6 October 2011

NOTICE OF MEETINGS

NOTICE is hereby given of the following Meetings to be held in the Council Chambers, 131 Belair Road, Torrens Park commencing as follows:-

- **Engineering and Environmental Services Committee Meeting** will be held on Tuesday, 11 October 2011 commencing at 5.30 pm.

- **Corporate and Community Services Committee Meeting** will be held on Tuesday, 11 October 2011 commencing at 8.30 pm.

A light meal and supper will be provided.

JUDITH JONES
ACTING CHIEF EXECUTIVE OFFICER
AGENDA

FOR THE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

TO BE HELD ON

TUESDAY, 11 OCTOBER 2011

COMMENCING AT 8.30 PM
CORPORATE AND COMMUNITY SERVICES COMMITTEE
AGENDA 11 OCTOBER 2011

MEETING OF THE CORPORATE AND COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY, 11 OCTOBER 2011 AT 8.30 PM.

| MEMBERSHIP: | Cr E. Grimm (Presiding Member), Cr S. Fisher (Deputy Presiding Member), His Worship the Mayor (M. Picton), Crs C. Adcock, C. Campbell, C. Gellie, N. Greer, L. Moriarty, D. Munro, Y. Poland, J. Sanderson, J. Silbercis, M. Ward and J. Weaver |

INDEX

PRESENT: ............................................................................................................................... 1

APOLOGIES: ............................................................................................................................ 1

STAFF IN ATTENDANCE: ........................................................................................................ 1

WELCOME ............................................................................................................................... 1

CONFIRMATION OF MINUTES .............................................................................................. 1

ADJOURNED BUSINESS ......................................................................................................... 1

BUSINESS .................................................................................................................................. 1

1. DEPUTATIONS ...................................................................................................................... 1

2. PETITIONS .......................................................................................................................... 1

3. FINANCE ............................................................................................................................ 2
   3.1 ACCOUNTS ..................................................................................................................... 2
   3.2 BANK RECONCILIATION ............................................................................................... 4
   3.3 PREDICTED FINANCIAL RESULT 2011/2012 .............................................................. 6

4. ADMINISTRATION .............................................................................................................. 8
   4.1 STAFFING MOVEMENTS .............................................................................................. 8

5. ASSET MANAGEMENT ......................................................................................................... 9
6. RECREATION AND OPEN SPACE ............................................. 9
7. COMMUNITY AND INFORMATION SERVICES ..................... 9
   7.1 COMMUNITY DEVELOPMENT GRANTS REVIEW .................. 9
   7.2 VOLUNTEER PARTICIPATION – THE FUTURE FOR A SUSTAINABLE VOLUNTEER PROGRAM ............................................. 10
8. STRATEGIC POLICY MATTERS .......................................... 16
   8.1 DRAFT HERITAGE DPA – ENGAGEMENT STRATEGY ............ 16
9. REPORTS FROM SUB COMMITTEES ....................................... 20
10. REPORTS OUTSTANDING AND RESOLUTIONS NOT YET EFFECTED ........................................................... 20
11. OTHER BUSINESS .......................................................... 21
12. CONFIDENTIAL .............................................................. 21
CLOSE: ........................................................................... 21

WADE REYNOLDS
DIRECTOR CUSTOMERS AND CORPORATE
CORPORATE AND COMMUNITY SERVICES COMMITTEE

AGENDA

11 OCTOBER 2011

MEETING OF THE CORPORATE AND COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY, 11 OCTOBER 2011 AT 8.30 PM.

MEMBERSHIP: Cr E Grimm (Presiding Member), Cr S Fisher (Deputy Presiding Member), His Worship the Mayor (M Picton), Crs C Adcock, C Campbell, C Gellie, N Greer, L Moriarty, D Munro, Y Poland, J Sanderson, J Silbereisen, M Ward and J Weaver.

PRESENT:

APOLOGIES: Cr Sanderson and Cr Weaver

STAFF IN ATTENDANCE:

WELCOME

CONFIRMATION OF MINUTES
(Ref: FF.01.2891) (Function/Activity: Governance/Committees)

RECOMMENDED that the Minutes of the Meeting of the Corporate and Community Services Committee held on 13 September 2011 be confirmed.

ADJOURNED BUSINESS

Nil.

