 5, 1,376

Cash & cash equivalents at end of period: 5, 1,967

---

This Statement is to be read in conjunction with the attached Notes.
EAST WASTE COLLECTED
34,459 TONNES OF ORGANIC WASTE
FINANCIAL STATEMENTS 2018-2019

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian equivalents to International Financial Reporting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the Local Government (Financial Management) Regulations 2011.

The Authority is a Local Government Authority Section 43 Regional Subsidiary under the control of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham & St Peters, City of Prospect and the Corporation of the Town of Walkerville. The seven Member Councils have an equity share and the Board comprises a Director from each Council and an Independent Chair appointed by the absolute majority of the Member Councils.

1.2 Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards which requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying the Authority's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars ($’000) for the first time this year.

2 The Local Government Reporting Entity

Eastern Waste Management Authority Inc. operates as a regional subsidiary pursuant to Section 43 of the Local Government Act 1999 and Section 25 of the Local Government Implementation Act 1999.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Authority obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONT.)

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority’s option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables are generally unsecured and do not bear interest. All receivables are reviewed at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 9.

5 Property, Plant & Equipment

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held “ready for use”.

5.1 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

5.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by the Authority for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

5.3 Depreciation of Non-Current Assets

Property, plant and equipment assets are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets.

Depreciation is recognised on a straight-line basis. Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

<table>
<thead>
<tr>
<th>Plant &amp; Equipment</th>
<th>5 - 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>5 - 20 years</td>
</tr>
</tbody>
</table>

5.4 Impairment

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset’s carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

For assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if the Authority were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment for these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONT.)

6 Payables

6.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received.

Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7 Employee Benefits

7.1 Salaries, Wages & Compensated Absences

Liabilities for employees’ entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based on costs) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based on costs) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as the Authority’s experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave.

7.2 Superannuation

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super. The Scheme has two types of membership, each of which is funded differently.

Accumulation Fund Members

Accumulation fund members receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings in accordance with Superannuation Guarantee Legislation (9.5% in 2018/19; 9.5% in 2017/18). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Defined Benefit Members

Defined benefit scheme is where the benefit payable is based on a formula determined by the member’s contribution rate, number of years of contribution and final average salary. The Authority makes employer contributions as determined by the Scheme’s Trustee based on advice from the Scheme’s Actuarial.

The most recent full actuarial investigation conducted by the Scheme’s actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected SalaryLink liabilities. However, future financial and economic circumstances may require changes to the Authority’s contribution rates at some future time.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONT.)

8 Leases
Lease arrangements have been accounted for in accordance with AASB 117.

In respect of finance leases, where the Authority substantially carries all the risks incident to ownership, the leased items are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as assets under lease, and are amortised to expense over the period during which the Authority is expected to benefit from the use of the leased assets.

Lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

9 GST Implications
In accordance with UIG Abstract 1031 “Accounting for the Goods & Services Tax”

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

10 Comparative Information
Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with Australian Accounting Standards.

11 Critical Accounting Estimates and Judgements
The Board evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information.

Estimates assume a reasonable expectation of future events and based on current trends and economic data, obtained both externally and within the Authority.
FINANCIAL STATEMENTS 2018-2019

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONT.)

12 New Accounting Standards

Certain new accounting standards have been published that are not mandatory for the 30 June 2019 reporting period and have not been used in preparing these reports.

The Authority is of the view that AASB 16 Leases will have an immaterial impact on the future financial performance and position of the Authority. It is estimated that AASB 16 will result in the Authority recognising an additional $44,000 operating expense in FY2020 to account for different accounting treatment of its operating leases compared to the current adopted accounting policies of the Authority.

The Authority is expected to record a ‘Right-of-Use’ asset and a corresponding liability of equal value of $1.32 million as at 1 July 2019 as a result of the introduction of AASB 16.

13 Highbury Landfill Authority Inc.

The Authority, originally known as the East Torrens Municipal Destructor Trust, was established on 19 July 1928 (the name change took place in 1993). As at 1 July 2004, the Authority comprised of 3 Member Councils, being the City of Norwood, Payneham & St Peters, City of Burnside and the Corporation of the Town of Walkerville.

On 5 August 2004, the City of Norwood, Payneham & St Peters, the City of Burnside and the Corporation of the Town of Walkerville established the Highbury Landfill Authority Inc. Its purpose included the facilitation of the closure and the post closure of the Highbury Landfill site, as well as managing the joint interests and liability of the Councils in relation to the closure of the site.

On 31 December 2004 the property known as the Highbury Landfill site was transferred from East Waste to Highbury Landfill Authority Inc.

On 1 January 2005, the Authority’s Charter was amended to include the three new Member Councils – the City of Mitcham, the City of Campbelltown and the Adelaide Hills Council.

On 1 January 2005 a loan was created between the Authority and the Highbury Landfill Authority that represented the net value of assets in East Waste prior to 1 January 2005. This was an At Call Loan and interest had been capitalised until the loan was called in by the Highbury Landfill Authority in November 2006. The loan amount was $873,000 and the Authority borrowed the money from the National Australia Bank with an Interest Only Loan. This loan has now been re-financed through the Local Government Finance Authority, to be repaid in 10 years.

The Board of the Authority resolved in February 2010 to charge Member Councils the loan repayments for this loan in their equity percentages as set out in the January 2006 Charter.
## FINANCIAL STATEMENTS 2018-2019

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

### NOTE 2 - INCOME

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019 ($'000)</th>
<th>2018 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER CHARGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Collection Income</td>
<td>11,768</td>
<td>11,215</td>
</tr>
<tr>
<td>Waste Processing Income</td>
<td>3,456</td>
<td>1,643</td>
</tr>
<tr>
<td>Administration</td>
<td>216</td>
<td>239</td>
</tr>
<tr>
<td>Recycle Rebate</td>
<td>-</td>
<td>306</td>
</tr>
<tr>
<td>Recycle Rebate - Member Councils</td>
<td>-</td>
<td>(306)</td>
</tr>
<tr>
<td>Member Council Waste Collection Rebate</td>
<td>-</td>
<td>(408)</td>
</tr>
<tr>
<td><strong>Total USER CHARGES</strong></td>
<td><strong>15,440</strong></td>
<td><strong>12,689</strong></td>
</tr>
<tr>
<td>INVESTMENT INCOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest on investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Government Finance Authority</td>
<td>32</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total INVESTMENT INCOME</strong></td>
<td><strong>32</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bin Supply</td>
<td>201</td>
<td>106</td>
</tr>
<tr>
<td>Replacement Bins</td>
<td>439</td>
<td>271</td>
</tr>
<tr>
<td>Sundry</td>
<td>44</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total OTHER INCOME</strong></td>
<td><strong>684</strong></td>
<td><strong>413</strong></td>
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</tbody>
</table>

### NOTE 3 - EXPENSES

#### EMPLOYEE COSTS

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019 ($'000)</th>
<th>2018 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>4,434</td>
<td>4,120</td>
</tr>
<tr>
<td>Employee leave expense</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Superannuation</td>
<td>369</td>
<td>330</td>
</tr>
<tr>
<td>Wages Casual Agency</td>
<td>522</td>
<td>787</td>
</tr>
<tr>
<td>Workers' Compensation Insurance</td>
<td>120</td>
<td>166</td>
</tr>
<tr>
<td>Other</td>
<td>110</td>
<td>164</td>
</tr>
<tr>
<td><strong>Total Employee Costs</strong></td>
<td><strong>5,580</strong></td>
<td><strong>5,605</strong></td>
</tr>
</tbody>
</table>

*Total Number of Employees (Full Time Equivalent as at reporting date)*

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>55</td>
<td>50</td>
</tr>
</tbody>
</table>
# Financial Statements 2018-2019

## Notes to and Forming Part of the Financial Statements for the Year Ended 30 June 2019

### Note 3 - Expenses (Cont.)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes $’000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Materials, Contracts &amp; Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor's Remuneration</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Board Expenses</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>Lease costs</td>
<td>316</td>
<td>316</td>
</tr>
<tr>
<td>Subtotal - Prescribed Expenses</td>
<td>351</td>
<td>353</td>
</tr>
<tr>
<td><strong>Other Materials, Contracts &amp; Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Processing Costs</td>
<td>3,479</td>
<td>1,657</td>
</tr>
<tr>
<td>Electricity</td>
<td>25</td>
<td>41</td>
</tr>
<tr>
<td>Fuel, Gas &amp; Oil</td>
<td>1,180</td>
<td>971</td>
</tr>
<tr>
<td>CPS Expenses</td>
<td>17</td>
<td>63</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>88</td>
<td>70</td>
</tr>
<tr>
<td>Maintenance</td>
<td>1,815</td>
<td>1,736</td>
</tr>
<tr>
<td>Parts, Accessories &amp; Consumables</td>
<td>9</td>
<td>84</td>
</tr>
<tr>
<td>Printing, Stationery &amp; Postage</td>
<td>55</td>
<td>65</td>
</tr>
<tr>
<td>Professional Services</td>
<td>440</td>
<td>286</td>
</tr>
<tr>
<td>Registration &amp; Insurance - Trucks</td>
<td>358</td>
<td>227</td>
</tr>
<tr>
<td>Sundry</td>
<td>370</td>
<td>176</td>
</tr>
<tr>
<td>Telephone</td>
<td>42</td>
<td>47</td>
</tr>
<tr>
<td>Subtotal - Other Materials, Contracts &amp; Expenses</td>
<td>7,878</td>
<td>5,423</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>8</td>
<td>-</td>
</tr>
<tr>
<td>Plant, Machinery &amp; Equipment</td>
<td>1,951</td>
<td>1,767</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,959</td>
<td>1,767</td>
</tr>
<tr>
<td><strong>NOTE 4 - Asset Disposal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure, Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets renewed or directly replaced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from disposal</td>
<td>35</td>
<td>11</td>
</tr>
<tr>
<td>Loss: Carrying amount of assets sold</td>
<td>(3)</td>
<td>(1)</td>
</tr>
<tr>
<td>Gain (Loss) on disposal</td>
<td>32</td>
<td>10</td>
</tr>
<tr>
<td><strong>NOTE 5 - Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash &amp; Equivalent Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on Hand and at Bank</td>
<td>1,548</td>
<td>1,250</td>
</tr>
<tr>
<td>Deposits at Call</td>
<td>419</td>
<td>126</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,967</td>
<td>1,376</td>
</tr>
<tr>
<td><strong>Trade &amp; Other Receivables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors - general</td>
<td>716</td>
<td>1,098</td>
</tr>
<tr>
<td>Accrued Income</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Prepayments</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>745</td>
<td>1,127</td>
</tr>
</tbody>
</table>

---

*EastWaste*
## Financial Statements 2018-2019

### Notes to and forming part of the Financial Statements for the Year Ended 30 June 2019

#### Note 6 - Property, Plant & Equipment

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Buildings &amp; Other Structures - At Cost</td>
<td>106</td>
<td>78</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(56)</td>
<td>(48)</td>
</tr>
<tr>
<td></td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>Plant, Machinery &amp; Equipment</td>
<td>15,068</td>
<td>14,448</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(9,018)</td>
<td>(8,314)</td>
</tr>
<tr>
<td></td>
<td>6,050</td>
<td>6,134</td>
</tr>
<tr>
<td>Work in Progress (WIP)</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total Property, Plant &amp; Equipment</td>
<td>6,100</td>
<td>6,165</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrying Amount</th>
<th>2018 $'000</th>
<th>CARRYING AMOUNT MOVEMENT DURING YEAR $'000</th>
<th>2019 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Additions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New / Upgrade</td>
<td>Disposals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>30</td>
<td>28</td>
<td>-</td>
</tr>
<tr>
<td>Plant, Machinery &amp; Equipment</td>
<td>6,134</td>
<td>1,869</td>
<td>-</td>
</tr>
<tr>
<td>Work in Progress</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Property, Plant &amp; Equipment</td>
<td>6,165</td>
<td>1,897</td>
<td>-</td>
</tr>
<tr>
<td>2018 Totals</td>
<td>6,046</td>
<td>1,887</td>
<td>-</td>
</tr>
</tbody>
</table>
### Financial Statements 2018-2019

**Notes to and forming part of the financial statements for the year ended 30 June 2019**

**Note 7 - Liabilities**

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>Trade &amp; Other Payables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>554</td>
<td>697</td>
</tr>
<tr>
<td>Accrued expenses - other</td>
<td>217</td>
<td>124</td>
</tr>
<tr>
<td></td>
<td>771</td>
<td>821</td>
</tr>
<tr>
<td><strong>Borrowings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,987</td>
<td>2,007</td>
</tr>
<tr>
<td></td>
<td>4,702</td>
<td>4,774</td>
</tr>
<tr>
<td></td>
<td>1,987</td>
<td>2,007</td>
</tr>
<tr>
<td></td>
<td>4,702</td>
<td>4,774</td>
</tr>
<tr>
<td><strong>Provisions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td>236</td>
<td>223</td>
</tr>
<tr>
<td>Long Service Leave</td>
<td>304</td>
<td>307</td>
</tr>
<tr>
<td></td>
<td>78</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>540</td>
<td>530</td>
</tr>
<tr>
<td></td>
<td>78</td>
<td>63</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 8 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Statement of Financial Position as follows:

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Total cash &amp; equivalent assets</td>
<td>5</td>
<td>1,967</td>
</tr>
<tr>
<td>Less: Short-term borrowings</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Balances per Cash Flow Statement</td>
<td></td>
<td>1,967</td>
</tr>
</tbody>
</table>

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit) | 168 | (323) |
Non-cash items in Income Statement
  Depreciation, amortisation & impairment | 1,959 | 1,767 |
  Net increase (decrease) in unpaid employee benefits | 25 | 38 |
Net increase (decrease) accrued interest charges | (32) | 2 |
(Gain) / Loss on Disposal | (19) | (10) |
| | 2,101 | 1,474 |
Add (Less): Changes in Net Current Assets
  Net (increase) decrease in receivables | 410 | (717) |
  Net increase (decrease) in trade & other payables | (3) | (5) |
  Net increase (decrease) in other provisions | - | (8) |
| | 2,480 | 744 |
(c) Non-Cash Financing and Investing Activities

Acquisition of assets by means of:
  - Physical resources received free of charge | - | - |
  - Non-cash grants & contributions | - | - |
  Amounts recognised in Income Statement | - | - |
  - Finance Leases | - | - |
| Total Non-Cash Financing and Investing Activities | - | - |
(d) Financing Arrangements

Corporate Credit Cards | 15 | 15 |
Cash Advance Debenture Facility | 1,000 | 1,000 |
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 9 - FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits  
**Accounting Policy:** Carried at lower of cost and net realisable value; Interest is recognised when earned.  
**Terms & conditions:** Deposits on Call do not have a maturity period and have an average interest rates of 1.25% - 1.85% (2018: 1.5%).  
**Carrying amount:** approximates fair value due to the short term to maturity.

Receivables - Gate Fees & Associated Charges  
**Accounting Policy:** Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and reassessed annually) when collection in full is no longer probable.  
**Carrying amount:** approximates fair value (after deduction of any allowance).

Liabilities - Creditors and Accruals  
**Accounting Policy:** Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.  
**Terms & conditions:** Liabilities are normally settled on 30 day terms.  
**Carrying amount:** approximates fair value.

Net Fair Value  
All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Authority.

Risk Exposures  
**Credit Risk** represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any provision for doubtful debts. All investments are made with the SA Local Government Finance Authority and Bank SA. There is no material exposure to any individual debtor.

**Market Risk** is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority’s financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

**Liquidity Risk** is the risk that the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Policy (LGA Information Paper 15), liabilities have a range of maturity dates based on cash inflows. The Authority also has available a range of bank overdraft and short-term draw down facilities that it can access.

**Interest Rate Risk** is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of the Authority’s financial instruments are at fixed rates. Any such variations in future cash flows will not be material in effect on either the Authority’s incomes or expenditures.
## Financial Statements 2018-2019

### Notes to and forming part of the Financial Statements for the year ended 30 June 2019

**Note 9 - Financial Instruments (Cont)**

#### Liquidity Analysis

<table>
<thead>
<tr>
<th></th>
<th>2019 Interest Rate</th>
<th>Fixed Interest Maturing In</th>
<th>Non-Interest Bearing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Floating</td>
<td>≤ 1 year</td>
<td>&gt; 1 year</td>
<td>&gt; 5 years</td>
</tr>
<tr>
<td><strong>Financial Assets</strong></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td><strong>Fair Value through P&amp;L</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,548</td>
<td>419</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Loans &amp; Receivables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,548</td>
<td>419</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Financial Liabilities

<table>
<thead>
<tr>
<th></th>
<th>Floating Interest Rate</th>
<th>Fixed Interest Maturing In</th>
<th>Non-Interest Bearing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018</td>
<td>≤ 1 year</td>
<td>&gt; 1 year</td>
<td>&gt; 5 years</td>
</tr>
<tr>
<td><strong>Financial Assets</strong></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td><strong>Fair Value through P&amp;L</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Loans &amp; Receivables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Excess of Financial Assets over Liabilities

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excess of Financial Assets over Liabilities</strong></td>
<td>$’000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assets</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
</tr>
<tr>
<td>Fair Value through P&amp;L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,376</td>
</tr>
<tr>
<td>Loans &amp; Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>1,098</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>2,474</td>
</tr>
</tbody>
</table>

**Financial Liabilities**

<table>
<thead>
<tr>
<th></th>
<th>2018 Interest Rate</th>
<th>Fixed Interest Maturing In</th>
<th>Non-Interest Bearing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Floating</td>
<td>≤ 1 year</td>
<td>&gt; 1 year</td>
<td>&gt; 5 years</td>
</tr>
<tr>
<td><strong>Financial Assets</strong></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td><strong>Fair Value through P&amp;L</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Loans &amp; Receivables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Excess of Financial Assets over Liabilities**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assets</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
</tr>
<tr>
<td>Fair Value through P&amp;L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,376</td>
</tr>
<tr>
<td>Loans &amp; Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>1,098</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>2,474</td>
</tr>
</tbody>
</table>

**Excess of Financial Assets over Liabilities**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assets</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
<td>($’000)</td>
</tr>
<tr>
<td>Fair Value through P&amp;L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,376</td>
</tr>
<tr>
<td>Loans &amp; Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>1,098</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,250</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>1,098</td>
<td>2,474</td>
</tr>
</tbody>
</table>
FINANCIAL STATEMENTS 2018-2019

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 10 - COMMITMENTS FOR EXPENDITURE

<table>
<thead>
<tr>
<th>Expenditure Commitments</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Audit Services</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Truck Fleet Replacement</td>
<td>-</td>
<td>1,810</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>1,819</td>
</tr>
</tbody>
</table>

These expenditures are payable:

Not later than one year                                | 1,819 |
Later than one year and not later than 5 years         | -     |
Later than 5 years                                     | -     |

NOTE 11 - OPERATING LEASES

Lease payment commitments of Authority

No contingent rentals were paid during the current or previous reporting periods. No lease imposes any additional restrictions on the Authority in relation to additional debt or further leasing.

No lease contains any escalation clause. Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

<table>
<thead>
<tr>
<th>Not later than one year</th>
<th>263</th>
<th>252</th>
</tr>
</thead>
<tbody>
<tr>
<td>Later than one year and not later than 5 years</td>
<td>1,159</td>
<td>834</td>
</tr>
<tr>
<td>Later than 5 years</td>
<td>60</td>
<td>603</td>
</tr>
<tr>
<td></td>
<td>1,502</td>
<td>1,689</td>
</tr>
</tbody>
</table>

NOTE 12 - EVENTS OCCURRING AFTER REPORTING DATE

There were no events after Balance Date that are require to be disclosed.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 13 - DISCLOSURES OF RELATED PARTY TRANSACTIONS

The Key Management Personnel include the Chair of the Board, Chief Executive and other prescribed officers as defined under Section 112 of the Local Government Act 1999. In all, 4 persons were paid the following total compensation:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, allowances &amp; other short term benefits</td>
<td>467</td>
<td>405</td>
</tr>
<tr>
<td>Long term benefits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>467</td>
<td>405</td>
</tr>
</tbody>
</table>

Transactions with Related Parties:

The following transactions occurred with Related Parties:

<table>
<thead>
<tr>
<th>Related Party Entity</th>
<th>Sale of Goods and Services ($'000)</th>
<th>Amounts Outstanding from Related Parties ($'000)</th>
<th>Description of Services Provided to Related Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Hills Council</td>
<td>2,988</td>
<td>107</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>City of Burnside</td>
<td>2,425</td>
<td>128</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>City of Mitcham</td>
<td>2,438</td>
<td>193</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>City of Norwood, Payneham &amp; St Peters</td>
<td>2,249</td>
<td>96</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>City of Prospect</td>
<td>1,108</td>
<td>49</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>Corporation of the City of Campbelltown</td>
<td>2,658</td>
<td>117</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
<tr>
<td>Corporation of the Town of Walkerville</td>
<td>502</td>
<td>23</td>
<td>Provision of kerbside waste collection and hardwaste</td>
</tr>
</tbody>
</table>

Amounts recorded as outstanding from Related Parties are recorded in Trade and other receivables in Note 5.

The Related Parties disclosed above are equity owners of the Authority and are referred to as Member Councils. Member Councils have equal representation on the Board of the Authority and accordingly have significant influence on the financial and operating decisions of the Authority. No one Member Council individually has control of those policies.
CRAIG REUCASSEL
FROM THE ABC’S
‘WAR ON WASTE’
FINANCIAL STATEMENTS 2018-2019

INDEPENDENT AUDITOR’S REPORT

INDEPENDENT AUDITOR’S REPORT
TO THE MEMBERS OF THE EASTERN WASTE MANAGEMENT AUTHORITY INC

Opinion
We have audited the accompanying financial report of the Eastern Waste Management Authority Inc, which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the Certification of the Financial Statements.

In our opinion, the financial report gives a true and fair view of the financial position of the Eastern Waste Management Authority Inc at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011.

Basis for Opinion
We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Report
Management is responsible for the preparation of the financial report, which gives a true and fair view in accordance with Australian Accounting Standards and the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011, and for such internal control as the committee and management determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the entity’s ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity’s financial reporting process.

A member of Bentleys, a network of independent advisory and accounting firms located throughout Australia, New Zealand and the UK that trade as Bentleys. All members of the Bentleys Network are affiliated only as separate legal entities and not in partnership. Liability limited by a scheme approved under Professional Standards Legislation. A member of allinial Global – an association of independent accounting and consulting firms.
INDEPENDENT AUDITOR’S REPORT

Auditor’s Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at http://www.aasb.gov.au/Home.aspx. This description forms part of our auditor’s report.