BUSINESS

1. DEPUTATIONS

   Nil.

2. PETITIONS

   Nil.
3. **FINANCE**

3.1 **ACCOUNTS**  
(Ref: FF 02.104) Wade Reynolds / Chris Sandland  
(Prepared: 1/9/11)  
(Function/Activity: Financial Management / Accounting)

**PROPOSAL**

To inform Council of the accounts paid during the month of August 2011.

**BACKGROUND**

This is a standard report, which forms part of Council’s internal control procedures, which is presented to Council each month.

**STRATEGIC OBJECTIVES / POLICY POSITION**

- **Strategy 1.1.1** Financial Management: Ensure the responsible and sustainable management of financial resources
- **Strategy 4.3.2** Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members

**DISCUSSION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General A/c Cheque Nos 200969 to 200994 plus EFT</td>
<td>$ 937,164.77</td>
</tr>
<tr>
<td>General A/c Direct Debits</td>
<td>$ 869,249.07</td>
</tr>
<tr>
<td>Total expenditure</td>
<td>$ 1,806,413.84</td>
</tr>
<tr>
<td>Funds reinvested</td>
<td>$ 6,527,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 8,333,413.84</strong></td>
</tr>
</tbody>
</table>

**Community Implications**

N/A

**Economic Implications**

N/A

**Environmental / Heritage Implications**

N/A

**Cost Shifting Implications**

N/A
Impact on Budget
N/A

Staffing Implications
N/A

Risk Management / OHS Assessment
N/A

Engagement
N/A

CONCLUSION
Payments for goods and services only for the month of August 2011 amounted to $1,806,413.64.

RECOMMENDATION TO COUNCIL
That the report be received for information only.
3.2 BANK RECONCILIATION
(Ref: FF 02.217) Wade Reynolds / Chris Sandlant (Prepared: 1/9/11)
(Function/Activity: Financial Management / Accounting)

PROPOSAL

To inform Council of the current status of bank accounts as at 31 August 2011.

BACKGROUND

This is a standard report, which forms part of Council’s internal control procedures. It is presented to Council each month to advise the current status of bank and investment accounts with their respective balances.

STRATEGIC OBJECTIVES

Strategy 1.1.1 Financial Management: Ensure the responsible and sustainable management of financial resources

Strategy 4.3.2 Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members

Attachments:

- Bank Reconciliation Statement as at 31 August 2011

DISCUSSION

The Bank Reconciliation Statement as at 31 August 2011 which reconciles the balance shown on Bank Statements provided by Council’s banker with the balance shown in Council’s financial ledger is attached (p 1)

Community Implications

N/A

Economic Implications

N/A

Environmental / Heritage Implications

N/A

Cost Shifting Implications

N/A
Impact on Budget
N/A

Staffing Implications
N/A

Risk Management / OHS Assessment
N/A

Engagement
N/A

CONCLUSION
The Bank Reconciliation Statement reconciles the balances shown on Bank statements with the balance shown in Council's financial ledger.

RECOMMENDATION TO COUNCIL
That the Bank Reconciliation Statements as at 31 August 2011, be noted.
3.3 PREDICTED FINANCIAL RESULT 2011/2012
(Ref: FF 01.2413) Wade Reynolds / Milo Rubbo (Prepared: 4/10/11)
(Function/Activity: Financial Management / Budgeting)

PROPOSAL

To provide financial management information to Council.

BACKGROUND

This report is presented monthly to inform Council of the year to date budget performance.

STRATEGIC OBJECTIVES

Strategy 1.1.1 Financial Management: Ensure the responsible and sustainable management of financial resources

Strategy 4.3.2 Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members

DISCUSSION

Attached (p2) is a report showing approved variations to the 2011/2012 budget as at 30 September 2011.

This schedule shows a budget forecast, followed by an itemised analysis of new Council approved budget items, carry forward budget items from the previous financial year and adjustments for each quarterly review. It also includes the financial impact of agenda items being considered at the current Committee meetings.