BENTLEY'S AUDIT PARTNERSHIP

DAVID PAPA
PARTNER

Dated at Adelaide this 29th day of September 2019
EAST WASTE CONTINUED THEIR FOCUS ON DIVERTING WASTE FROM LANDFILL IN 2018-2019
Annual Report 2018/19
Brown Hill and Keswick Creeks Stormwater Board

For the cities of Adelaide, Burnside, Mitcham, Unley and West Torrens
Annual Report 2018/19

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1. Introduction

The Brown Hill Keswick Creek (‘BHKC’) Stormwater Project (the ‘Project’) is a collaborative undertaking between the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens (the ‘Constituent Councils’).

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a low standard of flood protection resulting in a history of flooding. Their combined catchment is predominantly contained within the Local Government area of the five Constituent Councils, which are home to more than 200,000 residents. The Project is designed to mitigate serious flood risks and help safeguard properties across the catchment through the implementation of a stormwater management plan (‘SMP’) that was approved and gazetted in February 2017.

The SMP satisfies best practice outcomes for stormwater management as set out in the Stormwater Management Planning Guidelines of the Stormwater Management Authority (‘SMA’).

The scope and complexity of the Project are such that it could only be delivered effectively and efficiently by the five catchment Councils working collaboratively through a single entity. The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board (the ‘Board’) as a regional subsidiary under the Local Government Act to co-ordinate implementation of the SMP.
2. Chairperson’s Report

This is the second annual report of the Brown Hill and Keswick Creeks Stormwater Management Board, a regional subsidiary established in February 2018 pursuant to the Local Government Act (SA).

The report in respect of the period from the appointment of the current directors in August 2018 until the appointment of the current Project Director in January 2019 reflects the focus of the Board on a variety of establishment-related matters, including the constitution of an Audit and Risk Committee, engagement of bookkeeping, accounting services and corporate secretarial services, appointment of an auditor, establishment of bank facilities, tax and other regulatory registrations and the recruitment of a permanent Project Director.

The balance of the report addresses the considerable progress achieved to date in implementing the Stormwater Management Plan. A notable achievement was the completion of the Hawthorn Reserve project, delivered by the City of Mitcham in conjunction with the Mitcham Library upgrade and officially opened on 9 May 2019. Much of the success in this regard can be attributed to the strong support of stakeholders, including the Stormwater Management Authority (SMA) and the five constituent Councils, their staff and their CEOs in particular. The works undertaken to date form a solid foundation for progress in the coming year.

It is my pleasure as Chair of the Board to deliver the 2019 Annual Report.

Judith Choate  
Chairperson  

September 2019
3. Organisation Framework

3.1 History – Joint Arrangement Phase

From its inception in 2007 until February 2018, the project was conducted as a joint arrangement between the Constituent Councils in accordance with a Memorandum of Agreement dated December 2008.

The Memorandum of Agreement included the following principal objectives and provisions:

- The Councils would establish a regional subsidiary in terms consistent with principles for stormwater management including implementation of works and services of the relevant SMP.
- The Councils would work collaboratively through a steering group, comprising chief executives or their delegate, with the power to employ a Project Director, engage expert advice and establish a technical support group (along with other provisions).
- The City of Unley (as ‘host’ Council) would provide for the administrative functions of the project, including entering into agreements with third parties, holding moneys, keeping financial and other records, and employing support staff.

During the joint arrangement phase the SMP was developed as a collaborative effort leading to its subsequent approval by the SMA and gazettal of its adoption in February 2017. Certain investigations and works of the SMP were also delivered during the joint arrangement phase, as detailed further in Section 5.2 – Capital Works.

3.2 Regional Subsidiary

A condition of the SMA approving the SMP was that a Regional Subsidiary be established within 12 months to implement the SMP and manage its works and other measures on behalf of the Constituent Councils. The Regional Subsidiary, known as ‘The Brown Hill and Keswick Creeks Stormwater Board’ (the ‘Board’) was established in February 2018 pursuant to Section 43 of and Schedule 2 to the Local Government Act 1999. The Board is governed by the Charter prepared by the five Constituent Councils and subsequently approved by the Minister for Local Government.
3.3 Charter

The Charter governs the affairs of the Board by setting out its purpose, function and powers, including governance provisions of Schedule 2 of the Local Government Act. It also provides the Constituent Councils with a legally enforceable agreement specifying their rights and obligations in achieving common interests.

Section 4.1 of the Charter sets out the purposes of the Regional Subsidiary, as follows:

4.1.1 to implement or oversee the construction of stormwater infrastructure for the purposes of the implementation of the Plan - subject to first obtaining the approval of the relevant Constituent Council(s) and, if necessary, the consent of the Storm Water Management Authority, in respect of any material change in the design or the cost of any works of implementation;

4.1.2 to oversee the maintenance and repair and/or renewal of stormwater infrastructure established through the implementation of the Plan;

4.1.3 to oversee the implementation of associated, adjacent and/or related infrastructure works or measures on behalf of a Constituent Council at the cost of the Constituent Council;

4.1.4 to hold stormwater infrastructure constructed in the implementation of the Plan on behalf of the Constituent Councils as agreed from time to time by resolution of the Constituent Councils;

4.1.5 to implement such other non-infrastructure measures as set out in the Plan or approved by the Constituent Councils or as determined by the Board to be necessary or convenient for or incidental to the implementation of the Plan;

4.1.6 to provide a forum for the discussion and consideration of the Constituent Councils' obligations and responsibilities under the Plan;

4.1.7 to enter into agreements with Constituent Councils for the purpose of managing the Plan;

4.1.8 to co-operate insofar as it is reasonably practicable with the Natural Resource Management Board in the performance of its functions under the Natural Resources Management Act 2004 and otherwise with any other agency or instrumentality of the State, any body corporate and/or natural person including but not limited to landholders; and

4.1.9 to exercise other powers and functions as the Board considers necessary or convenient for or incidental to the purposes for which the Regional Subsidiary has been established.
3.4 Legislation

Legislation relating to stormwater management and the powers and responsibilities of interested parties are contained in the Local Government (Stormwater Management Agreement) Amendment Act 2016, Schedule 1A of the Local Government Act 1999 and the Natural Resources Management Act 2004.

The SMA was established pursuant to the Local Government (Stormwater Management) Amendment Act 2007, with reference to the Stormwater Management Agreement between the State Government and the Local Government Association. The Stormwater Management Agreement (originally of 2006) was revised in 2013 and the Act was subsequently amended in 2016.

Functions of the SMA include the facilitation and coordination of stormwater management planning by councils involving production of stormwater management plans and administration of the Stormwater Management Fund. The fund provides assistance to Local Government organisations for stormwater management planning and works, including the Project.

The Board was established as a Regional Subsidiary pursuant to Section 43 of and Schedule 2 to the Local Government Act 1999. Section 43 allows two or more councils to form a separately incorporated entity (‘Regional Subsidiary’) to provide specified services and/or activities, subject to obtaining Ministerial approval. The provisions relevant to a Regional Subsidiary are set out in Schedule 2 to the Act.
3.5 The Board

The Board is responsible for the administration of the affairs of the Regional Subsidiary. It is responsible for ensuring 'the Regional Subsidiary observes the objectives set out in the Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of the Regional Subsidiary as well as any material developments which may affect the operating capacity and financial affairs of the Regional Subsidiary'.

The Board comprises five members appointed for a three-year term, excepting that the first appointments were made on a differential basis – two members for three years, two members for two years and one member for one year. Elected Members and officers of the Constituent Councils are precluded from board membership.

Board Members were appointed following recommendations made by a Nominations Committee, as defined in the Charter. The process required appointment of persons with demonstrable skills relevant to the purpose of the Regional Subsidiary, particularly in respect of corporate financial management, corporate governance, project management, general management, engineering, economics or environmental management. The Chairperson is determined by the Board and is appointed for a term of 1 year. The inaugural Board of the Regional Subsidiary was appointed on 3 August 2018:

- Geoff Vogt 1-year term expiring 2 August 2019
- Paul Bowler 2-year term expiring 2 August 2020
- Rachel Barratt 2-year term expiring 2 August 2020
- Judith Choate 3-year term expiring 2 August 2021
- Paul Gelston 3-year term expiring 2 August 2021

Prior to appointment of the current Board, the Owners Executive Group, as detailed in Section 3.7, acted as an interim board.

3.6 Audit and Risk Committee

An Audit and Risk Committee was formed by resolution of the Board on 9 August 2018. Board Members Geoff Vogt, Rachel Barratt and Paul Gelston were appointed to the committee by resolution of the Board on 16 August 2018 with the Charter requiring in Section 9.6 (a) that the Chairperson of the Board also ‘serve as Chair of all committees established by the Board’. The first meeting of the Audit and Risk Committee was held on 27 August 2018.

On 18 October 2018, the Board resolved that 'the Board appoint to the Audit and Risk Committee an independent person whose financial qualifications are endorsed by the Councils, and who is to be paid an amount equivalent to that of independent members of other Local Government subsidiary Audit Committees'. The Board subsequently resolved on 15 November 2018 to appoint Justin Humphrey of Grant Thornton as the independent member of the Audit and Risk Committee.
3.7 Owners Executive Group

The Owners Executive Group, previously known as the Project Steering Group, consists of a representative from each of the Constituent Councils. Membership is currently:

- City of Adelaide: Clinton Devenish, Executive Manager
- City of Burnside: Barry Cant, Acting Chief Executive
- City of Mitcham: Matt Pears, Chief Executive
- City of Unley: Peter Tsokas, Chief Executive
- City of West Torrens: Terry Buss, Chief Executive

Meetings between the Board and the Owners Executive Group are scheduled quarterly. Prior to appointment of the Board on 3 August 2018, the Owners Executive Group also acted as an Interim Board.

4. Project Schedule

The main objective of the SMP is to “mitigate the risk and reduce the impact of major flooding from the four major watercourses on properties within the BHKC catchment, up to and including a 100-year average recurrence interval (ARI) flood. A 100-year ARI flood is also referred to as a 1 in 100-year event and has a 1% chance of occurring in any given year. Other objectives are concerned with quality of runoff and effect on receiving waters, beneficial reuse of stormwater and effective complementary planning requirements”.

The capital works program specified within the SMP is broadly outlined as follows, with detail relating to the current status of projects provided.

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>2016 SMP BUDGET</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridge Park Detention Dam</td>
<td>$2,800,000</td>
<td>Complete</td>
</tr>
<tr>
<td>BHC Diversion Culvert by DPTI</td>
<td>$5,000,000</td>
<td>Complete</td>
</tr>
<tr>
<td>South Park Lands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Victoria Park</td>
<td>$11,565,731</td>
<td>In Progress</td>
</tr>
<tr>
<td>- Park 20</td>
<td>$2,300,948</td>
<td>In Progress</td>
</tr>
<tr>
<td>- Glenside</td>
<td>$3,491,319</td>
<td>In Progress</td>
</tr>
<tr>
<td>Lower Brown Hill Creek Capacity Upgrades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Watson Avenue to Marion Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Land Acquisition</td>
<td>$1,511,328</td>
<td>Pending</td>
</tr>
<tr>
<td>- Watson Ave - Marion Road Upgrade</td>
<td>$4,971,382</td>
<td>Pending</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>2016 SMP BUDGET</td>
<td>STATUS</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Watson Ave Bridge Replacement</td>
<td>$1,649,781</td>
<td>Pending</td>
</tr>
<tr>
<td>Harvey Rd Bridge Replacement</td>
<td>$1,459,980</td>
<td>Pending</td>
</tr>
<tr>
<td>Marion Road Bridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marion Rd Bridge Replacement</td>
<td>$4,600,555</td>
<td>Pending</td>
</tr>
<tr>
<td>Marion Road to Birdwood Terrace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Acquisition</td>
<td>$1,735,901</td>
<td>Pending</td>
</tr>
<tr>
<td>Birdwood Tce - Marion Rd Upgrade</td>
<td>$8,218,666</td>
<td>Pending</td>
</tr>
<tr>
<td>Birdwood Terrace to South Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Acquisition</td>
<td>$617,432</td>
<td>Pending</td>
</tr>
<tr>
<td>Grassmere Res - Birdwood Tce Upgrade</td>
<td>$3,225,360</td>
<td>Pending</td>
</tr>
<tr>
<td>Daly Rd Bridge Replacement</td>
<td>$1,583,447</td>
<td>Pending</td>
</tr>
<tr>
<td>South Rd - Grassmere Res Upgrade</td>
<td>$2,436,282</td>
<td>Pending</td>
</tr>
<tr>
<td>Anzac Highway to South Road Upgrade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Acquisition</td>
<td>$1,433,013</td>
<td>Pending</td>
</tr>
<tr>
<td>Anzac Hwy - South Rd Upgrade</td>
<td>$4,109,527</td>
<td>Pending</td>
</tr>
<tr>
<td>Farnham Rd Bridge Addition</td>
<td>$1,517,542</td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Flow Diversions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 1 - Le Hunte Barracks</td>
<td>$21,684,746</td>
<td>Pending</td>
</tr>
<tr>
<td>Section 2 - Barracks</td>
<td>$8,041,679</td>
<td>Pending</td>
</tr>
<tr>
<td>Section 3 - Anzac Hwy</td>
<td>$15,352,672</td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Upper Brown Hill Creek - Area 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creek Works &amp; Easements</td>
<td>$5,164,557</td>
<td>In Progress</td>
</tr>
<tr>
<td>Bridge Upgrades</td>
<td>$2,835,443</td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Upper Brown Hill Creek - Hawthorn Reserve</strong></td>
<td>$1,500,000</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>Upper Brown Hill Creek (excl. Area 1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creek Works - Area 5a</td>
<td>$1,514,218</td>
<td>Pending</td>
</tr>
<tr>
<td>Creek Works - Areas 5B and 6</td>
<td>$3,230,332</td>
<td>Pending</td>
</tr>
<tr>
<td>Creek Works - Areas 2, 3 &amp; Orphanage Pk</td>
<td>$6,258,768</td>
<td>Pending</td>
</tr>
<tr>
<td>Bridge Upgrades (excl Area 1)</td>
<td>$5,754,028</td>
<td>Pending</td>
</tr>
<tr>
<td>Creek Rehabilitation</td>
<td>$1,817,062</td>
<td>Pending</td>
</tr>
<tr>
<td>Easements</td>
<td>$2,725,592</td>
<td>Pending</td>
</tr>
</tbody>
</table>

The cost of delivering the capital works program was estimated at approximately $140m in 2015/16.

An Indicative 20 Year Works Schedule detailing the estimated timing for delivery of all infrastructure projects associated with the SMP is attached herewith and marked **Appendix 1**.
5. 2018/19 Achievements

5.1 Operational

Many key operational milestones have been achieved in the reporting period including:

The Board

Appointment of the Board Members took effect on 3 August 2018 following recommendation by the Nominations Committee.

In the 2018/19 reporting period, meetings of the Board were attended as follows:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Geoff Vogt</th>
<th>Judith Choate</th>
<th>Paul Bowler</th>
<th>Paul Gelston</th>
<th>Rachel Barratt</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 August 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>9 August 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>16 August 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>20 September 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>18 October 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>15 November 2018</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<tr>
<td>12 December 2018</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>16 January 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>21 February 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>21 March 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>16 May 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>20 June 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
Audit and Risk Committee

Establishment of the Audit and Risk Committee took effect on 9 August 2018 with the first meeting of the Committee held on 27 August 2018 and appointment of an independent Committee Member made on 15 November 2018.

In the 2018/19 reporting period, meetings of the Audit and Risk committee were attended as follows:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Geoff Vogt</th>
<th>Judith Choate</th>
<th>Justin Humphrey</th>
<th>Paul Gelston</th>
<th>Rachel Barratt</th>
</tr>
</thead>
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<tr>
<td>27 August 2018</td>
<td>✔</td>
<td>✔</td>
<td>N/A</td>
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<td>11 February 2019</td>
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<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>16 April 2019</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>13 June 2019</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Business Plan

A Business Plan covering the four-year period from 2018/19 to 2021/22 was prepared and adopted by the Board in August 2018.

Accountants and Auditors

Appointments of William Buck as accountants and Galpins as auditors to the Regional Subsidiary were made by resolution of the Board on 20 September 2018.

Project Director

Peta Mantzarapis was appointed as Project Director commencing 14 January 2019 with the role of Executive Officer transferring from Michael Salkeld to Peta by resolution of the Board on 16 January 2019.

Schedule of Works

Scheduling of individual project works has been established over the life of the Project and both short-term and long-term financial planning has been considered with reference to the expected delivery schedule.
Finance Systems

Finance systems have now been established separately from the City of Unley and a reconciliation process has been completed to balance any funds owing to the City of Unley. Xero is being used as the Board’s financial management system.

2019/20 Budget

The 2019/20 budget has been finalised and provided to all Constituent Councils in a format consistent with that of the Model Financial Statements. Formats have also been established to comply with the reporting requirements in accordance with Regulations 9 and 10 of the Local Government (Financial Management) Regulations 2011.

Policies and Procedures

Development of policies and procedures has been a key focus of the Audit and Risk Committee and the following policies have now been adopted by the Board:

- Media Engagement Policy
- Procurement Policy and associated forms
- Invoice Payment Policy
- Credit Card Policy
- Expense Approval and Reimbursement Policy
- Decision Making Framework for Discretionary Projects
- Public Consultation Policy
- Work Health and Safety

In addition, policies currently in progress include – Prudential Management, Terms of Reference for Technical Assessment Panel and Financial Delegations.

Technical Staff & Finance Staff – Constituent Councils

A meeting of the Project Director and technical staff of the Constituent Councils occurred on 5 May 2019 with discussion points including timing of projects, project budgets, initiation of project works, responsibility for delivery, suppliers and the Technical Assessment Group.

A meeting of the Project Director and finance staff of the Constituent Councils occurred on 28 May 2019 with discussion points including timing of projects, project budgets, finance requirements in accordance with Regs 9 and 10, timing and content of finance reports, ownership and control of assets.
Operational Matters

Various operational matters have been attended to and are now functioning efficiently including IT arrangements, banking systems, establishment of a postal address and a meeting venue separate from the City of Unley.

Workshop

A workshop attended by the Board, Project Director, Owners Executive Group, technical and finance staff of the Constituent Councils was held on 20 June 2019 to discuss the ownership and control of assets. This workshop was useful in establishing a position regarding the responsibilities for delivering project works, responsibility for ongoing care and control of assets, insurance implications, financial and accounting implications.

Reporting Requirements

The Local Government Act 1999 along with the Charter of the Board prescribe various reporting requirements with which the Board must comply. These requirements include but are not limited to:

- Maintenance of a register of Board motions and instances where the Common Seal has been affixed.
- A Key Outcomes Summary to be provided to the Constituent Councils within two weeks following each ordinary meeting of the Board.
- Budget to be prepared for the next financial year. The Budget must be adopted by the Board after 31 May but before 30 June each year and must be provided to each Constituent Council within five business days after adoption.
- Reports in accordance with Regulations 9 and 10 of the Local Government (Financial Management) Regulations 2011.
- Audited financial statements to be provided to the Chief Executive Officer of each Constituent Council before 30 September of the subsequent financial year.
- Annual report including the audited financial statements to be submitted to each Constituent Council before 30 September of the subsequent financial year.
- Business Plan to be prepared in respect of the ensuing four years and to be updated each year.
- Long-Term Financial Plan to be prepared and reviewed within 6 months of the adoption or update of the Business Plan and, in any event, to be reviewed every four years.
- Asset and Infrastructure Management Plan to be prepared and reviewed at any time and, in any event, to be reviewed every four years.

Systems and processes have been established to ensure compliance with the reporting requirements of the Regional Subsidiary.
Stormwater Management Authority

The Board has committed to ensuring a successful relationship is maintained with the Stormwater Management Authority (SMA). In this regard, Chairperson Judith Choate, Board Member Geoff Vogt and Project Director Peta Mantzarapis met with the Chairperson of the SMA Steven Haines and the General Manager David Trebilcock on 24 January 2019. Peta Mantzarapis subsequently met with David Trebilcock on 28 March 2019 and is in regular contact to discuss timing and status of project works along with funding requirements.

The SMA have provided confirmation that the required funding as set out in the Board’s 10-year financial plan will be available. Further, the SMA have advised that any funding provided in the lead-up to the approval of the SMP would not be considered part of the $70m funding commitment unless it relates to works that are very clearly capital projects defined in the SMP. As such, of the available $70m, the following funds have been provided by the SMA to 30 June 2019:

- Brown Hill Creek Diversion Culvert (delivered by DPTI) $2,500,000
- Victoria Park project works $35,586
- Remaining funds available $67,464,434

A process for claiming funds from the SMA has been established in consultation with David Trebilcock with funds being provided biannually in arrears.
5.2 Capital Works

As previously set out herein, projects completed prior to the 2018/19 financial year include the Ridge Park Detention Dam and the Brown Hill Creek Diversion Culvert.

Project works progressed during the current 2018/19 reporting period include:

Upper Brown Hill Creek - Hawthorn Reserve

The Hawthorn Reserve project involved creek widening and upgrade works and was delivered by the City of Mitcham in conjunction with the Mitcham Library upgrade. Construction works were completed in early May and the creek works were officially opened on May 9th.

An invoice has been submitted by City of Mitcham covering the majority of the cost with a smaller amount held over to July to allow final reconciliation of expenses. Property acquisitions and associated land transfers will be completed in the coming months.
South Park Lands

Victoria Park/ Pakapakanthi (Park 16) and Blue Gum Park/ Kurangga (Park 20)

The South Park Lands project involves construction of a wetland at the southern end of Victoria Park/ Pakapakanthi (Park 16) and creek works within Blue Gum Park/ Kurangga (Park 20). A concept design has been prepared by Tonkin and public consultation on the concept commenced on 4th of June 2019 and ended on 5th of July. The consultation process included direct engagement with key stakeholders along with an advert in the City Messenger and signage erected on both sites.

Next steps include finalisation of and addressing the consultation outcomes, final revision of concept designs, Adelaide Park Lands Authority and City of Adelaide review process, lodgement of the Environment Protection and Biodiversity Conservation Act referral and commencement of the Development Application process. Preparation of final design drawings and tender documentation will be undertaken concurrently with the Development Application process.
Glenside

This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection. The detention basin, together with other works in the South Park Lands is intended to reduce the peak stormwater flows along Park Lands Creek and further downstream.

The Glenside site is being developed by Cedar Woods and Stage 2 bulk earthworks are currently being designed. Excavation of approximately 25,000m³ of material will be required to form the detention basin in addition to providing primary water quality treatment via new large gross pollutant traps. The works will include a slight re-alignment of the existing twin 1950mm stormwater pipes to suit the layout of the development.