Attachments:

- Predicted Financial Result 2011/2012

Community Implications

N/A

Economic Implications

N/A

Environmental / Heritage Implications

N/A

Cost Shifting Implications

N/A
Impact on Budget
N/A

Staffing Implications
N/A

Risk Management / OHS Assessment
N/A

Engagement
N/A

CONCLUSION
This report summarises Council approved budget changes and provides a current prediction of the end of financial year budget result.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
4. **ADMINISTRATION**

4.1 **STAFFING MOVEMENTS**

(Ref: FF 02.218) Wade Reynolds / John Skoblyk (Prepared: 26/9/11)
(Function/Activity: Human Resource Management/Advice)

**PROPOSAL**

To inform Council of staff who have resigned, retired or been appointed in the past month.

**BACKGROUND**

At its meeting of 24 July, 2001 Council resolved that staffing movements be reported each month.

**DISCUSSION**

Accordingly, the following information is provided:

**Separations**
Nil.

**Reassignment**
Nil.

**Recruitments**
Stephen Burton Home Maintenance Officer commenced 12/9/11 vice Rowly Miles resigned.

**CONCLUSION**

That the Committee recommends to Council that report be received for information only.

**RECOMMENDATION TO COUNCIL**

That the report be received for information only.
5. ASSET MANAGEMENT

Nil.

6. RECREATION AND OPEN SPACE

Nil.

7. COMMUNITY AND INFORMATION SERVICES

7.1 COMMUNITY DEVELOPMENT GRANTS REVIEW
(Ref: FF 02.2194) Stephen Saffin / Anne Jenner
(Function/Activity: Social, Cultural & Community / Policy)

At the Corporate and Community Services Committee meeting held on 13 September, the Committee considered a report reviewing the Community Development Grants program and resolved that the matter be deferred for a briefing to occur with Elected Members.

Pursuant to Regulation 21(1) of the Local Government (Procedures at Meetings) Regulations 2000, it is suggested that the meeting be suspended to allow for sufficient time for informal discussion on this matter to occur.

Staff will present a further report will to the November Corporate and Community Services Committee meeting.
7.2 VOLUNTEER PARTICIPATION – THE FUTURE FOR A SUSTAINABLE VOLUNTEER PROGRAM
(Ref: FF.01.2812) Stephen Saffin / Gaye Andrews  (Prepared: 20/09/11)
(Function/Activity: Social Cultural & Community / Programme Management)

PROPOSAL

To inform Council about the resources and support required in managing existing and future volunteer programs coordinated by the City of Mitcham.

BACKGROUND

A report on Council's Volunteer Program was considered at a meeting of the Corporate and Community Services Committee held on 10 May 2011. The City of Mitcham relies heavily on volunteer resources to enhance its service delivery capacity and this report provided information on the number of volunteers currently engaged and the level of support they provide to Council.

Currently at Mitcham there are 23 programs supported by 305 volunteers. In 2009/2010 volunteers contributed 23,891 hours of service, with 20% of volunteers volunteering in more than one program. Areas of service include health and fitness, Justice of the Peace, community transport, social programs, library services, horticulture, trails, local history, youth services and information services.

The report also noted the importance of recognising the value of volunteer contributions as well as the implications for organisations in terms of ongoing attraction, recruitment and support of volunteers and resources required to manage this.

This report will examine these issues in more detail and will include a discussion on demographic change and how this will influence the availability of volunteers into the future and an examination of options to be considered in volunteer management, taking into account current and future trends.

Attachments:

- Social, Cultural and Community Services 17.10 Volunteer Policy

STRATEGIC OBJECTIVES / POLICY POSITION

Strategy 3.2.1 Volunteering: Offer a diverse range of volunteering opportunities, and provide appropriate training, support, recognition and opportunities for volunteer participation

Council policy – Social, Cultural and Community Services 17.10 Volunteer Policy.

Council policy - 18.02 Social Development. The Social Development Policy provides a framework for developing a just, vibrant and sustainable community.
DISCUSSION

City of Mitcham currently utilises volunteers to augment the resources of paid staff in order to maintain and at times expand services and facilities provided by Council. This can promote the perception that as volunteers provide their time at no cost, that it is free. However, volunteer programs do require funds to manage and coordinate in order to ensure effective, efficient and responsive outcomes for the community are achieved. Services must be professionally managed, structured and supported by staff who know the business. Necessary resources, including financial and human support, need to be allocated to volunteer programs to enable them to fulfil their function.

Volunteers add more to an organisation that just unpaid labour, they promote their councils in a positive light, develop links and relationships with the community, and promote a caring and sharing community spirit.