The infrastructure is currently being designed and Cedar Woods is liaising with the City of Burnside for necessary approvals. A design report will be produced and will be issued to Council.
Upper Brown Hill Creek – Area 1 (Everard Park)

This project involves installation of a covered culvert along the length of the creek from Anzac Highway to Third Avenue. The creek is privately owned by a single owner on the northern side (Arcadian development site) and 8 owners on the southern side. The land required from the Arcadian site is to be vested in Council’s ownership and will contribute toward the open space requirements of the development. Assessments of compensation have been prepared and offers of compensation have been made to the 8 owners at the southern side. Negotiations are underway with these owners.

50% design and documentation has been completed and a quotation has been sought for the detailed design works and tender documentation. Next steps include acquisition of the required land, EPA and NRMB referrals, arboreal assessment and development application for removal of trees.

Beyond these current projects and in accordance with the Indicative 20 Year Works Schedule attached hereto as Appendix 1, the works scheduled to be completed in the coming 5-year period all form part of the Lower Brown Hill Creek Capacity Upgrades. Close liaison with City of West Torrens will therefore be required.
5.3 Media Exposure & Community Engagement

Media exposure during the 2018/19 reporting period included:

- Adelaide Advertiser article on 14 January 2019 regarding a River Red Gum considered to be at risk due to the Project. The project always intends to retain trees where possible and there is currently no indication that this significant tree is at risk. This has been communicated to Councillor Wright.
- Adelaide Advertiser article on 25 February 2019 regarding a destroyed garden at Hawthorn Reserve. The Hawthorn Reserve works were delivered by City of Mitcham and a council representative contacted Mr Wilson to apologise for the removal of the garden as part of the creek works.
- Westside Weekly Messenger article on 10 April 2019 regarding City of West Torrens wish-list for federal funding, including a call for funding toward the Project.
- Hawthorn Reserve – the official opening of the creek works was held onsite on 9 May 2019. In addition, Outside Ideas shared updates on the project works via their social media and a project update was shared on the City of Mitcham website in January 2019.
- The Mitcham Library and Brown Hill Creek Redevelopment Project was presented with the Institute of Public Works Engineering 2019 Excellence Award in the category of “Excellence in Design and/ or Construction of a Public Works Environmental Enhancement Project” in June 2019.
- A public consultation process was undertaken for the South Park Lands projects commencing 4 June 2019. Media exposure generated during the consultation period included:
  - The Advertiser print article
  - AdelaideNow online article
  - FIVEaa interview with Lord Mayor
  - Hit107 news update
  - Glam Adelaide online article

- Engagement with 9 adjoining land owners directly affected by the Upper Brown Hill Creek – Area 1 (Everard Park/ Forestville) works has occurred over recent months.

A copy of articles that have appeared in the media are included herewith and marked Appendix 2.
6. Operating and Capital Contributions

A funding model has been established to enable determination of invoices required and to capture accurate detail relating to where the funds are going.

Operational expenditure is fully funded by Constituent Councils and is invoiced biannually in advance. Each Council contributes a 20% share of the required budget.

Capital expenditure is funded equally between the Constituent Councils and the SMA. Of the 50% funded by the Constituent Councils, the percentage share is as follows:

- City of Adelaide 8%
- City of Burnside 12%
- City of Mitcham 10%
- City of Unley 21%
- City of West Torrens 49%

Invoices are issued to the Constituent Councils biannually in advance while invoices are issued to the SMA biannually in arrears. Given the SMA contribution is made in arrears, a level of capital beyond the required budget is maintained for cash flow purposes.

7. Audited Financial Statements

The 2018/19 financial statements have been audited by Galpins and are attached as Appendix 3.
APPENDIX 1

Indicative 20 Year Works Schedule
### Brown Hill Keswick Creeks Stormwater Board

**Indicative 20 Year Works Schedule**

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**Timing Schedule**

Date Printed: 20/08/2019
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APPENDIX 2
Media Articles
Fears 800-year-old tree could be axed for stormwater project

CRAIG COOK
URBAN AFFAIRS

FORESTVILLE residents are again rallying to protect a spectacular river red gum – believed to be the oldest in the Unley district.

They fear the tree on Wilberforce Walk, which is estimated to be up to 800 years old, will be axed as part of upcoming work to floodproof Brownhill Creek.

Residents first raised concerns over the tree’s future in 2015, and again highlighted the issue to newly elected Unley councillor Emma Wright while she was on the campaign trail in the lead-up to November’s local government elections.

“We often walk through the area on the way to the playground so we see it all the time,” said Cr Wright, a mother of two young boys.

“People have had paintings done of the tree that have pride of place in their homes. They are very passionate about it.

“Residents rightly want to know what’s happening with the Brownhill Creek stormwater project and if the tree will be affected.”

As well as being possibly the oldest tree in the district, with a 7m trunk circumference, it is also one of the largest.

A 2014 report by arborist Dean Nicolle – completed at the request of the Brownhill Creek Forestville community group – said the tree was “highly worthy of retention”.

Despite evident and extensive termite activity, Mr Nicolle stated the tree was in “a good and stable state of health”.

He added there was an extremely low likelihood of structural failure and the risk to public safety was “low and acceptable”.

Cr Wright said she would seek further information from council staff about the tree’s future at an elected member’s briefing session – on a date yet to be announced – but had already put her stake in the ground.

“If it comes to the crunch, I’ll be kicking up a bit of a stink,” she said.
14/01/2019

Fears 800-year-old tree could be axed for stormwater project - The Advertiser, 1/14/2019

BEHEMOTH: Unley councillor Emma Wright and sons Oliver, 5, and Jack, 2, marvel at the massive river red gum at Forestville. Picture: EMMA BRASIER/AAP
'Massive dummy spit' over destroyed garden

A FORMER Mitcham councillor and Citizen of the Year has lashed out at council staff who he says destroyed a volunteer-planted garden along Brownhill Creek that took years to construct.

John Wilson said he spent his own money on the project, including on an irrigation system which had been torn apart during work to flood-proof the creek.

“I did a total dummy-spit when I saw the damage done to work done by volunteers,” he said. “What is so annoying is just the sheer stupidity of it.”

Named Mitcham’s Citizen of the Year in 2013 for his work on flood mitigation at Brownhill Creek, Mr Wilson said the plants and equipment should have been “salvaged”.

In an email to Mr Wilson, Mitcham strategic projects engineer Rick Henning apologised for any communication shortfalls and promised more extensive irrigation in the area when works are complete.
Council unveils election wish list

**Politics**

**Anthony Johnson**

SEVEN capital projects have been targeted for federal funding by West Torrens Council ahead of the May election.

But two of these – women’s football change rooms at Richmond Oval and flood mitigation via the Brownhill Keswick Creek Stormwater Project – are particularly close the heart of West Torrens Mayor Michael Coxon.

“I am extremely passionate about creating safe and healthy communities and these projects need federal funding to help them to become reality,” Mr Coxon said.

He said that given the “meteoric rise in the popularity” of women’s football, it was necessary to build suitable change room facilities through an $850,000 federal grant.

“Richmond Oval is one of the top 10 AFL playing surfaces in the nation,” he said.

“The ground is outstanding and council’s investment in lighting for night games has been a huge success. With the development of the new facilities, Richmond Oval will become the centre of women’s football in the west.”

For the $140 million five-council Brownhill Keswick Creek flood mitigation project, Mr Coxon would like to see a $50 million federal contribution which would allow the project to be delivered in five years instead of 20 years under the current plan.

West Torrens, the council zone lowest downstream and most at risk, has to pay the lion’s share – 49 per cent – of the local government cost, with the State Government chipping in $70 million. "Federal assistance would be very welcome as it will allow us to protect more than 200,000 residents likely to be affected by a one-in-100-year flood event,” Mr Coxon said.

The early phases of Kings Reserve/Thebarton Oval upgrade will require $26 million.

Stage One has started with the completion of a wetland and water harvesting, while the Torrens’s Bowling Club upgrade should be finished by mid-year. A new playground and revamp to the skate park should start in 2020.

The council hopes to complete a $7.8 million makeover of Thebarton Theatre before its centenary in 2028. "The idea is to allow it to compete with other theatres like the Entertainment Centre but this would need a significant contribution from the federal government,” the council’s chief, Terry Buss, said.
outsideideas • Following
Mitcham Library

outsideideas If there's one thing a dry summer is good for it's working in a creek. The guys are making the most of the weather, widening and realigning 370 metres of Brownhill Creek at the new Mitcham Memorial Library #landscape #outsideideas #civil #construction

25w

130 likes
February 1

Add a comment...
outsideideas • Following
Mitcham Library

outsideideas We have been busy building our own gabions at Brownhill Creek. Over the past four months, we have changed the alignment and widened 370 metres of creek as part of the new Mitcham Memorial Library project #outsideideas #civil #gabions #landscaping

14w
alicepotteralice

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jsform Neat work

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josephinecropper Stunning!

174 likes
APRIL 13
rowhill Creek in Soldier’s Memorial Garden has been widened and the geo fabric (green material) and stepping boulders (large rocks) are being installed in reparation for the plantings within the channel. Gabions (rock filled baskets) have also been installed in Brownhill Creek in JWS Morris Reserve and a floodwall constructed at George Street to constrain the creek flows and protect properties from flooding. Once construction works are completed the creek will be landscaped. It is anticipated that the project will be completed in April 2019.

Brownhill Creek Pyramat and Stepping Boulders January 2019

Brownhill Creek Upgrade Pyramat and Stepping Boulders January 2019

Brownhill Creek Upgrade JWS Morris Gabions January 2019

The upgrade works to widen and upgrade the Brown Hill Creek channel through Soldiers Memorial Gardens and JWS Morris Reserve as part of the wider approval to implement the Brown Hill Keswick Creek Stormwater Management Plan (SMP) is underway.

The upgrade of Brownhill Creek channel and landscaping will address some long standing flooding issues, restore the channel to a more natural state and beautify the reserve.

The widening of the channel is required to accommodate the 100 year flow and restore a more natural channel profile which necessarily impacts mainly exotic trees with all existing high value native trees protected.

The channel works will create a stable creek environment capable of passing significant creek flows during flood events and will also allow safe nature play spaces between creek flows.

The channel widening works are being undertaken with the adjacent Mitcham Library upgrade project. This will create an improved precinct for community enjoyment. The channel and the adjacent reserve will be landscaped to a higher standard to provide an improved vista and experience both inside and outside the upgraded library and for reserve users.
The upgraded Brownhill Creek through Soldier's Memorial Gardens and JWS Morris Reserve is now officially open and being enjoyed by the community.

Brownhill Creek in Soldier's Memorial Gardens has been widened to create a stable creek to endure flood events. Natives have been planted within the creek tunnel and on the banks through an innovative surface material that provides bank stability and allows plant growth. Stepping boulders and logs have also been installed to create an active nature play space for use when the creek is dry or not flowing.

Further down the creek rock filled baskets (gabions) have been installed through JWS Morris Reserve and a floodwall has been constructed at George Street to protect properties from flooding and contain creek flows.

Two new footbridges and new footpaths are now also open so the community can enjoy the creek and its landscaped surrounds.

The Brownhill Creek project cost $2.7 million and is part of the greater $140 million Brown Hill Keswick Creek Stormwater Plan which is a joint project between five shirement Councils and the State Government.

The City of Mitcham coordinated the Brownhill Creek upgrade with the adjacent Mitcham Memorial Library project to create an attractive precinct. Make sure you sit down and take a look!
Safe haven in the city

Wetland planned for Victoria Park to mitigate flood risk

IT'S a scene of tranquil splendour, but this proposed wetland will have a powerful role to play in safeguarding inner-city suburbs from floods.

The proposed wetland — with a butterfly garden, picnic areas and viewing decks — is part of a $12.5 million upgrade of Adelaide’s south parklands.

The wetland — at the southern end of Victoria Park — is one of the largest developments in the $140 million Brownhill Keswick Creek Project to mitigate the flood risk for 7000 properties.

Project director Peta Mantzarapis said the wetland development would contribute to community safety.

"Crucially, these works will lift the standard of flood protection in the south parklands and are key in mitigating flood risk across the catchment, serving to safeguard properties and community spaces against major flooding events," Ms Mantzarapis said.

The entire Brownhill Keswick Creek project aims to protect properties in Adelaide, Burnside, Mitcham, Unley and West Torrens council areas against a one-in-100-year flood. The wetland would help mitigate flooding along the Park Lands Creek and reduce water flow into Unley.

New artist impressions also include picnic areas, a shared path, a stepping stone creek and the realignment of some of the existing creek line. "The idea of creating the wetlands and clearing up the old woody weeds has been on the agenda for a very long time," said Stephanie Johnston, a member of Adelaide Park Lands Authority and Adelaide Park Lands Preservation Association. "I think everyone is looking forward to it."

Public consultation ends on July 5, with construction expected to begin next year.
New $12.5m Wetlands In South Park Lands Need Design Feedback

Feedback from the public is being sought on the proposed design of a new $12.5 million wetland in Adelaide’s South Park Lands.

By Glam Adelaide on Jan 17, 2019

Feedback from the public is being sought on the proposed design of a new $12.5 million wetland in Adelaide’s South Park Lands as part of the Brown Hill Keswick Creek Stormwater Project.

The new wetland will be constructed at the southern end of Victoria Park/Pakapakanthi (Park 16) and is one of the largest developments in the Project’s approved Stormwater Management Plan, which is currently being implemented to improve the standard of flood protection for properties across the catchment council areas of Adelaide, Burnside, Mitcham, Unley and West Torrens.

Designed to mitigate the flooding issues along Park Lands Creek, the works will contribute to a reduction in flows entering the City of Unley under Greenhill Road, thereby reducing the flooding risk to the mainly residential areas downstream. Other benefits include improved water quality, enhanced biodiversity through diversification of plant and animal
species, and new amenity and recreational facilities for park users, including footpaths, walking trails and picnic areas.

A dedicated native grassland meadow for butterfly habitat will also be established, in addition to board walks, viewing platforms and a stepping stone creek path.

The community consultation process is also seeking public feedback on planned works in nearby Blue Gum Park/Kurangga (Park 20), located at the north western corner of the Greenhill and Unley Road intersection.

Proposed works in Blue Gum Park/Kurangga involve the construction of low-level mounding (typically less than 1m high), construction of a new shared use path, and realignment of existing creek lines in the southern section of the park.

Both projects have been designed in accordance with previous feasibility studies and consultation processes and form part of the Project’s approved Stormwater Management Plan.

Peta Mantzarapis, Project Director of the Brown Hill Keswick Creek Stormwater Project, says community consultation will include distribution of information brochures to key stakeholders, local media advertising and site signage, with further information and online feedback forms available at www.bhkcstormwater.com.au.

“We’ve already conducted extensive consultation in developing the SMP along with site investigations and design development for these works in the South Park Lands, and are
now giving the public a final opportunity to provide any feedback on the designs before construction commences,” said Ms Mantzarapis.

“We encourage members of the public to review the designs and provide any further feedback.

“Crucially, these works will lift the standard of flood protection in the South Park Lands and are key in mitigating flood risk across the catchment, serving to safeguard properties and community spaces against major flooding events.”

Feedback on the proposed works closes at 5pm on Friday 5 July 2019, with Ms Mantzarapis anticipating construction of both projects to commence next year.

The Brown Hill Keswick Creek Stormwater Project is a collaboration between Adelaide, Burnside, Mitcham, Unley and West Torrens councils to develop and implement an effective stormwater management plan to improve the standard of flood protection for homes, businesses and public facilities across the catchment.

Extending from the Adelaide Hills in the east to Adelaide Airport in the west, the Brown Hill Keswick Creek Stormwater Project covers a catchment area of 69 square kilometres and more than 200,000 residents. Flood mitigation works detailed in the Project’s Stormwater Management Plan will reduce the number of properties affected by a one in 100-year flood event by nearly 98%.

For more information about the Brown Hill Keswick Creek Stormwater Project, visit www.bhkcestormwater.com.au.
APPENDIX 3
Audited Financial Statements
Brown Hill and Keswick Creeks Stormwater Board

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 June 2019
Brown Hill and Keswick Creeks Stormwater Board

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Statement of Financial Position 3
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Statement of Cash Flows 5
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Certification of Auditor Independence 18
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Brown Hill and Keswick Creeks Stormwater Board

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>Restated</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>2</td>
<td>618,195</td>
<td>160,000</td>
</tr>
<tr>
<td>Investment Income</td>
<td>2</td>
<td>15,826</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>634,021</td>
<td>160,000</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>3</td>
<td>234,663</td>
<td>125,670</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>3</td>
<td>181,510</td>
<td>38,278</td>
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<tr>
<td>Depreciation</td>
<td>3</td>
<td>2,180</td>
<td>-</td>
</tr>
<tr>
<td>Finance costs</td>
<td>3</td>
<td>192</td>
<td>-</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td>418,545</td>
<td>163,948</td>
</tr>
<tr>
<td><strong>OPERATING SURPLUS / (DEFICIT)</strong></td>
<td>215,476</td>
<td>(3,948)</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER COMPREHENSIVE INCOME</strong></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>215,476</td>
<td>(3,948)</td>
<td></td>
</tr>
</tbody>
</table>

*The accompanying Notes form part of these financial statements*
**Brown Hill and Keswick Creeks Stormwater Board**

**STATEMENT OF FINANCIAL POSITION**
**AS AT 30 JUNE 2019**

<table>
<thead>
<tr>
<th></th>
<th>Notes</th>
<th>2019</th>
<th>Restated 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>4</td>
<td>3,966,683</td>
<td>-</td>
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<tr>
<td>Trade and Other Receivables</td>
<td>4</td>
<td>2,024,173</td>
<td>-</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>5,990,856</td>
<td>-</td>
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<tr>
<td>Non-Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment</td>
<td>5</td>
<td>3,209,193</td>
<td>249,189</td>
</tr>
<tr>
<td><strong>Total Non-current Assets</strong></td>
<td></td>
<td>3,209,193</td>
<td>249,189</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>9,200,049</td>
<td>249,189</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and Other Payables</td>
<td>6</td>
<td>3,052,742</td>
<td>6,267</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>6</td>
<td>6,500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>3,059,242</td>
<td>6,267</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>3,059,242</td>
<td>6,267</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td>6,140,807</td>
<td>242,922</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributed Equity</td>
<td>9</td>
<td>5,929,279</td>
<td>246,870</td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>7</td>
<td>211,528</td>
<td>(3,948)</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td></td>
<td>6,140,807</td>
<td>242,922</td>
</tr>
</tbody>
</table>

The accompanying Notes form part of these financial statements.
Brown Hill and Keswick Creeks Stormwater Board

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th>Notes</th>
<th>Capital Contributions of Councils $</th>
<th>Accumulated Surplus $</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance at the beginning of the year 7</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deficit for the year &lt;restated&gt;</td>
<td>-</td>
<td>(3,948)</td>
<td>(3,948)</td>
</tr>
<tr>
<td>Capital Contributions of Councils &lt;restated&gt; 8</td>
<td>246,870</td>
<td>-</td>
<td>246,870</td>
</tr>
<tr>
<td>Balance at the end of year &lt;restated&gt;</td>
<td>246,870</td>
<td>(3,948)</td>
<td>242,922</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance beginning of the year &lt;restated&gt; 7</td>
<td>246,870</td>
<td>(3,948)</td>
<td>242,922</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td>-</td>
<td>215,476</td>
<td>215,476</td>
</tr>
<tr>
<td>Capital Contributions of Councils</td>
<td>5,682,409</td>
<td>-</td>
<td>5,682,409</td>
</tr>
<tr>
<td>Balance at the end of year</td>
<td>5,929,279</td>
<td>211,528</td>
<td>6,140,807</td>
</tr>
</tbody>
</table>

The accompanying Notes form part of these financial statements.
Brown Hill and Keswick Creeks Stormwater Board

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
<th>Restated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash from operating activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating receipts from constituent councils</td>
<td></td>
<td>1,246,839</td>
<td>160,000</td>
<td></td>
</tr>
<tr>
<td>Receipts from interest</td>
<td></td>
<td>15,634</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payments to employees</td>
<td></td>
<td>(228,163)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payments to suppliers</td>
<td></td>
<td>(171,597)</td>
<td>(157,681)</td>
<td></td>
</tr>
<tr>
<td>(330,942)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net cash provided from operating activities</td>
<td>9</td>
<td>531,771</td>
<td>2,319</td>
<td></td>
</tr>
<tr>
<td><strong>Cash from investing activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure on new / upgraded assets</td>
<td></td>
<td>(223,324)</td>
<td>(249,189)</td>
<td></td>
</tr>
<tr>
<td>Net cash provided from / (used in) investing activities</td>
<td></td>
<td>(223,324)</td>
<td>(249,189)</td>
<td></td>
</tr>
<tr>
<td><strong>Cash from financing activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions from constituent councils</td>
<td></td>
<td>3,658,236</td>
<td>246,870</td>
<td></td>
</tr>
<tr>
<td>Net cash provided from investing activities</td>
<td></td>
<td>3,658,236</td>
<td>246,870</td>
<td></td>
</tr>
<tr>
<td><strong>Net increase in cash held</strong></td>
<td></td>
<td>3,966,683</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cash at beginning of financial year</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cash at end of financial year</td>
<td></td>
<td>3,966,683</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

The accompanying Notes form part of these financial statements.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 1 - Statement of Significant Accounting Policies

This general purpose financial report has been prepared in accordance with Australian equivalents to
International Financial Reporting Standards (IFRS) as they apply to not-for-profit entities, other
authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues
Group Interpretations (UIGs) and relevant South Australian legislation.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional
Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The
Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of
Mitcham and City of West Torrens.

The Board was established by a Gazettal dated 27 February 2018. The Board has been established to
implement the construction and maintenance of infrastructure and other measures for the purposes of a
stormwater management plan prepared by the constituent councils and approved by the Stormwater
Management Authority.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result
in financial statements containing relevant and reliable information about transactions, events and
conditions to which they apply. Material accounting policies adopted in the preparation of these financial
statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis
and are based on historical costs, modified, where applicable, by the measurement at fair value of
selected noncurrent assets, financial assets and financial liabilities. The amounts presented in the
financial statements have been rounded to the nearest dollar.

The AASB has issued a number of new and amended Accounting Standards that have mandatory
application dates, some of which are relevant to the Board. The amended pronouncements adopted and
amended pronouncements that have been decided not to be early adopted are set out below:

Adoption of amended standards

AASB 9 Financial Instruments
AASB 9 Financial Instruments establishes principles to account for and report financial assets
and financial liabilities and introduces a new approach to accounting for hedges together with
a new approach to accounting for impairment of financial assets. The standard has a mandatory
application date for financial years commencing on or after 1 January 2018. This is not expected to
materially impact the financial statements.

Accounting Standards issued but not effective

AASB 16 Leases (applicable to annual reporting periods beginning on or after 1 January 2019)
AASB 16 Leases removes the current distinction between operating and finance leases and requires
recognition of a right-to-use asset and a financial liability to pay rentals, resulting in the recognition of
tenancy leases on the balance sheet. The only exemptions from these requirements are short-term and
low-value leases. The income statement will also be affected, as operating expenses are reclassified as
interest expense and depreciation expense, affecting EBITDA performance metrics. The new standard
requires more extensive qualitative and quantitative disclosures. The standard has a mandatory
application date for financial years commencing on or after 1 January 2019. This is not expected to
materially impact the financial statements.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

AASB 15 Revenue from contracts with customers (applicable to annual reporting periods beginning on or after 1 January 2019)

AASB 16 Revenue from contracts with customers applied to all contracts with customers, except for contracts covered by other standards. The standard stipulates how and when revenue is recorded, requiring the Board to provide users of financial statements with more information and reporting disclosures. The core principle is the recognition of revenue for the transfer of goods or services, at a value that reflects the consideration to which the Board expects to be entitled, in return for meeting performance obligations. This is not expected to materially impact the financial statements.

AASB 1058 Income of Not-for-profit Entities (applicable to annual reporting periods beginning on or after 1 January 2019)
The standard applies to transactions of not-for-profit (NFP) entities where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives. It also requires government agencies to recognise income for volunteer services received if the fair value of those services can be measured reliably and the services would have been purchased if they had not been donated. This is consistent with current practice under AASB 1004 Contributions, however AASB 1058 supersedes the existing requirements in AASB 1004. This is not expected to materially impact the financial statements.

The financial statements were authorised for issue on by the members of the Board.

(a) Comparatives
When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Following clarification in the current financial year of the entity's policy on capital contributions by constituent councils amounts previously recognised in the Statement of Comprehensive Income have been reclassified to contributed equity.

(b) Cash and cash equivalents
Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less.

(c) Income taxes
The activities of the Board are exempt from taxation under the Income Tax Assessment Act 1997.

(d) Goods and Services Tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

(e) Impairment

At the end of each reporting period, the Board assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset where it is not possible to estimate the recoverable amount of an individual asset, the Board estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

(g) Revenue

Operating revenue from constituent Councils is recognised as income as and when the Board becomes entitled to receive the funds. This is outlined within the Boards Annual Business Plan which is agreed with all constituent Councils.

Capital Contributions received from Constituent Councils are recognised as Contributions by Owners directly to equity.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST).

(h) Trade and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Board during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

(i) Trade and other receivables

These include amounts due from ATO and accrued interest on deposits in financial institutions. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

(j) Critical Accounting Estimates and Judgments

Key estimates
Impairment - general

The Board assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the Board that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(k) Property Plant and Equipment

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held “ready for use”. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects’ fees and engineering design fees and all other costs incurred.

The cost of non-current assets constructed by the Board includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

The Board considers that it controls the infrastructure assets in accordance with its Charter. The constructed infrastructure assets may be located on land owned by Constituent Councils.

Materiality
Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Board for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are given below.

Infrastructure – Stormwater $10,000

Subsequent Recognition
All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. All assets are currently held at cost.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Depreciation of Non-Current Assets
All infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Board, best reflects the consumption of the service potential embodied in those assets. Office equipment consists of IT equipment and is depreciated at 50%.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually. Depreciation periods for infrastructure assets have been estimated based on the best information available to Board, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

(l) Employee Benefits
Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms. The Board does not currently have any employee benefits expected to be paid or settled beyond 12 months.

No accrual is made for sick leave. The Board does not make payment for untaken sick leave.

Superannuation
All superannuation schemes to which the Board makes contributions on behalf of employees are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Board.
### Note 2 - INCOME

<table>
<thead>
<tr>
<th>Contributions</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Contributions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Of Mitcham</td>
<td>123,639</td>
<td>32,000</td>
</tr>
<tr>
<td>City Of Burnside</td>
<td>123,639</td>
<td>32,000</td>
</tr>
<tr>
<td>City Of West Torrens</td>
<td>123,639</td>
<td>32,000</td>
</tr>
<tr>
<td>The Corporation of the City of Adelaide</td>
<td>123,639</td>
<td>32,000</td>
</tr>
<tr>
<td>Corporation of the City of Unley</td>
<td>123,639</td>
<td>32,000</td>
</tr>
<tr>
<td><strong>Subtotal Operating Contributions</strong></td>
<td>618,195</td>
<td>160,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment Income</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banks</td>
<td>15,826</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>634,021</td>
<td>-</td>
</tr>
</tbody>
</table>

In accordance with the Charter of the Brownhill and Keswick Creeks Stormwater Board Schedule 1, operating contributions are received equally from each of the constituent councils at an agreed rate. The total value of operating contributions to be received is agreed in the annual business plan prepared by the Board.

### Note 3 - EXPENSES

<table>
<thead>
<tr>
<th>Employee Costs</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages - Board</td>
<td>60,000</td>
<td>125,670</td>
</tr>
<tr>
<td>Salaries and Wages - Employee</td>
<td>155,595</td>
<td>-</td>
</tr>
<tr>
<td>Reimbursements - Board</td>
<td>5,207</td>
<td>-</td>
</tr>
<tr>
<td>Superannuation</td>
<td>12,619</td>
<td>-</td>
</tr>
<tr>
<td>Workers' Compensation Insurance</td>
<td>1,242</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Employee Costs</strong></td>
<td>234,663</td>
<td>125,670</td>
</tr>
</tbody>
</table>

**Total Number of Employees**

*Full time equivalent at end of reporting period*
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 3 - EXPENSES (cont)

<table>
<thead>
<tr>
<th>MATERIALS, CONTRACTS &amp; OTHER EXPENSES</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescribed Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor's Remuneration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Auditing the financial reports</td>
<td>3,870</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal - Prescribed Expenses</td>
<td>3,870</td>
<td>-</td>
</tr>
<tr>
<td>Other Materials, Contracts &amp; Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>30,360</td>
<td>829</td>
</tr>
<tr>
<td>Entertainment &amp; Catering</td>
<td>4,298</td>
<td>90</td>
</tr>
<tr>
<td>Contractor &amp; Consultant Services</td>
<td>28,720</td>
<td>17,609</td>
</tr>
<tr>
<td>Human Resources</td>
<td>12,800</td>
<td>-</td>
</tr>
<tr>
<td>Insurance - Mutual Liability Scheme</td>
<td>62,784</td>
<td>10,500</td>
</tr>
<tr>
<td>IT Expenses</td>
<td>7,047</td>
<td>-</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>10,853</td>
<td>3,818</td>
</tr>
<tr>
<td>Professional Services</td>
<td>30,532</td>
<td>-</td>
</tr>
<tr>
<td>Sundry</td>
<td>246</td>
<td>5,432</td>
</tr>
<tr>
<td>Subtotal - Other Materials, Contracts &amp; Expenses</td>
<td>177,640</td>
<td>38,278</td>
</tr>
<tr>
<td></td>
<td>181,510</td>
<td>38,278</td>
</tr>
</tbody>
</table>

DEPRECIATION

| Office Equipment                      | 2,180 |       |
| Total Depreciation                    | 2,180 | -     |

FINANCE COSTS

| Bank Fees                              | 174   | -     |
| Interest Charges                       | 18    | -     |
| Total                                 | 192   | -     |

Total Expenses                          | 418,545| 163,948|

Note 4 - CURRENT ASSETS

<table>
<thead>
<tr>
<th>CASH &amp; CASH EQUIVALENT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at Bank</td>
<td>3,966,683</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>3,966,683</td>
<td>-</td>
</tr>
</tbody>
</table>

TRADE & OTHER RECEIVABLES

| Contributions Receivable               | 1,938,650| -     |
| GST Refundable                         | 85,523  | -     |
| Total                                 | 2,024,173| -     |
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 5 - NON-CURRENT ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Parklands Stormwater - design (Victoria Park)</td>
<td>183,335</td>
<td>80,060</td>
</tr>
<tr>
<td>Hawthorn Reserve Creek upgrade</td>
<td>2,884,985</td>
<td>169,129</td>
</tr>
<tr>
<td>Upper Brown Hill Creek - Area 1 Creek Works</td>
<td>101,195</td>
<td>-</td>
</tr>
<tr>
<td>Upper Brown Hill Creek - Area 1 Land Acquisition</td>
<td>30,065</td>
<td>-</td>
</tr>
<tr>
<td>Discretionary Projects</td>
<td>7,300</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Work In Progress</strong></td>
<td>3,206,880</td>
<td>249,189</td>
</tr>
<tr>
<td>Office Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>4,493</td>
<td>-</td>
</tr>
<tr>
<td>Less: Accumulated Depreciation on Office Equipment</td>
<td>(2,180)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Office Equipment</strong></td>
<td>2,313</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Property Plant and Equipment</strong></td>
<td>3,209,193</td>
<td>249,189</td>
</tr>
</tbody>
</table>

Property Plant and Equipment Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Work In Progress</th>
<th>Office Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Opening Balance</td>
<td>249,189</td>
<td>-</td>
</tr>
<tr>
<td>Additions</td>
<td>2,957,691</td>
<td>4,493</td>
</tr>
<tr>
<td>Disposals</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>(2,180)</td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td>3,206,880</td>
<td>2,313</td>
</tr>
</tbody>
</table>

Note 6 - CURRENT LIABILITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRADE &amp; OTHER PAYABLES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Payables</td>
<td>3,045,090</td>
<td>6,267</td>
</tr>
<tr>
<td>Credit Card</td>
<td>257</td>
<td>-</td>
</tr>
<tr>
<td>PAYG Payable</td>
<td>5,665</td>
<td>-</td>
</tr>
<tr>
<td>Superannuation Payable</td>
<td>1,730</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Trade &amp; Other Payables</strong></td>
<td>3,052,742</td>
<td>6,267</td>
</tr>
</tbody>
</table>
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 6 - CURRENT LIABILITIES (Cont)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave Provision</td>
<td>6,500</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Employee Benefits</td>
<td>6,500</td>
<td>-</td>
</tr>
</tbody>
</table>

Note 7 - ACCUMULATED SURPLUS

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>(3,948)</td>
<td>-</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td>215,476</td>
<td>(3,948)</td>
</tr>
<tr>
<td>Balance at year end</td>
<td>211,528</td>
<td>(3,948)</td>
</tr>
</tbody>
</table>

Note 8 - CAPITAL CONTRIBUTIONS OF COUNCILS

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF MITCHAM</td>
<td>592,928</td>
<td>24,687</td>
</tr>
<tr>
<td>CITY OF BURNSIDE</td>
<td>711,513</td>
<td>29,624</td>
</tr>
<tr>
<td>CITY OF WEST TORRENS</td>
<td>2,906,346</td>
<td>120,966</td>
</tr>
<tr>
<td>THE CORPORATION OF THE CITY OF ADELAIDE</td>
<td>474,343</td>
<td>19,750</td>
</tr>
<tr>
<td>CORPORATION OF THE CITY OF UNLEY</td>
<td>1,245,149</td>
<td>51,843</td>
</tr>
<tr>
<td>Subtotal Contributions by owner</td>
<td>5,929,279</td>
<td>246,870</td>
</tr>
</tbody>
</table>

Capital Contributions Movement Table

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance</th>
<th>Received 2019</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF MITCHAM</td>
<td>24,687</td>
<td>568,241</td>
<td>592,928</td>
</tr>
<tr>
<td>CITY OF BURNSIDE</td>
<td>29,624</td>
<td>681,889</td>
<td>711,513</td>
</tr>
<tr>
<td>CITY OF WEST TORRENS</td>
<td>120,966</td>
<td>2,784,380</td>
<td>2,906,346</td>
</tr>
<tr>
<td>THE CORPORATION OF THE CITY OF ADELAIDE</td>
<td>19,750</td>
<td>454,593</td>
<td>474,343</td>
</tr>
<tr>
<td>CORPORATION OF THE CITY OF UNLEY</td>
<td>51,843</td>
<td>1,193,306</td>
<td>1,245,149</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>246,870</strong></td>
<td><strong>5,682,409</strong></td>
<td><strong>5,929,279</strong></td>
</tr>
</tbody>
</table>

Capital contributions of Councils are capital payments received from Constituent Councils for investing in Infrastructure. The rates of contribution are agreed in the Charter of the Board.
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 9 - Reconciliation of cash flow

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net surplus for the year</td>
<td>$215,476</td>
<td>$(3,948)</td>
</tr>
</tbody>
</table>

**Changes in assets and liabilities**

- Decrease/(Increase) in Trade and Other Receivables
  - $ -
- Increase in Depreciation
  - $2,180
- Increase/(Decrease) in Trade and Other payables
  - $307,615
  - $6,267
- Increase/(Decrease) in Employee Benefits
  - $6,500

**Net cash provided from operating activities**

- $531,771
- $2,319
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 10 - Financial Instruments

Details of the significant accounting policies and methods adopted including the criteria for the recognition, the basis of measurement and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 1 Summary of Significant Account Policies.

Categorisation of Financial instruments

<table>
<thead>
<tr>
<th>Financial liabilities</th>
<th>Note</th>
<th>2019 Carrying Amount</th>
<th>2019 Fair Value</th>
<th>2018 Carrying Amount</th>
<th>2018 Fair Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade and other Payables</td>
<td>6</td>
<td>3,045,347</td>
<td>3,045,090</td>
<td>6,267</td>
<td>6,267</td>
</tr>
<tr>
<td>Total Financial liabilities</td>
<td></td>
<td>3,045,347</td>
<td>3,045,090</td>
<td>6,267</td>
<td>6,267</td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td></td>
<td>3,966,683</td>
<td>3,966,683</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Financial Assets</td>
<td></td>
<td>3,966,683</td>
<td>3,966,683</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Receivable and payable amounts disclosed exclude amounts relating to statutory receivables and payables.

The fair values disclosed in the table above have been based on cash and cash equivalents, trade and other receivables and trade and other payables short term instruments in a nature whose carrying value is equal to fair value.

I. Credit Risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligation that could lead to a financial loss to the Board.

Credit risk is managed through maintaining procedures to regularly monitor the financial stability of customers and counterparties and by investing surplus funds in financial institutions that maintain a high credit rating.

There is no collateral held by the Board securing trade and other receivables.

ii. Liquidity Risk

Liquidity risk arises from the possibility that the Board might accounting difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The Board manages this risk by preparing and monitoring budgets, only investing surplus cash with major financial institutions and proactively monitoring the recovery of unpaid debts.

No assets have been pledged as security for any liabilities.
iii. Market Risk

Exposure to interest rate risk arises on financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows.

The following table illustrates sensitivities to the Board's exposure to changes in interest rates.

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weighted Average</td>
<td>Carrying Value</td>
</tr>
<tr>
<td>Financial liabilities</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Trade and other Payables</td>
<td>0%</td>
<td>3,045,347</td>
</tr>
<tr>
<td>Financial Assets</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Cash at bank</td>
<td>0%</td>
<td>3,966,683</td>
</tr>
</tbody>
</table>

Note 11 - Contingent Liabilities and Contingent Assets

At 30 June 2019, the Board is unaware of any liability, contingent or otherwise, which has not already been recorded elsewhere in this financial report.

Note 12 - Commitments for Expenditure

Capital Commitments
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Capital Commitments</td>
<td>169,000</td>
<td>-</td>
</tr>
</tbody>
</table>

These expenditures are payable:
Not later than one year | 169,000 | - |
Later than one year and not later than 5 years | - | - |
Later than 5 years | - | - |

Total | 169,000 | - |
Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 13 - Events after the end of the reporting period
Since the reporting date, there have been no events that would materially impact on the contents of this report.

Note 14 - Economic Dependence
Brown Hill and Keswick Creeks Stormwater Board is dependent on its constituent councils and other funding bodies for the majority of its revenue used to achieve its objectives. At the date of this report, the Board believe that the Member Councils and other bodies will continue to support the Board.

Note 15 - Related Party Transactions
The total remuneration paid to key management personnel of Brown Hill and Keswick Creeks Stormwater Board Incorporated during the year was as follows:

Key management personnel include the former Project Director employed by the City of Unley, the current Project Director employed by the Board and the members of the Board appointed under section 112 of the Local Government Act 1999.
The key management personnel were paid the following total compensation:

Salaries and wages $ 221,714.00

Other related parties includes close family members of key management personnel and entities that are controlled or jointly controlled by those key management personnel individually or collectively with their close family members. There were no transactions with other related parties.

Note 16 - Board details
The registered address of the Board:
Brown Hill and Keswick Creeks Stormwater Board
PO Box 124 Unley SA 5061
Brown Hill and Keswick Creeks Stormwater Board

CERTIFICATION OF FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

In the opinion of the committee, the Financial Statements comprising of the Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Members' Funds, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents a true and fair view of the financial position of Brown Hill and Keswick Creeks Stormwater Board as at 30 June 2019 and its performance for the year ended on that date in accordance with Accounting Standards and other mandatory professional reporting requirements.

2. At the date of this statement, there are reasonable grounds to believe that Brown Hill and Keswick Creeks Stormwater Board will be able to pay its debts as and when they fall due.

The Board is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

Judith Choate

Name: Judith Choate
Position: Chairperson
Date: Sep 5, 2019

Name: g t vogt
Position: Board Member
Date: Sep 6, 2019
Brown Hill and Keswick Creeks Stormwater Board

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Brown Hill and Keswick Creeks Stormwater Board for the year ended 30 June 2019, the Board's Auditor, Galpins, has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) Local Government (Financial Management) Regulations 2011.

Name: Judith Choate
Position: Chairperson
Date: Aug 29, 2019
Brown Hill and Keswick Creeks Stormwater Board

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

STATEMENT BY AUDITOR

I confirm that, for the audit of the financial statements of Brown Hill and Keswick Creeks Stormwater Board for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011.

Name of Auditor: Luke Williams
Name of Audit Firm: Galpins Accountants, Auditors & Business Consultants
Date: 

Galpins
Placeholder for Attachment F

Item 11.2

Audit Status Report
12. INFORMATION ONLY REPORTS

12.1 OUTSTANDING RATES - SEPTEMBER 2019  
Report Author/Manager: Benjamin Griffen / Luke Harris  
General Manager: Wade Reynolds  
(Meeting Date: 12 November 2019)  
(Location: Council Wide)  
(Consultant Used: $Nil)

PROPOSAL

To provide Council with an update on the outstanding rates as at the end of September 2019.

BACKGROUND

It was resolved at the Full Council Meeting of 13 February 2018:

(1) That a quarterly report be brought to Council that details the number of rateable properties that have rates in arrears of greater than 24 months and total dollar amount of rates outstanding.

(2) That the first report be brought to Council in April for the period ending 31 March 2018.

This report presents to Elected Members a summary of the number of properties and the dollar amount of rates in arrears greater than two years.

Attachments:

Nil

STRATEGIC OBJECTIVES

Goal 5 Continuous Organisation Improvement Strategy

Objective 5.3 Efficient and Effective Organisation with a culture of positive change, process improvement and productivity gains.

DISCUSSION

With the implementation of TechnologyOne we have improved access to data on outstanding rates, this allows enhanced monitoring and action in relation to following up outstanding rates in an efficient, effective and fair manner as well as maintaining the payment history of ratepayers.

This has resulted in an increase in transferring rates arrears to the Debt Collection Agency, which has sent out more letters of demand, resulting in an increase in payments.

As at 30 September 2019 there were 139 rateable properties that had rates in arrears of greater than 24 months, owing a total of $1.08 million in rates.
This is represented in the following table.

<table>
<thead>
<tr>
<th></th>
<th>In Arrangements</th>
<th>With Debt Collection Agent</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Properties</td>
<td>6</td>
<td>133</td>
<td>139</td>
</tr>
<tr>
<td>As a % of Total Rateable Properties</td>
<td>0.0%</td>
<td>0.5%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Rates Outstanding</td>
<td>$66K</td>
<td>$1,012K</td>
<td>$1,078K</td>
</tr>
<tr>
<td>As a % of 2019/20 Assessed Rates</td>
<td>0.1%</td>
<td>1.8%</td>
<td>1.9%</td>
</tr>
</tbody>
</table>

The following table outlines the totals and dollar amounts for the last three quarter reporting periods.

<table>
<thead>
<tr>
<th></th>
<th>December 2018</th>
<th>March 2018</th>
<th>June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number &gt; 24 months</td>
<td>159</td>
<td>148</td>
<td>148</td>
</tr>
<tr>
<td>Total Dollars &gt; 24 months</td>
<td>$1,264K</td>
<td>$1,115K</td>
<td>$1,091K</td>
</tr>
</tbody>
</table>

Administration is currently undertaking an internal service review concerning debt collection. Benchmarking and data analysis are being carried out to better understand the causes of outstanding rates balances. More effective policies and procedures will then be updated and brought to Council once the review has been completed to further reduce outstanding rates balances. The review is expected to be completed by mid to late 2020.

**Future Reports**

Administration is currently developing a process for online access for Elected Members to review the overdue rates data at their own discretion.

This data will feature not only the amounts overdue greater than 24 months provided in the current report but will also include a view of any outstanding amounts. The data can be filtered in a variety of ways and presented in ‘real time’ to provide Elected Members with greater visibility of rates balances.

This Elected Member dashboard is expected to be available by January 2020.

**Community Implications**

The community’s ability to pay outstanding rates is an important factor in determining future rating strategic decisions and understanding if Council’s rate debt is acceptable.

**Economic Implications**

The appropriate follow-up of outstanding rates promotes a healthy cash flow and reduces the working capital costs to the community. The steps taken to follow-up outstanding rates is balanced against the equitable and compassionate treatment of ratepayers.
Environmental / Heritage Implications

Nil

Cost Shifting Implications / Legislative Cost Imposts

Nil

Impact on Budget including Lifecycle Costing

The efficient and effective follow up of outstanding rates is a key principle for maintaining a healthy cash flow and reducing working capital costs whilst ensuring equitable and compassionate treatment of ratepayers.

Risk Management / WHS Assessment

The establishment of controls such as outstanding rates reporting allows for the efficient and effective follow-up of outstanding rates, reducing the risk to cash flow and of working capital costs.

Legal / Policy Implications

Long outstanding rates may be assigned to a Debt Collection Agency, which may lead to legal proceedings to enforce the collection of rates.

The *Local Government Act 1999* provides that Council may sell any property where the rates have been in arrears for three years or more.

Engagement

The Rates Policy is endorsed annually.

CONCLUSION

This report provides Council with an update on the outstanding rates as at the end of September 2019 and summarises the three previous periods.