There is increased competition for volunteers. Many not for profit organisations are expanding their services they provide with new volunteer programs. These new initiatives will require many new volunteers in programs similar to those offered by Mitcham.

Demographic change

This year the first group of Baby Boomers started turning 65 years old. The entire generation (1946-1964) is now between the ages of 47 and 65. Bernard Salt, KPMG Partner and commentator and advisor to corporate Australia on consumer, cultural and demographic trends, speaking at the 13th National Conference on Volunteering, suggested that this would create a golden age of volunteering. This however has not proved to be the case. The economy has caused many people considering retirement to stay in the workforce. There are also increased demands being made on retired Baby Boomers to support their children with child care and helping out in other ways. They may also assist and support aged parents. Whilst we may not see the influx of Baby Boomers predicted, the peak age for volunteering is currently 65 – 79 years.

Baby Boomers are less likely to volunteer out of a sense of duty or obligation and more likely to volunteer as part of a desire to maintain social interaction. Typically, the Baby Boomer generation has become accustomed to a high level of efficiency and responsiveness in organisations with which they are involved. If their expectations are not met they will find other organisations to work with.

Martin Cowling, one of Australia’s leading consultants on volunteer management, suggests that Generation X (born 1965 – 1975) is not attracted to traditional volunteer programs. They are results focused and want volunteer opportunities that build family and friendships. Generation Y (born 1976 – 1991) are also results focused, wanting to see outcomes, achieve goals and see tangible results. Generation Y are drawn to activities that offer endless variety and change. Patience is no longer a virtue but a trait that may leave you behind. (Adams, N, 2009, GYV Generation Y Volunteer: An exploration into engaging young people in HACC funded volunteer involving
organisations.) They will evaluate the purpose behind a program and judge whether the cause is of interest to them.

How this will influence management of Volunteers

In future there may be challenges with recruitment in those programs which rely solely on volunteers to provide on-going, key essential services, such as the Community Bus and Personal Transport programs. Volunteering Australia has identified short term volunteering as a threat to the sustainability of traditional volunteer programs. If the traditional model of engaging volunteers does not embrace social, economic, environmental and cultural attitudes, they will be challenged to continue to provide services.

There needs to be consideration to the gap that would be left if the service was not delivered by volunteers. If we are unable to maintain enough volunteers for programs such as the Community Bus and Personal Transport, Council will need to consider alternatives. Providing essential Positive Ageing and Community Care (PACC) services to an ageing population, where the demand for services is only going to increase, will have significant implications if this cannot be achieved. If the recruitment of volunteers does not keep pace, this may require more costly options of: outsourcing the service to other providers; using paid staff; or employing contractors to deliver the service. This could also require the difficult decision of ceasing some programs altogether.

Increasingly, people want to volunteer in episodic and project-based volunteering which are generally linked to a short arrangement rather than long term ongoing commitment as is currently required for most programs. Council will need to accommodate and encourage volunteering within these emerging trends through the development of flexible opportunities for involvement, while continuing to cater for traditional forms of participation. To attract volunteers, the City of Mitcham needs to be highly organised, supportive, efficient and provide a safe work environment to meet volunteer expectations. Recognition and celebration of volunteer effort is important and encourages more volunteers to get involved. Volunteer recognition should also incorporate practical support measures, such as sufficient resourcing.

This Council has the benefit of a convenient metropolitan location and for those volunteers subject to time constraints (which will be the majority going into the future) this will be an advantage. We need to ensure we offer meaningful volunteer roles. Role descriptions are required for all volunteers. The role description clarifies expectations for both the volunteer and the organisation. Poorly defined roles may result in volunteers feeling dissatisfied and may lead to discontinuation of involvement. We all need to know what we are doing is making a difference. Volunteers will not go where they believe they will not be valued. It is time consuming to recruit, induct and train volunteers and all volunteers should be inducted, trained and managed as are other employees. If volunteers leave due to dissatisfaction it diminishes the overall benefits received by the organisation and the community.
A Guide to Best Practice Management of Volunteers in Local Government states that Council has a responsibility to ensure that volunteers work under the direction and supervision of paid staff and/or appointed coordinators. As a result, Volunteer Coordinators in many cases have greater numbers of workers reporting to them, than do Managers of paid staff. They also have additional responsibilities, not related to volunteer management. We should acknowledge that paid staff contribute to the success of volunteers.