**RECOMMENDATION – ITEM 12.1**

That the report be received for information only.
12.2 FEDERAL ELECTION PLEDGE AND OTHER FUNDING UPDATE - FACILITIES
Report Author/Manager: Hayley Ashworth / Thuyen Vi-Alternetti
General Manager: Craig Harrison
(Meeting Date: 12 November 2019)
(Location: Council Wide)
(Consultant Used: $Nil)

PROPOSAL

To provide an update to Council on the outcome of the engagements with sporting and recreation clubs to discuss the funding they have received from the State or Federal Government and what they are proposing.

BACKGROUND

In July 2019 an information report was brought to Council to provide an overview of the projects that received Federal Election Pledges, the projects relating to sporting and recreation facilities that were highlighted include:

- Eden Hills Scouts
- Hawthorn Bowling Club
- Sturt Lions Football Club
- Unley Mercedes Jets Football Club
- Colonel Light Gardens Football Club

In addition to the above, several other projects have received funding and or are seeking landlord approval, these projects include:

Move It AUS – Community Sport Infrastructure Funding Program
- Blackwood Football Club
- Bellevue Heights Tennis Club
- Sturt Lions Football Club
- Sturt District Cricket Club
- Kenilworth Football Club

State Government and Additional Requests
- Coromandel Ramblers Cricket Club
- Kingswood Tennis Club

As a result there are now a number of sporting and recreation clubs within the City of Mitcham who have received part funding and are now requesting landlord approval and funding support from Council to be able to fund their projects.

Attachments:

Nil
STRATEGIC OBJECTIVES

Goal 1 Accessible & Connected Community

Objective 1.3 Our community has access to high quality, vibrant, well serviced places and spaces to meet, learn and recreate.

Goal 3 Dynamic & Prosperous Economy

Objective 3.1 We have attractive and vibrant precincts, places and spaces, supported by a variety of quality community facilities and retail, commercial and residential development.

DISCUSSION

The projects listed below within the City of Mitcham have received external funding commitments or are wishing to apply for funding in the future. Administration have had preliminary meetings with the clubs to discuss the projects.

Federal Election Pledges

- **Eden Hill Scout Hall: Hall Redevelopment**
  Federal Pledge: $250,000  
  Club Contribution: $100,000  
  Scout SA: Unknown  
  Proponent: Eden Hills Scout Hall

  Administration met with club representatives and Scouts SA in October regarding the hall redevelopment. The club have an initial design and cost estimate at $620,000.

  The club are currently looking at other grant funding opportunities and will come back to Council to seek landlord approval and a potential funding contribution in the future.

  At this stage the project currently only has $350,000 is funding, therefore additional capital funding will be required. The Club would also like to request Council to manage the project.

- **Hawthorn Bowling Club: Facilities Upgrade**
  Federal Pledge: $100,000  
  Proponent: Hawthorn Bowling Club

  Administration met with the club in October to discuss the proposed work which includes upgrades to their entry, BBQ & kiosk, paving, renewing the carpet in their meeting room, purchasing new tables and chairs and renewing the artificial turf on the banks. A further report is currently being prepared for Council to seek landlord approval.

  At this stage the project is fully funded, the club are managing the project and no further capital funding is required.
• **Hewett Sports Ground: Oval drainage & irrigation**  
  Federal Pledge: $400,000  
  Proponent: City of Mitcham  

This project forms Stage 2 of the Hewett Sports Ground Redevelopment. Council will manage this project and are currently finalising the funding agreement, design and tender and will look to be onsite towards the end of the cricket season (start of April 2020).

At this stage no additional capital funding is required.

• **Karinya Reserve: Facilities Upgrade**  
  Federal Pledge: $2,000,000  
  Proponent: Sturt Lions Football Club  

A meeting took place in November with Sturt Lions Football Club, Nicolle Flint MP, Sam Duluk MP, the Mayor and Council staff, where the club highlighted their proposal to manage the project to install an artificial pitch and build a new clubroom.

The Club are currently finalising costings and administration are liaising with the Department for Environment and Water and relevant internal staff to discuss this project in more detail. A report to Council will follow.

Additional funding may be required

• **Kingswood Oval: Clubroom Redevelopment**  
  Federal Pledge: $500,000  
  State Government: $100,000  
  Club Contribution: $22,000  
  Proponent: Unley Mercedes Jets Football Club  

Administration have met with the two Clubs, SANFL & SACA representatives to discuss the proposed clubroom redevelopment projects at Kingswood Oval. Unley Mercedes Jets Football Club were successful in receiving a Federal Funding commitment of $500,000 to go towards a clubroom redevelopment.

This project is currently only part funded and therefore the Kingswood Sports and Social Club are wishing to apply for the current round of Grassroots Grant Funding through the State Government and are also requesting a contribution from Council and for Council to project manage the redevelopment.

This project is the subject of item 9.1 in the 12 November 2019 Council agenda.

• **Mortlock Park, Colonel Light Gardens: Clubroom Redevelopment**  
  Federal Pledge: $500,000  
  Proponent: Colonel Light Gardens Football Club  

A meeting was held with staff and club representatives in October to discuss the club's proposal. There are several constraints at this site and
therefore an onsite meeting is being scheduled in November with the club representatives, staff and Heritage SA. Following this meeting further consideration will need to be given around Council’s project management, designs and costings, a report to Council will follow.

At this stage the total project costs is unknown however it is highly likely that additional funding will be required.

**Move It AUS – Community Sport Infrastructure Funding Program**

- **Blackwood Hill Reserve Female Change rooms**
  Federal Funding - $456,140
  Council Contribution - $270,000
  Proponent: Blackwood Football Club

  This project is complete.

- **Manson Oval court resurfacing and lighting installation**
  Federal Funding - $372,537
  Tennis SA: $30,000
  Club Contribution: $22,500
  Proponent: Bellevue Heights Tennis Club

  The Club were successful in receiving $372,537 from the Community Sport Infrastructure Federal Grant Funding for the tennis court reconstruction and construction of new court lighting.

  A meeting was held in September with Club representatives and Tennis SA to discuss the project in more detail including their expectations around Council’s contribution towards the project and project delivery timeframes. The Club have received a quote of $405,250 for the project. Engineering are currently conducting some geotechnical investigations to check the soil conditions at the site to determine if the quoted works meet the soil conditions. Once this information has been received a report will be brought to Council in December requesting landlord support, Council to manage the project and funding towards the project.

  At this stage additional funding from Council may be required.

- **Manson Oval lighting**
  Federal - $200,000
  Proponent: Sturt Lions Football Club

  The Club was successful in receiving $200,000 from the Community Sport Infrastructure Federal Grant Funding to go towards the oval lighting at Manson Oval. The club are managing this project and have received Development Approval. The meter has been installed and the products have arrived. Engineering require some additional information before installation commences in the next few weeks.

  No additional funding is required – ongoing maintenance costs have been budgeted.
- **Price Memorial Oval - Change rooms, shade structure, solar panels and artificial turf**
  Federal - $385,000
  Proponent: Sturt District Cricket Club

  The Club were successful in receiving $385,000 from the Community Sport Infrastructure Federal Grant Funding to go towards change rooms, shade structure, solar panels and artificial turf at Price Memorial Oval. Community Consultation is currently taking place for the proposed shade structure and artificial turf with a further report to be presented to Council for consideration and landlord approval in December.

  The club is currently project managing Stage 1 delivery of the project which includes new female facility change rooms with funding coming from the State Government, Council and the two clubs.

  Council have already committed capital funding towards Stage 1 of this project.

- **St Marys Sporting Association Oval lighting**
  Federal - $173,788
  Proponent: Kenilworth Football Club

  The Club were successful in receiving $173,788 from the Community Sport Infrastructure Federal Grant Funding to go towards their oval lighting project.

  The club managed this project and the work has now been completed.

  No additional funding is required.

**Additional Funding Requests**

- **Kingswood Tennis Club Clubroom Redevelopment & Court resurfacing**
  Club - $155,000

  The club are looking at applying for any upcoming State or Federal Grants to assist with funding 50% of the costs associated with a redevelopment of their clubrooms and court resurfacing for the four club courts. A meeting was held with club representatives in November to discuss this project in more detail including their expectations, around Council’s contribution towards the project.

  A further report will be presented to Council where the club will be requesting a funding contribution of $100,000 towards the clubroom redevelopment and for Council to fund the court resurfacing of the two community courts at a cost of $35,000.

- **Hawthorndene Oval Changeroom**
  State Government: $80,000
  Club Contribution: $80,000
  Council: $65,000
  Proponent: Coromandel Valley Ramblers Cricket Club
In 2017 Council resolved to contribute $65,000 towards a changeroom development.

Along with the Council funding, State Government Funding and Clubs contribution this project is still short of funding and therefore the Club are wishing to apply for State Government funding. A report is being brought to the November 12 meeting for a decision where the club are requesting landlord support, Council to manage the project and a funding contribution of $147,000 in addition to the $65,000 previously committed to allow them to apply for the Grassroot Football, Cricket & Netball funding program.

If successful in receiving Council and State Government funding based on the quote received the project will be fully funded.

This project is the subject of item 9.2 in the 12 November 2019 Council agenda.

**Overview of Sporting Facilities Projects**

<table>
<thead>
<tr>
<th>Federal Funding</th>
<th>Project</th>
<th>Project Cost</th>
<th>Funded</th>
<th>Unfunded</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eden Hills Scouts</td>
<td>Hall redevelopment</td>
<td>$620,000</td>
<td>$370,000</td>
<td>Approx. $250,000</td>
<td>Administration meeting with Scouts SA in November to discuss project</td>
</tr>
<tr>
<td>Hawthorn Bowling Club</td>
<td>Facilities Upgrade</td>
<td>$100,000</td>
<td>$100,000</td>
<td>Fully Funded</td>
<td>Report to Council seeking Landlord Approval</td>
</tr>
<tr>
<td>Hewett Sports Ground</td>
<td>Oval drainage &amp; Irrigation</td>
<td>$400,000</td>
<td>$400,000</td>
<td>Fully Funded</td>
<td>Request for Information for the Federal Grant is being finalised</td>
</tr>
<tr>
<td>Karinya Reserve</td>
<td>Facilities Upgrade</td>
<td>Unknown</td>
<td>$2 Million</td>
<td>Unknown</td>
<td>Discussions underway with Administration and DEW</td>
</tr>
<tr>
<td>Kingswood Oval</td>
<td>Clubroom Development</td>
<td>$2.1 Million</td>
<td>$612,000</td>
<td>$1,488,000</td>
<td>Report to Council November 12 2019</td>
</tr>
<tr>
<td>Mortlock Park</td>
<td>Clubroom Redevelopment</td>
<td>Unknown</td>
<td>$500,000</td>
<td>Unknown</td>
<td>Meeting with Heritage SA, Club’s and Administration to discuss project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Sport Infrastructure Funding Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackwood Football Club</td>
<td>Changeroom Development</td>
</tr>
<tr>
<td>Manson Oval – Bellevue Heights Tennis Club</td>
<td>Court Resurface &amp; Lighting Installation</td>
</tr>
<tr>
<td>Manson Oval –</td>
<td>Lighting</td>
</tr>
</tbody>
</table>
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**12 November 2019**

**Item 12.2**

<table>
<thead>
<tr>
<th>Project</th>
<th>Work Status</th>
<th>Funding Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sturt Lions</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F<em><strong>385,000</strong></em> F<em><strong>385,000</strong></em></td>
<td>Fully Funded</td>
<td>Work is underway</td>
<td></td>
</tr>
<tr>
<td><strong>Price Memorial Oval</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various Upgrades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$<em><strong>385,000</strong></em> <strong>385,000</strong>*</td>
<td>Funded</td>
<td>Work is underway</td>
<td></td>
</tr>
<tr>
<td><strong>St Marys Sporting Association</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting Installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$<em><strong>186,000</strong></em> <strong>186,000</strong>*</td>
<td>Funded</td>
<td>Work is complete</td>
<td></td>
</tr>
<tr>
<td><strong>Other Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kingswood Tennis Club</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clubroom Redevelopment &amp; Court Resurfacing</td>
<td>$<em><strong>478,000</strong></em> $<em><strong>155,000</strong></em> $<em><strong>323,000</strong></em></td>
<td>Club to seek funding opportunities, Internal meeting to be held before a report to Council requesting landlord support and a funding contribution</td>
<td></td>
</tr>
<tr>
<td><strong>Hawthorndene Oval</strong></td>
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</tr>
<tr>
<td>Changeroom Development</td>
<td>$<em><strong>744,000</strong></em> $<em><strong>225,000</strong></em> $<em><strong>519,000</strong></em></td>
<td>Report to Council November 12 2019</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the above sport and recreation projects these are the additional projects that have received funding relating to Council assets at the last Federal election:

**Blackwood Community Hub & Waite Street Reserve** ($5,000,000)

Administration is currently working through the federal grant Request for Information. Funding for the Preliminary Design has been endorsed by Council as part of the 2019/2020 Operating Projects, with the procurement brief currently being developed.

**Road Projects**

- James / Old Belair Road Intersection ($20,000,000)
- Cross / Fullarton Roads Intersection ($61,000,000)
- Daws, Springbank, Goodwood Roads Intersection (Joint - $60,000,000)
- Flinders Link (Joint - $62,500,000)
- Hills Corridor (State - $16,500,000)

Administration is currently progressing with DPTI and will provide further updates as they become available.

The results of the Federal election commitments and other funding / grant announcements has resulted in great outcomes for our community however, have created challenges in relation to how the "unfunded" elements of these projects will be financed and in what priority order and timeframe.

The Council is currently seeking feedback on its draft Strategic Management Plan (SMP), Mitcham 2030. In preparing the draft, Council has identified six priority themes and has committed to developing a 4-Year Delivery Plan that will nominate major initiatives and future funding aligned to each.

While these project aligns to the priority theme of ‘Services and Facilities’ (i.e. where Council has indicated its desire to provide ‘convenient access to a diverse range of facilities for our community’), it is being considered in
isolation of other initiatives that may form part of next year’s budget deliberations and/or the setting of a new Delivery Plan.

Community Implications

The funding received by sporting and recreation clubs provides Council with the opportunity to seek external funding to deliver projects which Council alone cannot afford and which span across Local, State and Federal Governments, assisting Council in its pursuit of its vision for the City of Mitcham.

Environmental / Heritage Implications

Not applicable

Cost Shifting Implications / Legislative Cost Imposts

Not applicable

Impact on Budget including Lifecycle Costing

The funding gap required to deliver all of these projects is not known at this time and is currently not budgeted for. There will also be ongoing costs of some of the projects that Council will need to consider once more information is received.

As further information comes to hand, reports will be provided to Council and funding decisions made either as part of the relevant Budget Review or the Annual Business Plan and Budget process.

Risk Management / WHS Assessment

Nil

Legal / Policy Implications

Nil

Engagement

Council staff have engaged with all successful clubs and relevant State Sporting Organisations to discuss their projects and expectations.

Staff will continue to engage with all relevant stakeholders in order to gain more information including external funding opportunities, detailed designs and costings prior to reports being brought to Council.

CONCLUSION

This report provides an update to Council on the outcome of the engagements with sporting and recreation clubs to discuss the funding they have received from State or Federal Government and their proposal.
Further reports will be presented to Council once the requirements of the projects have been established.

**RECOMMENDATION – ITEM 12.2**

That the report be received for information only.
12.3 CORRESPONDENCE FOR INFORMATION ONLY
(Meeting Date: 12 November 2019)
(Location: Council Wide)

PROPOSAL

To provide correspondence sent/received for information.

BACKGROUND

At its full council meeting on the 9 April 2019 Council unanimously resolved that; ‘Letters sent on behalf of the City of Mitcham as a result of an Elected Member motion shall be published in the next relevant Full Council Agenda under ‘Correspondence’ unless confidential, in the interests of transparency’.

The above is provided in addition to general correspondence sent/received for information.

Attachments:

A. Letter to Hon Stephan Knoll MP
B. Response from Hon Stephan Knoll MP

STRATEGIC OBJECTIVES

Goal 1 Accessible & Connected Community

Objective 1.6 Our community is actively encouraged and supported to have a voice and to participate in a meaningful way in shaping our City.

DISCUSSION

Outgoing Correspondence

Attachment A - Letter to Hon Stephan Knoll MP - Council Motion 24.09.2019 regarding condition of Belair Road

Incoming Correspondence

Attachment B - Response from Hon Stephan Knoll MP regarding the Goodwood, Springbank and Daws Road Intersection Upgrade Project.

RECOMMENDATION – ITEM 12.3

That the report be received for information only.
18 October 2019

Phone: 8372 8888

The Hon Stephan Knoll MP
Minister for Transport, Infrastructure and Local Government
Minister for Planning
GPO Box 1533
ADELAIDE SA 5001
Email: ministerknoll@sa.gov.au

Dear Minister

At its meeting held on Tuesday 24 September 2019 Council passed the following motion:

"That the City of Mitcham writes to the Minister for Transport, Mr Stephan Knoll to request:

a) that the Department of Planning, Transport and Infrastructure (DPTI) advise the City of Mitcham on the short and long term asset management strategy for the reconstruction, renewal or maintenance of Belair Road (between Springbank Road and Main Road).
b) that DPTI advise the City of Mitcham on the stability of the road embankment and any future renewal or maintenance works to address any identified road embankment instability.
c) that DPTI provide assurance to the City of Mitcham that the road, in its current condition, is safe to be used by road users.
d) that DPTI engage with the community to ensure that they are aware of the condition of the embankment and road and any future capital or maintenance works."

Council seeks to work collaboratively with DPTI to ensure our community’s concerns regarding the condition of Belair Road (between Springbank Road and Main Road) are addressed.

Should you have any queries in relation to the above please contact me on 8372 8888.

I look forward to hearing from you in due course regarding the above matters.

Yours sincerely

Heather Holmes-Ross
MAYOR

cc  Mr Sam Duluk MP, State Member for Waite

Street Address:
131 Belair Road
Torrens Park SA 5062

Postal Address:
PO Box 21
Mitcham Shopping Centre
Torrens Park SA 5062

Phone: (08) 8372 8867
Fax: (08) 8372 8101
Mobile: 0401 841 000
hholmes-ross@mitchamcouncil.sa.gov.au
www.mitchamcouncil.sa.gov.au
Mr Matt Pears  
Chief Executive Officer  
City of Mitcham  
PO Box 21  
Mitcham Shopping Centre  
TORRENS PARK SA 5062

Dear Mr Pears

Thank you for your letter regarding the Goodwood, Springbank and Daws Road Intersection Upgrade Project. I apologise for the delay in responding.

As you are aware, the intersection is being upgraded to improve safety and travel times for motorists. The upgrade will improve connectivity for vulnerable users, transport capacity and safety for all road users.

Early works associated with the $60 million upgrade are expected to commence in the first quarter of 2020. Major construction is anticipated to commence late 2020, with project completion expected by end of 2021, weather permitting.

Please be assured the Department of Planning, Transport and Infrastructure (the department) is committed to continue consulting with the City of Mitcham and stakeholders throughout delivery of the project. Following community feedback, detailed costings and new data, a realigned four-way intersection will be delivered, rather than the previously planned ‘staggered T’ option.

I am pleased to advise that an early concept design will be available for viewing at a drop-in community information sessions being held by the department at the Colonel Light Gardens RSL, 4 Prince George Parade, Colonel Light Gardens as follows:

- Wednesday 23 October 2019, between 5:30pm and 7:30pm; and
- Saturday 26 October 2019, between 1:00pm and 3:00pm.

These forums provide an opportunity for stakeholders to provide feedback and any questions or queries to be addressed.

For your information, details regarding the community information sessions were sent out to registered parties and local residents on 30 September 2019. Staff from the department also met with Council officers to discuss the project on 3 October 2019.
The department’s website has recently been upgraded and now provides an accessible link to the web page for the Goodwood, Springbank and Daws Road Intersection Upgrade Project and includes contact information for any further enquiries.

The project team can be contacted via telephone on 1300 794 880 or via email at dpti.communityrelations@sa.gov.au.

Alternatively, Council members and stakeholders can register their interest, via the project web page at http://www.dpti.sa.gov.au/springbank, to receive project updates.

Community feedback obtained during October 2019, will also be considered by the department, and if appropriate, incorporated into a further design revision. A regular community liaison meeting is not warranted at this time.

The department advises that Council land has been identified as required on the eastern side of Goodwood Road in Colonel Light Gardens, and staff from the department are currently working with Council officers to identify the potential impacts.

Thank you for raising these matters with me and I trust this information is of assistance.

Yours sincerely

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

22 Nov 2019
12.4 COUNCIL RESOLUTIONS PROGRESS REPORT

Report Author/Manager: Deb Horton
General Manager: Kate O’Neill
(Meeting Date: 12 November 2019)
(Location: Council Wide)
(Consultant Used: $Nil)

PROPOSAL

To provide Council with two reports detailing:


2. Council Resolutions – Completed Items of Council since the last report from 2 October 2019 – 7 November 2019 (Attachment B).

BACKGROUND

Council resolutions are legal direction / authority to Administration to progress the business of Council outside of already established delegations and policy.

These resolutions are recorded in Minutes and made available to the community on Council’s website (via a new link on the Agenda and Minutes web page).

At its meeting on 12 February 2019, the full Council unanimously resolved:

1. That progress against the outstanding and recently completed resolutions from the 2018 – 2022 Council Term of Office be reported to the Full Council monthly.

2. That Council notes the name of the report will be amended to “Council Resolution Progress Report”.

3. That progress against all outstanding resolutions be reported to Elected Members via the Intranet on a monthly basis.

4. That a report on all outstanding motions be emailed to Elected Members, placed on the City of Mitcham website and published on the Elected Member intranet on a monthly basis.

This report satisfies Items 1 – 2 above, with Items 3 – 4 addressed separately.

Attachments:

A. Outstanding Resolutions from 27 November 2018 to 7 November 2019

B. Completed Resolutions from 2 October to 7 November 2019

RECOMMENDATION – ITEM 12.4

That the report and attachments be received for information only.
### Council Resolutions – Outstanding Items
From 27 November 2018 - 7 November 2019

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Item No</th>
<th>Resolution</th>
<th>Progress</th>
<th>General Manager</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/02/2019</td>
<td>3.5</td>
<td>That a report on the full extent of the Asset Backlog, broken down into appropriate categories (probably aligned to Asset Management Plans), and setting out how much of the Backlog has been &quot;worked off&quot; in recent years be provided to Council.</td>
<td>Condition rating of Council's assets was last completed in 2013/2014. A dollar value of the backlog was calculated at this time. Since then, Council has been tracking the $ expenditure on the asset backlog. Council now has underway updating of the condition rating of assets. This will enable a recalculation of the dollar value of the asset backlog. This condition rating (asset management plans) is scheduled for completion by June 30 2020 and a report will be provided to Council at this time.</td>
<td>Baker, Daniel</td>
<td>Haskins, Chris</td>
</tr>
<tr>
<td>26/02/2019</td>
<td>8.3</td>
<td>That prior to the acquisition of the whole of Allotment 1 in Filled Plan 130870 comprised in Certificate of Title Volume 5876 Folio 270 and portion of Allotment 44 in Deposited Plan 2205 comprised in Certificate of Title Volume 5876 Folio 269 (the land), Council excludes the land from the classification of community land in accordance with Section 153(4)(a) of the Local Government Act 1999.</td>
<td>Upon settlement of the land purchase, Administration will further gazette Council's decision to exclude the land from Classification as Community Land.</td>
<td>Harrison, Craig</td>
<td>Vi-Altermatti, Thuyen</td>
</tr>
<tr>
<td>26/02/2019</td>
<td>8.4</td>
<td>That Council commences the process to convert Hill Avenue, Cumberland Park from private road to public road pursuant to Section 210 of the Local Government Act 1999.</td>
<td>Notification to the executor and general public commenced October 2019 and will conclude July 2020. A further report to be provided to Council following the conclusion of the</td>
<td>Harrison, Craig</td>
<td>Vi-Altermatti, Thuyen</td>
</tr>
</tbody>
</table>
## Council Resolutions – Outstanding Items
From 27 November 2018 - 7 November 2019

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Item No</th>
<th>Outstanding Resolution</th>
<th>Resolution</th>
<th>Progress</th>
<th>General Manager</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/03/2019</td>
<td>15.1</td>
<td>Revise the Anti-Graffiti Policy</td>
<td>That Council notes the existing Environmental Management Anti-Graffiti Policy 2014 was due to be reviewed in March 2016, but that this has not occurred.</td>
<td>Policy to be reviewed by the end of February 2020</td>
<td>Baker, Daniel</td>
<td>Hutchinson, Wayne</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>2. That Council notes that the Local Nuisance and Litter Control Act 2016 (&quot;the new Act&quot;) provides Council with significant new additional coercive powers:</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>(a) to protect individuals and communities from local nuisance, and</td>
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<tr>
<td></td>
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<td>(b) to prevent littering, and</td>
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<td></td>
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<td>(c) to improve the amenity value of local areas; and</td>
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<td></td>
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<td></td>
<td>(d) to promote the creation and maintenance of a clean and healthy environment.</td>
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<td>3. That Council notes that in communications with landowners this new Act and its new powers are being mentioned, but without the guidance of a revised policy.</td>
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<td>4. That Council takes this opportunity to express its appreciation to the volunteers of the Blackwood Action Group in combating graffiti in Blackwood since their inception in 2008.</td>
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<td>5. That Council expedites the revising of the Anti-Graffiti Policy 2014 to take into account the new Act.</td>
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road pursuant to Section 210 of the Local Government Act 1999.

(3) If there are any objections to the proposal to convert either Hill Avenue, Cumberland Park or Mathias Avenue, Cumberland Park to public roads, a further report be presented to Council for consideration. In the event that no objections are received, authorisation is given to proceed with the declaration of the roads as public, pursuant to Section 210 of the Local Government Act 1999.

(4) If compensation is sought by the owner of Hill Avenue and Mathias Avenue, Cumberland Park for loss of the owner's interest in the private roads pursuant to Section 210(3)(a) of the Local Government Act 1999, a further report will be presented to Council for consideration. If compensation is not sought by the owner, authorisation is given to proceed with the declaration of the roads as public, pursuant to Section 210 of the Local Government Act 1999.

(5) Pursuant to Section 38 of the Local Government Act 1999, the Council of the City of Mitcham authorises the Mayor and the Chief Executive Officer to attest to the affixation of the Common Seal of the City of Mitcham to the necessary documents.
## Council Resolutions – Outstanding Items
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| 26/03/2019   | 8.2    | Safe Cycling Access to Randell Park Trail | (1) That Council does not engage further regarding the shared walk/cycle trail and entrance proposal to northern Burnell Drive.  
(2) That Council remove the northern Burnell Drive trail entrance pedestrian turnstile/ fence and replace with the park standard timber fencing.  
(3) That Council endorse a capital project budget of $40,000 to the 2019/2020 budget to construct a shared walk/cycle trail linking to the northern Burnell Drive entrance. | A spring vegetation survey has been completed for the Native Vegetation Clearance Common Seal. The trial construction scope is out for tender (closer 17/10/19). Work should commence Feb/March 2020 after the peak fire season. The fence removal and trail head will be completed after that. | Baker, Daniel | Harrig, Rick |
| 26/03/2019   | 8.3    | Blackwood Library Mural | That this item be deferred while investigation of the cost of installing the mural boards is done. | Investigations underway. | Harrison, Craig | Vi-Altemelli, Thuyen |
| 26/03/2019   | 8.4    | Acquisition of land for Road purposes - Boronia Avenue, Coromandel Valley | (1) That Council approves the purchase of 34, 34B and 36 Boronia Avenue, Coromandel Valley (marked A, B and C respectively on Attachment A) to Council for the amounts shown in red on Attachment B (separate confidential agenda), pursuant to Section 196 of the Local Government Act 1999 for road purposes.  
(2) Pursuant to Section 38 of the Local Government Act, 1999 the Council of the City of Mitcham authorises the Mayor and the Chief Executive Officer to attest to the affixation of the Common Seal of the City of Mitcham to the necessary documentation. | Currently finalising the land division and bank consent. Settlement to take place December 2019. | Harrison, Craig | Vi-Altemelli, Thuyen |
| 26/03/2019   | 8.5    | Manson Oval Sports Field Lighting - Landlord Approval | (1) That landlord approval be granted for the lighting of the sports field at Manson Oval, Bellevue Heights as per Attachment E – Manson Oval Sports Field Lighting, subject to Development Approval.  
(2) That Council notes the Sturt Lions Football Club was successful in receiving $200,000 from the Federal Government’s Community Sport Infrastructure Grant Program (Round 2) towards the sports field lighting, the balance of the project to be funded by the Club.  
(3) That Council notes the new sports field lighting will result in an additional $9,300 in ongoing operating costs for maintenance and depreciation, this will be incorporated into the annual budget for the 2019/20 financial year.  
(4) That Council approves the Sturt Lions Football Club project managing the construction and | Club are currently finalising building rules consent. Administration will draft a works agreement for the club to project manage the light installation. | Harrison, Craig | Vi-Altemelli, Thuyen |
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<td>26/03/2019</td>
<td>15.4</td>
<td>Or Tilley - Potential to increase open space</td>
<td>That Administration investigate options with the current owners of the property located on the corner of Belair Road and Brenchley Grove, Kingswood, including joint venture options, to allow the property to be used as open space for the community.</td>
<td>Meeting took place with Regis in October 2019. Administration are currently investigating preliminary options and costings.</td>
<td>Harrison, Craig</td>
<td>Vi-Altemetti, Thuyen</td>
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<td>26/03/2019</td>
<td>8.1</td>
<td>Blackwood Community Hub and Wake Street Reserve - Preliminary Design - Phase 2</td>
<td>1. That due to the dependence on the Edward Street properties on the progression of the Blackwood Community Hub plans, Council provides in principle support for Council’s property interests on Edward Street, Blackwood to be incorporated into the Blackwood Community Hub project. 2. Council recognises the importance of community housing in support of the most vulnerable in our community and therefore requests a report in relation to how best to deliver community housing in the City of Mitcham.</td>
<td>Work on community housing yet to commence.</td>
<td>Harrison, Craig</td>
<td>Vi-Altemetti, Thuyen</td>
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<tr>
<td>26/03/2019</td>
<td>8.1</td>
<td>Blackwood Community Hub and Wake Street Reserve - Preliminary Design - Phase 2</td>
<td>1. That Council authorises the progression to the preliminary design Phase 2 for the Blackwood Community Hub and Wake Street Reserve project. 2. That a future report be brought back for the development of a consultation and engagement approach in relation to Blackwood Community Hub preliminary designs, including a Designated Informal Gathering be held with Elected Members to inform the development of the consultation in relation to preliminary design. 3. That Council requests that the preliminary design stage includes the development of: □ two floor plans and two build designs for the Blackwood Community Hub (at least one of which has the library on one floor); and □ two landscape plans for Wake Street Reserve. 4. That Council endorses the expenditure of professional fees outlined in confidential Attachment E (separate confidential attachment) to progress the preliminary design plans for the Blackwood Community Hub and Wake Street Reserve. 5. That this expenditure be reflected in Budget Review Three.</td>
<td>Funding has been re-budgeted as part of Operating Projects. Procurement being prepared.</td>
<td>Harrison, Craig</td>
<td>Vi-Altemetti, Thuyen</td>
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<td>9/04/2019</td>
<td>8.3</td>
<td>CC Hood Reserve Public Toilet Facility</td>
<td>1. That Council notes the public consultation results for the CC Hood Reserve public</td>
<td>Construction works have commenced and</td>
<td>Harrison, Craig</td>
<td>Hardenberg, Jody</td>
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<td>9/04/2019</td>
<td>8.4</td>
<td>Proposed Road Reserve Closure - Anderson Avenue, Mitcham</td>
<td>(1) That Council endorses that portion of the road reserve on Anderson Avenue, Mitcham (highlighted in yellow on Attachment A) being portion of the land comprised in Allotment 120, File Plan 19028 as surplus to requirements. &lt;br&gt; (2) That Council commences the process to close the above mentioned area of road reserve pursuant to Section 12 of the Roads (Opening and Closing) Act 1991. &lt;br&gt; (3) That a report comes back to Council which considers; □ The Community feedback from the consultation process □ Stormwater options relating to the said road closure and the adjacent land □ Access points to the adjacent land and determines; □ whether to close the road, and if so, to dispose to the owner of the adjoining property on Anderson Avenue, Mitcham □ the financial and other consideration as part of any sale of land.</td>
<td>Public consultation concluded on the 1 August 2019 currently working through the objections and stormwater options received with a report to go back to Full Council in due course.</td>
<td>Harrison, Craig</td>
<td>Vi-Altemetti, Thuyen</td>
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<td>11/06/2019</td>
<td>8.3</td>
<td>Westbourne Park Guide Hall Request to Demolish</td>
<td>1. That Council approves the demolition of the Westbourne Park Guide Hall. &lt;br&gt; 2. That a further report on the future use of the site be brought back to Council.</td>
<td>Currently out for tender and seeking building consent for the demolition of the guide hall, demolition to take place in January/February 2020</td>
<td>Harrison, Craig</td>
<td>Hardenberg, Jody</td>
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<td>25/06/2019</td>
<td>8.2</td>
<td>Price Memorial Oval - Landlord Approval and Community Consultation Stage 2 Project</td>
<td>(1) That Council notes that Sturt District Cricket Club was successful in receiving $385,000 from the Federal Government’s Community Sport Infrastructure Grant Program (Round 2) for the following works: □ Fit out of new female friendly change rooms □ Change room refurbishment</td>
<td>Consultation currently taking place, concluding in November 2019. Report with the consultation outcome to come back to</td>
<td>Harrison, Craig</td>
<td>Vi-Altemetti, Thuyen</td>
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**Council Resolutions – Outstanding Items**  
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<td><strong>Solar Panels</strong></td>
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<td>Installation of artificial turf and lighting</td>
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<td></td>
<td>Shade structure</td>
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<td>at Price Memorial Oval, Hawthorn with the balance of the project to be funded by the Club.</td>
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<td>(2) That landlord approval be granted for the following works</td>
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<td>Fit out of new female friendly change rooms</td>
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<td></td>
<td>Change room refurbishment</td>
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<td></td>
<td></td>
<td>Solar Panels</td>
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<td>at Price Memorial Oval, Hawthorn as per Attachment A, subject to Development Approval and the Sturt District Cricket Club and Mitcham Hawks Football Club being responsible for funding the ongoing operating and depreciation costs of solar panels.</td>
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<td>(3) That Council endorses the works in (2) which results in an additional $6748 in ongoing operating costs for maintenance and depreciation. This will be included in Budget Review 1 for 2019/2020 financial year.</td>
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<td>(4) That Council approves Sturt District Cricket Club project managing the project at Price Memorial Oval, Hawthorn subject to a works agreement between Council and the Club to manage and deliver the project and associated risks.</td>
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<td>(5) That the Chief Executive Officer be approved to execute the works agreement and make minor variations as required between Council and the Sturt District Cricket Club and Mitcham Hawks Football Club to enable the delivery of the project.</td>
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<td>(6) That Administration ensures appropriate recognition is made of Council’s contribution to the project.</td>
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25/06/2019 15.1 Cr Karen Hockley - Cr Hockley - Disability Access in Blackwood  

1. That Council engage with the following land owners in Blackwood to encourage them to improve disability access in the area:  
   - the northern side of the Magnet Shopping Centre, and  
   - disability access car parks in the Foodland complex.  

2. That Administration provide feedback to Council following the engagement process with the two identified commercial land areas for a Council wide approach.  

Staff have inspected properties and have discussed various options with property owners. Currently awaiting feedback on these suggested improvement options.  

Report Rescheduled for discussion with the  

**9/07/2019 15.3 Cr Yvonne Todd - Recording of Meetings**  

That a report providing advice on the most useful and dependable process to implement  

Report Rescheduled for discussion with the
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| 23/07/2019   | 8.3     | Community Tree Planting Opportunities | (1) That Council:  
   - Endorses in principle an Arbor Day tree planting event near the start of spring 2020 and annually across various locations to ensure all wards have an event over time  
   - Involves local schools in Arbor Day  
(2) That Council authorise the Mayor and CEO to apply for the City of Mitcham’s registration as a Tree City of the World.  
(3) That $18,000 be considered as part of the 2019/2020 Recurrent Operating Budget to enable Arbor Days events, including disbursement of 500 trees to residents at this events. | Application in progress ready to be lodged by 15/11/19 | Baker, Daniel | Johnson, Tim |
| 30/07/2019   | 3.1     | Or Adriana Christopoulos - Rescission - City of Mitcham Events | That Council rescinds its decisions of 23 July 2019 in regard to Decision 1 of Item 8.2 “City of Mitcham Events”, being:  
   That Administration:  
   1. Bring back a report to Council on the provision of grant funding for a community or inter-church group to run a traditional ‘Carol style’ 2019 Christmas event.  
   2. That this event aim to be run in a simpler format than is currently presented.  
   3. That Council does not host its own carols event in 2019.  
And replaces with:  
1. That Council hosts its own Carols event in 2019 to be held at Kingswood Oval.  
2. That Administration brings back a report detailing:  
   - The events currently hosted by the City of Mitcham  
   - The events Council supports through financial and in-kind contributions  
   - Options for Community Carols and other events that Council could create or support to meet Community need. | Report scheduled to come back to Council for Discussion / Decision in January & February 2020. | O’Neill, Kate | Fust, Ulis |
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<td>13/08/2019</td>
<td>15.1</td>
<td>Cr Karen Hockley - Footpath construction capital budget</td>
<td>That commencing from financial year 2020/21, Council include in the Long Term Financial Plan an annual capital budget of $750,000 for new footpath construction and that footpath construction continue to be prioritised based on need.</td>
<td>The next formal update of the LTFP is to occur in February 2020 as part of developing the 2020/21 Budget. This will be included in this initial update.</td>
<td>Reynolds, Wade</td>
<td>Harris, Luke</td>
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<td>13/08/2019</td>
<td>9.1</td>
<td>Centennial Park Cemetery Authority Operating Budget 2019/20</td>
<td>(1) That Council receive the Centennial Park Cemetery Authority’s Draft Operating Budget 2019/20 attached (Attachments B and C) for information. (2) That the Centennial Park Cemetery Authority’s 2019/20 Budget be referred to Council’s Audit Committee for information/comment on the following; (a) Pricing and sustainability of leases being let in perpetuity and the competitive necessity to do so. (b) Is beam replacement being fully funded? is there too much emphasis on new assets and sensitivity analysis of beam replacement costs. (c) Advice regarding the sustainability and size of the guarantee liability payment, and (d) Any other matters as raised by the Audit Committee. (3) That Council note (based on the recommendation of Decision 3) that the Report and Attachment A will be released with commercial information redacted.</td>
<td>Scheduled for Audit Committee at the December meeting. CEO of CPC to be invited to present / answer questions.</td>
<td>Reynolds, Wade</td>
<td>Harris, Luke</td>
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<td>27/08/2019</td>
<td>9.1</td>
<td>Solar Investment Options for Council Managed Sites</td>
<td>1. That council takes a lead role on the behalf of the community to increase the use of solar PV systems at council properties in an effort to reduce expenditure on power and reduce CO2 emissions. 2. That council authorise administration to run an EOI process on solar solutions for council managed sites. Proposals could include the feasibility of; (a) utilising only sites with high power demand sites or a “whole Council solution” including other council managed sites (b) installation of solar PV panels either alone or in combination with battery storage (c) the use of virtual power networks and other load sharing technologies (d) a range of commercial arrangements such as buying, leasing, sharing or “housing” hardware</td>
<td>Request for Expressions of Interest (REOI) are being written on the basis that a draft REOI will be provided to Council for comment prior to proceeding. This REOI is being progressed with the intention to release the REOI to the Market this calendar year.</td>
<td>Harrison, Craig</td>
<td>Leonello, Ben</td>
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<td>27/08/2019</td>
<td>16.2</td>
<td>Cr Jane Bangi - Cities Power Partnership</td>
<td>That staff prepare a report to investigate membership of ‘Cities Power Partnership’, a climate change initiative developed specifically for local government, and that staff also examine what climate change initiatives are being offered by the South Australian LGA and ALGA.</td>
<td>Report is being drafted and is scheduled to be presented to Council in 2019</td>
<td>Harrison, Craig</td>
<td>Leonello, Ben</td>
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| 27/08/2019   | 16.1    | Cr Karen Hockley - Petitions | That: 
1. Council investigate options for allowing petitions that have been collected electronically to be tabled at Full Council Meetings and included in the agenda and minutes of those meetings. 
2. The outcome of this investigation inform deliberations on changes to Council’s meeting procedures. | Has been addressed as part of the Code of Practice 0 Meeting Procedures which is being presented to Council for Discussion on the 12 November and Decision on the 26 November 2019 Council Meeting | O’Neill, Kate | Horton, Deb |
| 10/09/2019   | 9.2     | Manson Oval, Bellevue Heights - Shelter donated by Blackwood Lions Club | ☐ That Council accepts an offer for the donation of a shelter and seat at Manson Oval from the Blackwood Lions Club. 
☐ That Council approve an increase of $3000 in the 2019/20 capital new budget and an increase in the ongoing operating budget of $700 per year for shelter depreciation and maintenance costs. 
☐ That administration collaborates with the Blackwood Lions Club to agree joint communications regarding the new shelter. | Soil tests initiated Lions Club construct from January 2020 | Baker, Daniel | Hennig, Rick |
| 10/09/2019   | 9.4     | Brown Hill Creek Acquisition of Land | (1) That Council resolves to acquire: 
   a. that portion of 1 Cameron Road, Hawthorn being portion of the land comprised in Allotment 216 in Filled Plan 13554 in Certificate of Title Volume 5218 Folio 996 marked “A” and highlighted in yellow on Attachment A, 
   b. that portion of 13 Durdin Road, Hawthorn being portion of the land comprised in Allotment 220 in Filled Plan 13554 in Certificate of Title Volume 5196 Folio 770 marked “B” and highlighted in yellow on Attachment A, and 
   c. that portion of 14 Angas Road, Hawthorn being portion of Allotment 224 in Filled | Currently finalising contract document and plan for land division. Settlement expected March 2020. | Harrison, Craig | Olsen, Lisa |
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| 10/09/2019   | 16.1    | Or Lindy Taeuber - Contributory Items | That:  
1. Administration, in collaboration with volunteers as suitable, undertake to ensure that there is a photograph and caption of the 142 Contributory Heritage items within the City.  
2. These images (electronic and/or hard copy) are stored at the City of Mitcham Local History Service and are available for usage by the wider community.  
3. This project be completed prior to 30 June 2020. | A member of the community has applied for a grant to take the photo and a register has been created. The Local History Services Volunteers organised to prepare information on each item. | O'Neill, Kate | Furst, Ultras |
| 24/09/2019   | 9.1     | Mitcham Memorial Library - Summer Months Activation Trial | 1. That Council endorses the trial of a new service involving the provision of food and drinks on the Mitcham Memorial Library deck or and adjacent lawns, by an external vendor.  
3. That the Mitcham Memorial Library deck and areas within 10 metres of the entrance and exit areas be declared as smoke free zones. | Expressions of Interest has been advertised and closed on Monday, 4 November 2019. Administration are currently assessing and determining next steps. | O'Neill, Kate | Hickey, Ursula |
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| 24/09/2019   | 9.2     | Hillview Reserve Public Toilet Design | (1) Council revoke paragraph 2 of its amended decision made at Item 3.1 on 14 May 2019 being:  
"That Administration proceed with the Hillview Reserve Public Toilet upgrade Project based on a revised design to reflect the exterior of the Mitcham Reserve Public Toilet, whilst maintaining the same footprint and interior design that was subject to consultation."  
And replace this with:  
"Having regard to the Colonel Light Gardens Conservation Management Plan, that Council endorses Design B (Attachment B) for the Hillview Reserve public toilet upgrade project, subject to gaining development approval which involves State Heritage assessment"  
(2) That Council approves an additional capital expenditure of $30,000 ($160,000 total project cost) from the 2019/20 budget to fund the additional costs associated with the custom building design to be reflected in **Budget Review 2**. | Designs now being finalised over the next month. Expecting to lodge development application before the end of 2019. | Harrison, Craig | Hardenburg, Jody |
| 8/10/2019    | 9.1     | Mitcham 2030 Strategic Directions for Community Consultation | (1) That Council endorses community consultation on the draft strategic directions of 'Mitcham 2030' (Attachment A) in accordance with the Communications and Engagement Plan (Attachment B).  
(2) That upon completion of community consultation a report is presented to Council to receive the consultation findings.  
(3) That following receipt of the consultation findings, a further report is presented to Council with the finalised plan for endorsement. | Community consultation is underway in accordance with the Communications and Engagement Plan and concludes at 5pm on 20 November 2019. As at 28 October, 28 survey responses have been received. | Reynolds, Wade | Ralph, Alice |
| 22/10/2019   | 9.7     | Consent for rescission of land management agreement | (1) That Council agrees to rescind the Land Management Agreement over the whole of the land in Certificate of Title Register Book Volume 5282 Folio 654 (1A View Road, Blackwood) subject to a dwelling application being lodged, assessed and approved and the commencement of the construction of the approved dwelling.  
(2) That all costs associated with rescinding of the Land Management Agreement are entirely borne by the owner. | Discussed the outcome with the subject land owner and advised he lodge a development application. | Harrison, Craig | Lewis, Tegan |
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| 22/10/2019   | 16.1    | Cr Jane Bangio - Climate Change | 1. That Council recognises that climate change poses a significant risk to both the quality of life of residents within the City of Mitcham and its natural and built environments.  
2. That Council acknowledges the work already being done to both mitigate and adapt to climate change within the City of Mitcham. However, Council recognises the need to give climate mitigation and adaptation still more emphasis in its decisions and operations.  
3. That Council declares there is currently a climate emergency that requires urgent action by all levels of government in Australia (including Local Government) to both slow down changes in climate and to assist communities to better adapt to the changes already occurring.  
4. That the Mayor write to the Australian Prime Minister and Federal Opposition Leader, the South Australian Premier and South Australian Opposition Leader, and to all Federal and State Members of Parliament whose electorates contain the City of Mitcham, providing a copy of this resolution and calling upon them to act urgently to effectively address climate change and its impacts. | Letter drafted and to be finalised with the Mayor. | Harrison, Craig | Leonello, Ben |
| 22/10/2019   | 9.4     | Brighton Parade - Post Implementation Review | 1. That Council notes the post implementation review findings demonstrating the effective general reduction in traffic volumes and speeds as outlined in this report.  
2. That Council notes that remedial works are required to be undertaken for the two identified devices along Brighton Parade.  
3. That Council in principle supports the priority budget bid of $30,000 capital renewal funding for remedial works during 2019/2020 to be considered at Budget Review 2 2019/20. The informal review will be included as a project on Council’s Traffic and Transport Program and will be undertaken 12 months following the completion of the remedial works above. | Council Administration will nominate a priority budget bid as per the Council resolution at Budget Review 2 2019/20. The informal review will be included as a project on Council’s Traffic and Transport Program and will be undertaken 12 months following the completion of the remedial works. | Baker, Daniel | Tang, Richard |
### Council Resolutions – Completed Items
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</table>
| 9/10/2018 | 14.3 | Cr Todd - Fencing - Ragless Reserve | That Council:  
(1) Undertake further negotiations with DPTI regarding the Ragless Reserve fence so that Council can supervise the Replacement fence project to ensure the replacement fence is the same standard as is used elsewhere in Mitchell high visibility public reserves.  
(2) Provide a report on significant encroachments made onto council properties, (amenities removed and action for mitigation, rehabilitation or compensation) caused by the Darlington and South Road upgrades. | A report was presented to Council 24 September 2019. | Baker, Daniel | Henning, Rick |
| 26/02/2019 | 3.6 | Cr Stephen Fisher - LTBP updates | 1. That, in addition to the revised Annual Business Plan (ABP) statements which are currently presented with the Quarterly Review Reports and in accordance with the usual Staff Recommendation “That the Long Term Financial Plan (LTFP) be updated to reflect the outcomes of the reconsideration of budget priorities”  
2. The Long term financial impact of Budget Review priorities (including the first review approved at the 11 September 2018 Council meeting, and the decision item 7.5 of Council meeting of 22 January 2019), be brought to the attention of Elected Members and the public by way of including updated extracts from the Long Term Financial Plan in the agenda for the meeting at which the Budget review is presented, including:  
   a. i. - Page 33 - Key Economic Indicators.  
   ii. - Page 41 - Key Financial Indicators.  
   iii. - Pages 47 – 51 -10yr Financial Forecast spreadsheets.  
   b. as well as any additional information that Administration considers appropriate. | Actioned as part of BR1. | Reynolds, Wade | Harris, Luke |
| 26/03/2019 | 15.1 | Cr Hickley - Review of Council Reports | That Administration investigates and reports on the quantum and nature of the reports brought to Full Council Meetings and makes recommendations with a view to streamlining meeting agendas while ensuring that Elected Members and the community have adequate and appropriate opportunity to be informed and participate in decision making within the City of Mitcham. | Included in the Agenda for Decision at the meeting of 8 October 2019 | O’Neill, Kate | Horton, Deb |
| 14/05/2019 | 3.1 | Cr Stephen Fisher - REVISION MOTION HILLVIEW RESERVE | That Council revoke paragraph 2 of its decision made at Item 8.6 on 26 March 2019 being:  
(2) Having had regard to the Colonel Light Gardens Conservation Management Plan, Council endorses the Hillview Reserve public toilet upgrade project progressing to construction subject to gaining development approval which involves State Heritage assessment. | A further report was included in the Council Agenda 10 September 2019 Completed. | Harrison, Craig | VL, Alternetti, Thuyen |
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<tr>
<td>14/05/2019</td>
<td>8.2</td>
<td>Trees To Be Removed May 2019</td>
<td>(1) That Council not approve the removal of the following non-regulated tree at this stage:</td>
<td>The applicant has amended the design of the proposal that retains all of the street trees along the frontage of Walsh Ave.</td>
<td>Baker, Daniel</td>
<td>Johnson, Tim</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Babbage Ward</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>(3) 24 Walsh Avenue St Marys, Golden rain</td>
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<td></td>
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<td></td>
<td>(2) That Council examines the design possibility of relocating the driveway on the right hand block of number 24 to the right hand side and have discussions with the applicant.</td>
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</tr>
<tr>
<td>25/06/2019</td>
<td>8.3</td>
<td>Fund my Neighbourhood</td>
<td>That Council consider an additional capital new budget of $114,000 as part of the 2019/2020 budget to deliver the reduced scope Fund My Neighbourhood projects as listed in Attachment A at the following sites: -</td>
<td>Council has approved additional funding.</td>
<td>Baker, Daniel</td>
<td>Swanbury, Mark</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>□ AA Bailey Reserve</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>□ Downer Street Reserve</td>
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<td></td>
<td></td>
<td></td>
<td>□ Wake Street Reserve</td>
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<td></td>
<td></td>
<td></td>
<td>□ Price Memorial Oval – climbing structure only.</td>
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<tr>
<td>13/08/2019</td>
<td>8.1</td>
<td>Tree Report August 2019</td>
<td>That Council does not approve removal of the following non-regulated tree: (1) 8 Chapman Street Blackwood, SA blue gum, and that staff arrange necessary repairs to the driveway crossover at Council's expense.</td>
<td>Repair of driveway is completed.</td>
<td>Baker, Daniel</td>
<td>Johnson, Tim</td>
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<td></td>
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<tr>
<td>10/09/2019</td>
<td>9.1</td>
<td>St Mary’s Park Reserve - Kenilworth Football Club sports field lighting replacement - Landlord Approval</td>
<td>(1) That Council notes that Kenilworth Football Club was successful in obtaining $173,788 (excl. GST) from Federal Governments Sport Australia’s Community Sport Infrastructure grant program (round 3), and that the replacement sports lighting is fully funded by the Club.</td>
<td>The community were notified and no responses were received, the lights have been erected and are now removed.</td>
<td>Harrison, Craig</td>
<td>Squares, Jacqui</td>
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<td>(2) That landlord approval be granted for the replacement of sports field lighting at St Mary’s Park reserve, St Marys as per Attachment A.</td>
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| 10/09/2019   | 9.5     | Tree Report September 2019 | 1. That Council does not approve removal of the following non-regulated tree: (3) 121 Coromandel Parade, Coromandel Valley, Manna gum  
2. That Council approves removal of the following non-regulated tree: (4) 27 Forest Avenue, Hawthorn, Grey box | Work order raised waiting for removal | Baker, Daniel | Johnson, Tim |
| 10/09/2019   | 16.3    | Ct Conn McCarthy - Productivity Commission Inquiry into Local Government Costs and Efficiency Committee | That the motion be adjourned until the first Full council meeting after the briefing in October 2019 – on efficiency and effectiveness program, service definitions, and the productivity commissions report | This item was included as Item 3.1 in the Full Council 22 October 2019 Agenda | O'Neil, Kate | Barrett, Jamie |
| 24/09/2019   | 9.3     | Council Closure - Christmas and New Year 2019/20 | That the: Civic Centre  
1. Civic Centre close at 2:00pm on Tuesday, 24 December 2019 and reopen at 9:00am on Thursday, 2 January 2020.  
City Operations  
2. City Operations (Depot) close at 2:00pm on Tuesday, 24 December 2019 and reopen at 9:00am on Thursday, 2 January 2020  
Libraries  
3. Blackwood Toy Library (located in the Blackwood Community Centre) close at 11:45am on Tuesday, 24 December 2019 and re-opens on Thursday, 2 January 2020.  
4. Mitcham Memorial Library and Blackwood Library close at 2:00pm on Tuesday, 24 December 2019. | Decision noted and communications currently being prepared | O'Neil, Kate | O'Neil, Kate |
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| 24/09/2019   | 16.2    | Cr Yvonne Todd - Removal of Trees in Bedford South | That Council revokes paragraph 1 of its decision of 14 May 2019, in relation to Decision 1 – Non-regulated Trees of Item 8.2 “Trees to be Removed May 2019”, being