All the skills required to manage a paid workforce are necessary to manage a volunteer workforce. Volunteer management involves developing policies and procedures; recruitment, selection and induction; training and development; service delivery; documentation and records; data collection and analysis recognition. The generic induction of a volunteer, no including enquiries and assessment averages three hours per volunteer. The volunteer then receives program specific induction, which may be over a number of weeks. Day to day issues, supervision, allocation of tasks, coordinating training sessions and maintaining accurate records are all time consuming tasks which staff undertake when volunteers are utilised.

Volunteers, and the people who manage volunteers, need to be engaged more effectively in decision making processes so they can understand and contribute to organisational shifts and changes. Strategies to make Council a ‘first choice’ when people are deciding where to volunteer must continually be reviewed and updated. We must commit to the concept of being an employer of choice for volunteers, ensuring dynamic and effective management which provides the skills and direction needed.

The current Volunteer Policy was last updated in 2005 (attachment pp 3 - 5). This will be reviewed during the compilation of a Volunteer Management Operations Manual, as recently adopted by City of Unley which is an example of Best Practice.

There is the opportunity for Elected Members to see City of Mitcham Volunteer Programs ‘in action’, to experience first hand the work undertaken by volunteers. A visit of all or a selection of volunteer programs can be arranged by contacting the Coordinator Volunteer Services, Gaye Andrews.

Community Implications

Volunteering provides opportunities for people in the community to contribute their skills, knowledge and experiences, and in turn develop a sense of well being and positive self worth. It can also provide structure and purpose. Volunteers supplement the resources of paid staff in order to maintain and expand services and programs provided by Council.

Many people come to volunteering with a desire to contribute back to the community because they feel that they themselves have benefited from their community. Volunteer programs enable the organisation to augment services, however it should be acknowledged that services provided by volunteers does not mean that they are free.
Economic Implications

There are no economic implications apparent.

Environmental / Heritage Implications

None apparent.

Cost Shifting Implications

There are no cost shifting implications

Impact on Budget including Lifecycle Costing

The current suite of programs that have volunteers participating are being managed within the current budgets allocated.

However, whilst volunteers do a lot of valued work which saves money for the rate payers, volunteers are not free labour. Funding is required for recruitment, volunteer badges, training and support, recognition, e.g. National Volunteer Week celebration and Christmas functions, out of pocket expenses, equipment to perform the volunteer tasks etc. There is a cost to manage and coordinate volunteer services. If the City of Mitcham has a need to change services or wishes to expand volunteer programs and opportunities, an increase in the Volunteer Support and Development budget will be required.

Staffing Implications

Currently volunteer management is being managed with existing resources. However into the future it is likely that episodic and project-based volunteering opportunities will need to be considered and these are labour intensive for staff, i.e. induction, training, supervision etc. A review of resources should be undertaken for any changes to existing volunteer programs, or when developing additional volunteer programs, to ensure coordinators have sufficient time and resources to effectively manage the health and safety of volunteers.

Risk Management / OHS Assessment

Pursuant to the OHS&W Act 1986, Section 4(3) deems volunteers as "employees" of Council. As such volunteers will have the same rights and responsibilities in relation to the provision of a safe working environment including the provision of safe work practices. All new volunteer programs and changes to existing volunteer programs require an appropriate Risk Assessment.

Engagement

A number of other Councils were consulted via the Local Government Volunteer Managers Forum (LGVMF).
Discussions with the Community Development Officer, a number of program Coordinators, Manager Community Services and the Acting Director Libraries, Community and Corporate Governance.

CONCLUSION

Volunteers enable Council to provide a more comprehensive range of resources and facilities to its residents. Mitcham currently has 23 programs supported by 305 volunteers. In 2009/2010 volunteers contributed 23,891 hours of service, with 20% of volunteers volunteering in more than one program. Areas of service include health and fitness, Justice of the Peace, community transport, social programs, library services, horticulture, trails, local history, youth services and information services.