**Babbage Ward**
(1) 37 Barbour Avenue Bedford Park, SA blue gum
(2) 9 Gunther Avenue Pasadena, Hybrid eucalypt

And resolves
That Council approves the **removal** of the following non-regulated tree, being: | Work order raised waiting to be scheduled | Baker, Daniel | Johnson, Tim |
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| 24/09/2019   | 163     | Cr Adriana Christopoulos - Embankment and Pavement of Belair Rd, Belair | That City of Mitcham writes to the Minister for Transport, MP Stephan Knoll to request:  
   a) that the Department of Planning, Transport and Infrastructure (DPTI) advise the City of Mitcham on the short and long term asset management strategy for the reconstruction, renewal or maintenance of Belair Road (between Springbank Road and Main Road).  
   b) that DPTI advise the City of Mitcham on the stability of the road embankment and any future renewal or maintenance works to address any identified road embankment instability  
   c) that DPTI provide assurance to the City of Mitcham that the road, in its current condition, is safe to be used by road users.  
   d) that DPTI engage with the community to ensure that they are aware of the condition of the embankment and road and any future capital or maintenance works. | Letter to Hon. Stephan Knoll  
MP was sent on 18 October 2019 by the Mayor | Baker, Daniel | Haskas, Chris |
| 8/10/2019    | 92      | First Review of Budget Priorities for 2019/20 |  
   (1) That the list of budget changes for the first reconsideration of budget priorities for 2019/20, as outlined in Attachment B be adopted.  
   (2) That Council endorses a revised underlying surplus position of $979,000 (excluding subsidiaries), a decrease of $38,000.  
   (3) That the revised budgeted financial statements, as outlined in Attachment A, reflecting in a revised headline operating surplus for 2019/20 of $583,000 and a revised net capital works program of $29,667,000, which incorporates the changes in Attachment B, be adopted as the first revised budget for 2019/20.  
   (4) That the impacts on the Long Term Financial Plan arising from this first budget reconsideration be noted and incorporated into the next review of the document as follows:  
   □ A decrease in Council’s budgeted underlying surplus for 2019/20 of $38,000, reflecting changes to existing recurrent services.  
   □ A decrease in Council’s budgeted headline operating surplus for 2019/20 of $607,000, reflecting (in addition to the $38,000 above)  
      o $555,500 change to net gain/loss – Equity Accounted Council Businesses as a result of a change in accounting standards in the reporting of Centennial Park Cemetery Authority’s Interim Revenue. | The budget has been updated.  
Completed. | Reynolds, Wade | Harris, Luke |
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<tr>
<td>8/10/2019</td>
<td>9.3</td>
<td>Operating Projects 2019/20</td>
<td>(1) That the following operating projects with net expenditure budget totalling $410,400 be endorsed within the 2019/20 operating project budget allocation of $420,000:&lt;br&gt;☐ Community BBQ Event Competition&lt;br&gt;☐ Rating Review&lt;br&gt;☐ Draft Building Asset Management Plan finalise for adoption&lt;br&gt;☐ Blackwood District Centre (property acquisition)&lt;br&gt;☐ Health Plan&lt;br&gt;☐ Resilient South Planning Review&lt;br&gt;☐ Environmental Strategy&lt;br&gt;☐ Domestic Waste Collection Review&lt;br&gt;☐ History Service Database Activation&lt;br&gt;☐ Asset Management Plans - Infrastructure (technical)&lt;br&gt;☐ Representation Review 2021&lt;br&gt;☐ Blackwood Community Hub / Wallie Street Reserve&lt;br&gt;☐ Strategic Review and Consolidation of Community Land Management Plans.&lt;br&gt;&lt;br&gt;(2) That the remaining list of operating projects be reconsidered at future budget review considerations as and when further one-off savings are identified and/or as part of next financial years’ budget deliberations.</td>
<td>The budget has been updated. Completed.</td>
<td>Reynolds, Wade</td>
<td>Reynolds, Wade</td>
</tr>
<tr>
<td>8/10/2019</td>
<td>9.4</td>
<td>Engineering and Horticulture Policy Update Driveways</td>
<td>That Council endorses the revised Driveways Policy, as presented in Attachment A, with minor amendments delegated to the CEO.</td>
<td>New driveway policy has been endorsed and is live on the website as of 21.10.19 approved by CEO</td>
<td>Baker, Daniel</td>
<td>Kerr, Tara</td>
</tr>
<tr>
<td>8/10/2019</td>
<td>9.5</td>
<td>Review of</td>
<td></td>
<td></td>
<td>O’Neill</td>
<td>O’Neill</td>
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<tr>
<td>8/10/2019</td>
<td>9.6</td>
<td>Recurrent Council Reports</td>
<td>That the: 1. Stormwater Update report be presented to Council every six months. 2. Traffic Management Report be presented to Council every six months. 3. Elected Members’ Allowances and Support Policy be amended and the requirement to report to Council on a quarterly basis be removed noting that the Register will still be updated quarterly and be available for public inspection at the principle office of Council and Council website. 4. Council Assessment Panel Minutes no longer be presented to Council for noting. 5. Eastern Waste Management Authority minutes no longer be included in the agenda of the Full Council noting that they are available on the Eastern Waste Management Authority website and the Elected Member Intranet site. 6. Terms of Reference for Council’s Section 41 Committees be updated to include the ability to confirm their own minutes and that these no longer be presented to Council. Minutes will continue to be available on the Council website. 7. That leases/ licences for five years or less be dealt with under existing delegations. 8. That a report be brought back to Council on the establishment a Section 41 Committee to deal with tree related matters, including having the delegation to make Tree Removal decisions.</td>
<td>Report authors have been advised on this decision. Policies and Committee Terms of Reference documents have been updated to reflect the decision and loaded to the website. No further action required.</td>
<td>Kate</td>
<td>Kate</td>
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<tr>
<td>8/10/2019</td>
<td>9.7</td>
<td>Tree Report October 2019</td>
<td>That Council does not approve removal of the following two non-regulated trees: (1) 45 Merton Street Blackwood, two Grey box</td>
<td>Council does not approve of removal of tree, noted and no action required</td>
<td>Baker</td>
<td>Johnson, Tim</td>
</tr>
<tr>
<td>22/10/2019</td>
<td>9.1</td>
<td>SA Productivity Commission’s Inquiry into Local Government Costs and Efficiency</td>
<td>That Council endorses the draft submission (Attachment A) as its formal response to the recommendations outlined in the SA Productivity Commission’s draft report. That Council submits a copy of our submission to the Minister for Local Government and local State Members of Parliament.</td>
<td>Nita Letter was sent on Wednesday 23 October 2019 Completed</td>
<td>Reynolds, Wade</td>
<td>Jellings, Dan</td>
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<td>Item No</td>
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| 22/10/2019   | 9.2     | Local Government Reform | 1. That Council endorses the proposed City of Mitcham submission provided at Attachment C of this report in relation to the Local Government Reform and that this be submitted to the Office of State and Local Government by the due date of 1 November 2019, with minor amendments delegated to the Chief Executive Officer.  
2. That Council notes that further detail is required in relation to the proposed reforms and how they will be implemented and the associated administrative costs.  
3. That Council notes strong support particularly in relation to proposals:  
   □ 1.6, 1.7 and 1.8 Elected Member Code of Conduct, which is in need of significant overhaul  
   □ 2.1 - Audit Committees to have majority independent members  
   □ 2.11 - Standardising the calculation of Council rates, highlighting the % and actual dollars of rates attributed to the following: cost of business, new/improved services, addressing asset backlog, cost shifting and Consumer Price Index  
   □ 3.4 - Automatic re-enrolment of property franchise  
   □ 3.7 - Should also include additional options aligned to the eligibility of the Candidate that is seeking nomination for a particular ward eg. live, own property, have a business etc.  
   □ 3.8 - Candidates being required to disclose political affiliations (supported by previous Council resolution)  
   □ 3.20 - Standing down of Council Members who stand for State Parliament, during the election campaign (supported by previous Council Resolution). This should also include standing for Federal Parliament. | Submission sent to DPTI via email on 25 October 2019. | O'Neill, Kate | Horton, Deborah |
| 22/10/2019   | 9.3     | Council Meeting Recording | That Item 9.3 Recording of Meetings be deferred to the Full Council meeting where the Meeting Procedure Report will be presented. | This report has been rescheduled to the 26 November 2019 Council Meeting, when a decision on the Code of Practice - Meeting Procedures will be requested. | O'Neill, Kate | Horton, Deborah |
| 22/10/2019   | 9.5     | Enhancing our Parks for People and Dogs Off-Leash Hennaford Park - Survey Findings and | 1. That Council receives the findings of the "Enhancing Our Parks for People and Dogs Off-Leash - Hennaford Park - Survey"  
2. That Council endorses the following recommendations at Hennaford Park and proceed with implementation using existing budget from the Dog and Cat Management Budget line. | Direction noted, Project commenced within existing budget. No further action. | Harrison, Craig | Saffin, Stephen |
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| 22/10/2019   | 9.8     | Rating Review Project Scope | That Council endorses the Rating Review Project based on the following scope inclusions:  
   a. Main principles of taxation  
   b. Rating structures of other councils  
   c. Rating mechanisms available:  
      i. valuation method  
      ii. fixed charge or minimum rate  
      iii. differential rating – land use, location and current relativities  
      iv. separate and service rates and charges  
      v. capping  
      vi. discretionary rebates  
   d. Specific policy areas covering:  
      i. vacant land / commercial differential rate  
      ii. seniors / pensioners rebate  
      iii. separate / special rates charges  
      iv. discount for the payment of the full year’s rates  
      v. rates notice wording and layout  
   e. Options to adjust rating policy settings to achieve closer alignment to taxation principles. | Project to commence December 2019 and Discussion Paper to include endorsed scope and be completed by April 2020. | Reynolds, Wade | Harris, Luke |
| 22/10/2019   | 16.2    | Councillor McCarthy - Innovation Quarterly Briefings | That as part of, and following on from, the impending review of Council’s Efficiency and Effectiveness, Budget Management and Strategic Priority Frameworks, Administration provides a quarterly briefing on Council’s innovation program, commencing from the first quarter of 2020/21 to present outcomes and seek input to inform improvement and innovation initiatives going forward. | Noted. Currently scheduled for the first quarter | Reynolds, Wade | Reynolds, Wade |

- **Character of the Park**
  - Retain the existing rustic character and openness of the Park
  - Retain the park as an off-lease, multi-purpose park

- **Minor enhancements**
  - A shelter (note: Blackwood Rotary Club has showed interest on funding the shelter. Final arrangements are still being worked through)
  - A path leading to the shelter
  - Relocate the water fountain away from the existing path to ease congestion on the path
  - Reconfigure the entry/exit points on Luffers Road for greater safety
  - Renew signage with messages about picking up after your dog and dog controls

- **Maintenance improvements**
  - At this stage maintain existing maintenance, maintenance will be monitored and reviewed post enhancement implementation
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<tr>
<td>22/10/2019</td>
<td>16.3</td>
<td>Cr Lindy Taeuber - Additional briefing in November</td>
<td>That an additional briefing be held on the first Tuesday in November in order to allow discussion and presentation of topics, including Efficiency and Effectiveness, in light of the number of issues worthy of Elected Members consideration and the current limits on briefing time available.</td>
<td>Completed</td>
<td>O’Neill, Kate</td>
<td>Horton, Deb</td>
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<tr>
<td>22/10/2019</td>
<td>9.6</td>
<td>Endorsement of Renewed ‘Living Well’ Public Health and Wellbeing Plan for the City of Mitcham (Draft)</td>
<td>Council endorses the renewed ‘Living Well’ Public Health and Wellbeing Plan for the City of Mitcham (draft) for community consultation, with minor amendments delegated to the Chief Executive Officer. With emphasis given to the priority population as outlined on Pages 12 and 13 of the ‘Living Well’ Public Health and Wellbeing Plan and greater regard given to the Aboriginal and Torres Strait Islanders populations of Mitcham when implementing the Public Health Strategies to reduce public health inequities.</td>
<td>Completed</td>
<td>Harrison, Craig</td>
<td>Isbister, Cathy</td>
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</table>
13.  RECOMMENDATIONS FROM COMMITTEES

Nil

14.  COUNCIL ASSESSMENT PANEL

Nil
15. REPORTS FROM REGIONAL SUBSIDIARIES

15.1 CENTENNIAL PARK CEMETERY AUTHORITY – SEPTEMBER 2019
QUARTERLY PROGRESS REPORT
Report Author/Manager: Deb Horton
General Manager: Kate O'Neill
(Meeting Date: 12 November 2019)
(Location: Council Wide)

PROPOSAL

To receive the Centennial Park Cemetery Authority ("CPCA") CEO Progress Report for the September Quarter 2019 and seek Council direction regarding the future presentation of these reports to Council.

DISCUSSION

Quarterly Progress Report:

The progress reports to Council from Centennial Park Cemetery Authority have been provided to Council (since September 2013) on a quarterly and included in the Full Council Agenda where the information is not commercially sensitive.

The progress report, provided at Attachment A of this report provides an update to owner Councils in relation to the performance of CPCA for the quarterly ended 30 September 2019.

Updates are provided in relation to the following:

- Business Performance
- Café Development
- Beam Replacement Program
- SALA
- Recent Events
- Upcoming Events

Reporting to Council:

Council at its meeting on Tuesday, 26 March 2019 resolved:

That Administration investigates and reports on the quantum and nature of the reports brought to Full Council Meetings and make recommendations with a view to streamlining meeting agendas while ensuring that Elected Members and the community have adequate and appropriate opportunity to be informed and participate in decision making within the City of Mitcham.

Council considered a number of opportunities to amend its current reporting in the Council Agenda at its meeting on Tuesday, 8 October 2019. Further to this list of opportunities, Council may wish to resolve that Quarterly Progress Reports no longer be reported to Council in the full agenda and that these updates be made available on the Council website (where appropriate) and provided to Elected Members via the Elected Member Intranet.
Attachments:

A. CPCA September 2019 Quarterly Progress Report

RECOMMENDATION – ITEM 15.1

Option 1 (Staff recommendation):

1. That the CPCA CEO Progress Report for the September Quarter 2019, as provided at Attachment A of this report, be received for information.

2. That the CPCA CEO Progress Quarterly Reports no longer be reported to Council via the Full Council Agenda and instead be made available on the City of Mitcham website (where appropriate) and the Elected Member intranet.

Option 2

1. That the CPCA CEO Progress Report for the September Quarter 2019, as provided at Attachment A of this report, be received for information.

2. That progress reports from CPCA continue to be reported to Council via the Full Council Meeting Agenda.
This progress report provides an update to our owner councils in relation to the financial performance of the Centennial Park Cemetery Authority (Centennial Park) for the year ended 30 September 2019, as well as insights into recent activities that may be of interest.

**Business Performance to 30 Sept 2019**

The Net Operating Surplus for the year-to-date is $457K, which is a favourable variance against budget. This favourable variance is due to a combination of better than expected income results, including the sale of four intemt right in our premium area, Olive Terrace, and lower than anticipated expenditure.

The Net Surplus after allowing for payment of the Liability Guarantee Fee to the owner councils and for Deferred IR Revenue, is $52K.

**Café Development**

The Mitcham CAP assessed the Planning Application at its meeting on 1 August 2019, and approval was granted. The Architects are now working on detailed plans and drawings in readiness for the Development Application and the release of a Tender for a builder.

Negotiations with our preferred café and catering operator are continuing and we expect to be in a position to execute contracts by early November 2019.

**Beam Replacement Program**

We are close to re-releasing a tender for the replacement of the concrete footings that support the headstones in the Park; these footings are known as *beams*.

The replacement of beams is included in the current 10-year Asset Management Plan which was written in 2018, adopted by the Board in late 2016, and adopted by the owner councils in January 2017.

Replacement works have not yet commenced. The delay is due to the high pricing received in the initial tender process (immediately after adoption of the Asset Management Plan), and a subsequent research project and engineering review. This extensive work was undertaken in order to ensure that these significant assets are maintained to the appropriate technical specifications; that we are using the best available methods and materials for construction to ensure an appropriate life; and that the work is carried out at a cost that is sustainable over the long term.
In February 2017, after adoption of the Asset Management Plan by the owner councils, a tender for beam replacements was released. Pricing received in that process was higher than anticipated by the Asset Management Plan, and we were advised to re-tender at a later date when the volume of alternative work would have diminished.

In the meantime, the Board asked the CEO to investigate alternatives to the existing beams and recommended utilising the Flinders University New Venture Institute to undertake a research project. The NVI project was completed in late 2017 and an engineering review of the options was completed in mid-2018.

The external engineering firm was engaged to prepare the complex tender documents. This process has taken an extraordinarily long time but we are now working on a final simplified version with a view to release the tender in October.

**SALA**

This SALA Sculpture Walk in the Park in August 2019 was a highly successful event based on feedback received, the number of people observed walking the 2km route, FB check-ins, and the number of maps issued (over 180).

In preparation for the Sculptural Walk we published this teaser post on Facebook in mid-July. It reached 5,172 people and attracted 187 reactions, comments or shares. We also shared the post on Instagram as a sponsored post attracting 397 likes – new people engaging with Centennial Park

**Tours**

Aside from our regular Saturday Behind the Scenes tours, recent community tours have included:

- Hosting the Mitcham Council Community Bus for a morning tea and a history and garden tour of Centennial Park;
- Flinders University of the Third Age for a morning tea and walking tour;
- Tanunda Redeemer Lutheran School for a tour of the SALA installations and a general Park tour; and
- The Radio Italiana team for a full tour of the Park

**Recent Events**

**Father’s Day**

This Father’s Day we had five musicians playing various instruments throughout the park and engaged Kanso Coffee to provide free coffee to our visitors from 9am – 12Noon. We received a lot of positive feedback from many visitors on the day and provided 135 free coffees. A 25-second video posted to Facebook attracted an organic reach of over 3,220 people and a total of 604 post engagements with 100% positive feedback.

**Felting Exhibition**

Centennial Park is hosting an exhibition of felting and textiles by the Mitcham Felters. The exhibition is on display in the Jubilee Complex foyer between 10am and 4pm, Monday to Friday, until 31 October.
Embracing Life Program

We continued our Embracing Life program with a Yoga session in the Norman McLeay Centre on 17 July and a Walking Meditation session on 18 September. These continue to be very popular community events.

Pregnancy & Infant Loss Commemoration

This event was in October but as it had already been held at the time of writing this report, a report has been included.

October is recognised internationally as Pregnancy and Infant Loss Awareness month. Our event was an informal service hosted by the CEO and included a tribute provided by funeral celebrant Michelle Jewels-Parsons, acoustic music and singing by local artist Greg Wain, and a release of bubbles (in lieu of balloons) on the lawns.

Visitors wrote individual tributes that were placed on a Tree of Hearts, and lit memory candles. The emotional event was attended by over 100 people and the feedback received by the CEO from a number of those attending confirmed the importance of this event to those who have suffered the loss of a child; many of whom have not previously had an opportunity to publicly acknowledge the short life of their son or daughter.

Upcoming Events

- All Souls Day Service – 3 November 2019
- Remembrance Day Service – 11 November 2019
- Succulent Wreath Workshop – 16 November 2019
- Three Generations Art Exhibition – 17 November 2019 to 31 January 2020
- Carols in the Park – 11 December 2019

Janet Miller
Chief Executive Officer
15 October 2019
16. NOTICES OF MOTION

16.1 CR ANDREW TILLEY - PARK N RIDE TORRENS STATION

I hereby give notice that I intend to move:

Further to the attached letter from Minister Knoll to Mr Rod Ellis, and Council’s letter to Minister Knoll dated 9 July 2019 (attached), Council seek a joint meeting with the Minister and the Members for Elder and Waite to request the State Government reconsider their position with a view to seek agreement to purchase the 2 allotments adjacent the Torrens Park Railway station which are currently for sale.

In addition, that Council also contact Nicolle Flint the Federal Member for Boothby seeking federal support for the Torrens Park Station Parking Upgrade and implementation.

REASON:

It is rare that such a piece of land comprising three blocks adjoining a railway station should become available. Adelaide’s uptake of public Transport needs encouragement, parking adjacent to Railway Stations is one way to achieve increased patronage.

The existing Railway Stations provide limited park and ride ability and parking at neighbouring Mitcham Railway station is oversubscribed. At the moment combined parking from the Mitcham Square, Council and the Railway Station flows into residential areas causing grief in the form of traffic congestion and parking angst. All of the adjoining streets are congested because of overflow parking.

A meeting with our State and Federal members would centre around partnerships and how purchasing developing and maintaining a car park would be managed.

An unsuccessful initial approach and response should not stop us from proceeding with a very critical initiative.
9 July 2019

Mr Stephan Knoll MP
Minister for Transport, Infrastructure and Local Government
ministerknoll@sa.gov.au

Dear Mr Knoll MP

At its meeting of 25 June 2019, Council resolved to request that the State and Federal Government consider purchasing Allotments 27 & 28 in File Plan 14384 in CT 5594/222 and 223 known as 250 -252 Belair Road Torrens Park. The buildings on the two allotments have recently been demolished and the owner is currently seeking expressions of interest from potential purchasers.

The vacant allotments are adjacent to the Torrens Park Railway station and lend themselves to a park and ride facility for commuters utilising the train station. Council is very supportive of the land purchase and subsequent construction of a park and ride facility by the State/Federal Government as it will improve the facilities at the station and encourage greater use of public transport within the City of Mitcham.

As this is an exciting opportunity to enhance and promote greater use of public transport within City of Mitcham, I would like to arrange a mutually convenient time for us to meet to further discuss this opportunity in more detail. Can you please contact Thuyen Vi Altemetti, Manager Property and Facilities on 8372 8890 or by email at tvialternetti@mitchamcouncil.sa.gov.au as to a suitable time.

Yours Sincerely

Heather Holmes-Ross
Mayor

CC Mrs Carolyn Power MP, Member for Elder
Mr Sam Duluk, MP, Member for Waite
17. MOTIONS WITHOUT NOTICE

*Motions Without Notice must be supplied to the Minute Secretary in writing.*
18. QUESTIONS ON NOTICE

18.1 CR KAREN HOCKLEY - RANDELL RESERVE IMPROVEMENTS 8 OCTOBER 2019

QUESTION

When will improvements to the cycle path on Randell Reserve be completed and when will the Alcatraz gate be removed?

ANSWER

The trail improvements are scheduled for February / March 2020 and the fence removal and trail head is to be completed after trail construction.

Currently the trail construction scope is out for tender and a spring vegetation survey has been completed for the Native Vegetation Clearance Application (a State Government requirement).

Due to weather conditions, works will not be undertaken in the reserve through peak fire season and the Christmas period (December 2019 / January 2020) this is assuming the clearance application is successful.
18.2 CR JANE BANGE - MEMBERSHIP OF THE CITIES POWER PARTNERSHIP - 12 NOVEMBER 2019

QUESTION

Is there a timeframe for when the report on membership of the Cities Power Partnership will come before Council?

ANSWER

Answer to be provided in a future agenda
18.3 CR ADRIANA CHRISTOPOULOS - THE COST AND USE OF CONSULTANTS - 12 NOVEMBER 2019

QUESTION

The meeting of 22/10/2019 had four decision reports and one information report which used consultants:

Decision Reports

- 9.4 Brighton Parade- Post Implementation Review Consultants used $25,530
- 9.5 Enhancing our Parks for People and Dogs Off Leash Hannaford Park - Survey Findings and Recommendations Consultants used $6000
- 9.6 Endorsement of Renewed 'Living Well" Public Health and Wellbeing Plan for the City of Mitcham Consultants used $12,000
- 10.1 Lot 101 Port Lincoln Boulevard Pasadena Consultants used $10,000

Information Report

- 11.4 Mitcham Reserve Heritage Tree Conservation Footpath Consultants used $2790

The total cost of consultants used in this Agenda was $56,320.

For me that's an exorbitant amount of rate payer's money being spent on consultants for this agenda in comparison to other agendas.

Could the Chief Executive Officer please explain:

1. Why this particular agenda was so heavily dependent on the use of consultants?
2. Is this a one off or is this the future for the City of Mitcham?
3. How much has the City of Mitcham spent on consultants across the organisation in this calendar year?

With a 3.95% rate increase and with 40% of our rate revenue going to employment costs, I struggle to think that in one agenda alone we could have incurred such high consultant costs.

ANSWER

Answer to be provided in a future agenda
18.4  CR CORIN MCCARTHY - RANDELL BIKE TRAIL - 12 NOVEMBER 2019

QUESTION

1. Can Administration provide an update on bikes using the access point at Burnell Drive onto the Randell Park trail?

2. Has the recent motion (Item 8.2 of the Full Council Meeting 26 March 2019) been fully implemented?

ANSWER

Answer to be provided in a future agenda
QUESTION

While I was absent from the vote on 22/10/19, I gave prior written support for the motion to declare a Climate Emergency on the basis that it was going to lead economically sensible and measurable KPIs that are also tangible, effective and economically responsible.

I have zero interest and won't support employing “climate specialist staff”, setting up climate committees or funding lobbying projects for State and Federal Government.

So, the purpose of these questions is create a set of baseline numbers that Council can build upon to create the actual Climate KPI's in a future motion to Council.

I've drawn up these baseline questions in part with half an eye on the climate action pledges various other councils have given; https://citiespowerpartnership.org.au/
eg ; https://citiespowerpartnership.org.au/partners/onkaparinga/

Can Administration please provide numerical answers to the following:

1. The number and % of Council buildings with solar
2. The number and % of households with solar
3. The number and % of businesses with solar
4. The number of kilowatt hours Council use per annum on average
5. The cost of Council's electricity bill in $ per annum on average
6. The number of fast-chargers in the city for electric vehicles
7. The % and $ of Council investments that are fossil fuel aligned
8. What is Council's tree canopy cover %

ANSWER

Answers will be provided in a future agenda
19. QUESTIONS WITHOUT NOTICE

*Questions Without Notice must be supplied to the Minute Secretary in writing.*
20. **MAYORAL BUSINESS**

20.1 **BUSINESS RAISED BY THE MAYOR**

The Mayor represented the City of Mitcham at numerous events in October 2019. The Mayor brought the Members' attention to some of the meetings attended:

**October 2019:**
- Australian Local Government Women's Association Annual General Meeting, 31 October
- Local Government Association Annual General Meeting, 31 October
- Share with the Mayor, 30 October
- Draft Planning & Design Code Briefing with DPTI, 29 October
- Opening of Urrbrae Wetlands Bird Hide, 29 October
- Boorman and Gault Community Ward Forum, 28 October
- Mitcham Orchestra Concert, Cumberland Park Community Centre, 27 October
- Bicentenary Celebration, Mitcham Baha’i Community, 26 October
- Springbank Intersection, Have Your Say Session, 26 October
- Flinders University Museum of Art Launch, 24 October
- Presentation and Master Class, Emerging Leaders, LG Professionals, 24 October
- Grants Committee Meeting, 24 October
- Edwardstown Baptist Twilight Spring Fair, 19 October
- Share with the Mayor, 16 October
- Babbage and Overton Community Ward Forum, 14 October
- Meeting with Mr Sam Duluk MP, 14 October
- Unley Jets End of Year Presentations, 12 October
- Read Park Lawn Tennis Club Open Day, 12 October
- Zest Fest End, Mitcham Memorial Library, 10 October
- Blackwood Reconciliation Group Uluru Statement Forum, 9 October (Attachment A and B)
- Share with the Mayor, 9 October
- Share with the Mayor, 2 October

**Attachments:**
A. Blackwood Reconciliation Group - Uluru Statement Forum - 9 October 2019
B. Uluru Statement from the Heart

**RECOMMENDATION – ITEM 20.1**

That the report be received for information only.
The Blackwood Reconciliation Group Community Information Forum on the “Uluru Statement from the Heart” was held at the Blackwood Community Centre on the evening of 9 October 2019.

The event attracted a crowd of 200 made up of local residents and community groups as well as others from outside the area.

The intent of the forum was to raise awareness of the Uluru Statement and the importance of Indigenous voice for our Nation. The statement is seeking important constitutional reform through a referendum for Indigenous sovereignty.

I was honoured to be an invited speaker, along with:
- Allen Edwards - Chair Blackwood Reconciliation Group
- Sally Scales - Chair APY lands Executive Board
- Shona Reis - Executive Director Reconciliation SA
- Jayde Thyer - Ngarrindjeri Heritage
- David Rathman AM PSM - Aboriginal consultant

From the floor of the meeting a motion was crafted. It is as follows:

The Blackwood Reconciliation Group Community Forum call for:

1. A voice to power in the Mitcham Council as is called for in the “Uluru Statement from the Heart”.

2. A Reconciliation Action Plan to be embedded in the Mitcham Council

I have committed to bring this motion to Council. I believe it is important that our community is aware of the Uluru Statement and understands the importance of establishing our first nations people in the Constitution.

It is my intention to bring a Notice of Motion to the next Full Council meeting that seeks Council’s support of the BRG Motion (above) and calls for a report into the implications of implementing this motion.

Background:
In December 2015 a 16-member Referendum Council (the Council) was jointly appointed by the then Prime Minister, Malcolm Turnbull, and Leader of the Opposition, Bill Shorten.

The task of the Council, which was made up of indigenous and non-indigenous community leaders, was to advise the government on steps towards a referendum to recognise Aboriginal and Torres Strait Islander peoples, in the Australian Constitution.

Over a 6-month period the council travelled to 12 different locations around Australia and met with over 1200 Aboriginal and Torres Strait Islander representatives. The meetings resulted in a consensus on constitutional recognition - the Uluru Statement from the Heart.

The statement called for a “First Nations Voice” in the Australian Constitution and a “Makarrata Commission” to supervise a process of agreement-making and truth-telling between government and Aboriginal and Torres Strait Islander peoples. Makarrata describes a process of conflict resolution, peacemaking and justice.
The official statement was made in the form of a work of art. The words are positioned in the centre, surrounded by the signatures of over 250 delegates, representing 100 first nations, who attended the 2017 First Nations National Constitutional Convention at Uluru. The surrounding artwork tells two creation stories of the traditional owners of Uluru. The canvas was presented to the Australian Prime Minister and the leader of the opposition in August 2017, at the Garma Festival in north-east Arnhem Land. In October that year the Prime Minister issued a joint statement with the attorney general, George Brandis, and the Indigenous affairs minister, Nigel Scullion rejecting the statement. "The government does not believe such a radical change to our constitution’s representative institutions has any realistic prospect of being supported by a majority of Australians in a majority of states."

Australia is the only Commonwealth nation which does not have a treaty with its First People.
Uluru Statement from the Heart

The Uluru Statement from the Heart\textsuperscript{[1]} was released 26 May 2017 by delegates to an Aboriginal and Torres Strait Islander Referendum Convention, held near Uluru in Central Australia. The statement calls for a ‘First Nations Voice’ in the Australian Constitution and a ‘Makarrata Commission’ to supervise a process of ‘agreement-making’ and ‘truth-telling’ between government and Aboriginal and Torres Strait Islander peoples.\textsuperscript{[2]} The statement references the 1967 referendum which brought about changes to the Constitution of Australia to include Indigenous Australians.

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Referendum council

The 16-member Referendum Council was jointly appointed by the Prime Minister, Malcolm Turnbull, and Leader of the Opposition, Bill Shorten, on 7 December 2015. The council was to advise the government on steps towards a referendum to recognise Aboriginal and Torres Strait Islander peoples in the Australian Constitution.\textsuperscript{[3]}\textsuperscript{[4]} The council was made up of Indigenous and non-Indigenous community leaders and co-chaired by Patrick Dodson,\textsuperscript{[5]} and Mark Leibler AC.\textsuperscript{[6]} Patrick Dodson resigned from the council on the 2nd of March 2016 after being endorsed by the Australian Labor Party for a vacant Western Australian Senate seat.\textsuperscript{[5]} Dodson was replaced by serving council member Pat Anderson AC.\textsuperscript{[7]}\textsuperscript{[8]}

Over a 6-month period the council travelled to 12 different locations around Australia and met with over 1200 Aboriginal and Torres Strait Islander representatives. The meetings resulted in a consensus on constitutional recognition, the Uluru Statement from the Heart.\textsuperscript{[4]}

Council member Megan Davis gave the first public reading of the statement at the conclusion of the 2017 First Nations National Constitutional Convention at Uluru.\textsuperscript{[4]} The convention was adopted by the 250 Aboriginal and Torres Strait Islander delegates.\textsuperscript{[9]}\textsuperscript{[10]}

Artwork

Denise Bowden, CEO of Yothu Yindi, signing the Uluru Statement from the Heart, in Central Australia.
In keeping with the tradition of the Yirrkala bark petitions and the Barunga statement, the Uluru Statement was made in the form of a work of art. The statement is placed in the centre which is where the power resides. Surrounding the statement are signatures of over 250 delegates who attended the conference and reached consensus. 100 first nations are represented in the statement by signatories who included the name of their nation.\[4\]

The artwork tells the story of two Tjukurpa creation stories of the traditional owners of Uluru, the Anangu people. One tells how the Uluru landscape was shaped by a fight to the death at the Mutitjulu Rockhole between Kunya, the woma python with eggs from the north east, at the top left, and Liru, the poisonous snake from the south west, at the bottom left. The other tells the story of the Mala people, represented by the Rufous hare-wallaby who, while holding a ceremony at the top of Uluru, became involved in a dispute with men who came from the west. The men left and created Kupamny, the devil dingo, represented by the dog prints.\[4\]

**Objections**

While not objecting to the content of the statement, Anangu elders Allison Hunt and Donald Fraser asked that the Reconciliation Council remove the word Uluru from the title, saying it was included without proper consultation. A representative of the Working Group said she was aware of the request and that the group is prepared to respect it, but that it is "not unusual" for statements to be named after the meeting place from where it was made.\[11\]

**Support**

In his 2019 induction speech to the Logies Hall of Fame, Journalist Kerry O'Brien voiced his support for the Uluru statement from the heart by calling on the Australian Parliament, during the current term, to "make a genuine effort to understand and support what is embodied in the Uluru Statement From the Heart". He added "the Uluru statement represents no threat to a single individual in any corner of this country, and certainly no threat to the integrity of Parliament. And if you're told that, don't you believe it. On the contrary, it will add much to the integrity of our nation."\[12\]

In May 2019, 22 leaders in the Australian finance sector called for all Australians to embrace the Uluru Statement from the heart. Investment banker and philanthropist, John Wylie wrote in the Weekend Australian "We believe that accepting the call in the Uluru Statement for constitutional recognition will be a foundation stone of a modern Australia that's a spiritually generous country truly at peace with itself and its history."\[13\]

**Uluru Statement from the Heart**

"We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is a spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty. It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?"
With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia’s nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are aliened from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is the torment of our powerlessness.

We seek constitutional reforms to empower our people and take a rightful place in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: the coming together after a struggle. It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.”

[This article incorporates text (https://www.referendumcouncil.org.au/final-report.html#toc-anchor-ulurustatement-from-the-heart) available under the CC BY 4.0 license.]

Presentation

The official painted and signed canvas of the Statement was presented to the Australian Prime Minister, Malcolm Turnbull, and the leader of the opposition, Bill Shorten, on 5 August 2017, at the Garma Festival in north-east Arnhem Land in the Northern Territory. The Statement was also on display alongside musician John Butler at the Woodford Folk Festival in Queensland.

On 26 October 2017 the Prime Minister, Malcolm Turnbull, issued a joint statement with the attorney general, George Brandis, and the Indigenous affairs minister, Nigel Scullion rejecting the statement. The statement said “The government does not believe such a radical change to our constitution’s representative institutions has any realistic prospect of being supported by a majority of Australians in a majority of states.” Constitutional change advocate and Uluru delegate, Jesse John Fleay, said “This criticism came, apparently ignorant of the fact that most Commonwealth nations—including New Zealand and Canada—have enacted far less conservative treaties with their First People, and none of these democracies have collapsed. The criticism also came with apparent unawareness of the fact that Australia remains the only Commonwealth nation without a treaty with its First People.”

Makarrata

Makarrata is a Yolngu word “describing a process of conflict resolution, peacemaking and justice.”

References


21. WRITTEN REPORTS BY ELECTED MEMBERS

Nil

CLOSE