Volunteer programs cost money to manage and coordinate. We should acknowledge that volunteers work under the direction and supervision of paid staff and/or appointed coordinators and as a result, Volunteer Coordinators in many cases have greater numbers of workers reporting to them, than do Managers of paid staff. Funding is required for recruitment, volunteer badges, training and support, recognition, out of pocket expenses, equipment to perform the volunteer tasks etc.

There is increased competition for volunteers who expect volunteer organisations to be highly organised. This Council has the benefit of a convenient metropolitan location which will be an advantage when recruiting volunteers with time constraints and competing demands. However volunteers will not go where they believe they will not be valued and City of Mitcham needs to continually offer meaningful volunteer roles in a supportive, efficient and safe work environment. Volunteer programs need to be adequately resourced, both financially and with sufficient staff support to ensure Mitcham is an organisation of choice for people who seek to volunteer.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
8. STRATEGIC POLICY MATTERS

8.1 DRAFT HERITAGE DPA – ENGAGEMENT STRATEGY
(Ref: FF:07.0730) Craig Harrison/Ben Hignett (Prepared: 29/09/11)
(Function/Activity: Development Control/Policy)

PROPOSAL

The purpose of this report is to update the Corporate and Community Services Committee ('the Committee') on the progress of the Engagement Strategy for the draft Heritage Development Plan Amendment (DPA).

BACKGROUND

A report outlining key elements of the engagement strategy was presented to the August 2011 meeting of the Committee. At this meeting the Committee passed a motion recommending that Council keep the contents of the draft Heritage DPA strictly confidential until interim operation has been granted by the Minister for Urban Development, Planning and the City of Adelaide ('the Minister') and a notice published in the Government Gazette. This recommendation was subsequently carried by full Council.

Public consultation will commence once interim operation has been gazetted. In the lead-up to the release of the draft Heritage DPA for public consultation, an engagement strategy and programme are in the process of being prepared. It was reported to the August 2011 meeting of the Committee that a progress update would be provided at the October 2011 meeting of the Committee, including:

- Latest draft of the detailed engagement strategy; and
- Appointment / identification of a public representation committee to fulfil Council's obligations under Section 25(11)(c) of the Development Act 1993 ('The Act').

Two articles regarding the draft Heritage DPA and interim operation were published in both the Eastern Courier and Hills & Valley Messenger newspapers following the August 2011 committee meeting (17/8/11 and 24/8/11). These articles demonstrate the heightened community interest in this DPA.

Attachments:

- Draft Community Engagement Strategy.

STRATEGIC OBJECTIVES / POLICY POSITION

Objective 2.1  Promote urban development that enhances environmental, social and cultural well-being

Strategy 2.1.4  Local Character and Heritage: Maintain and enhance local character and heritage of the built and natural environment
Objective 3.2  Encourage community engagement and participation

Strategy 3.2.3 Consultation and Engagement: Use proactive and innovative ways to inform, engage and involve the community

DISCUSSION

Engagement Strategy

The first draft of a detailed engagement strategy is nearing completion.

In its entirety the engagement strategy consists of a covering report, engagement strategy programme and no less than 15 consultation documents in draft form, including:

- Notification letter to affected owners (heritage places)
- Notification letter to affected owners (historic conservation zone / area)
- General information brochure
- Frequently asked questions sheet
- Letter to government agencies
- Letter to other stakeholders
- Public notice(s) for release of draft DPA
- Mitcham Matters column - draft article
- Mitcham Community News Article – Basic Version
- Mitcham Community News Article – Detailed Version
- City of Mitcham Website Update (3 stages)
- Static display technical information and examples
- Public notice(s) for public hearing
- Notification letter for public hearing

Copies of the draft engagement strategy covering report, programme and (unformatted) general information brochure are contained in Attachment pp 6 – 18). The remainder of the documents have also been prepared in draft form, but have not been included in the attachments to this report in order to limit the size of this agenda.

It is important to ensure that the engagement strategy can be read as a stand-alone document. As such, much of the background text as well as the legislative overview has been extracted from the August 2011 report to the CCS committee.

The suggested timeline for completion of Council’s statutory obligations in relation to consultation is 6 months, which will commence once interim operation has been gazetted by the Minister. Council officers are working towards the commencement of the prescribed 8-week public consultation period for the draft Heritage DPA in the first week of February 2012, however this is reliant upon Ministerial approval for interim operation as well as co-ordination with other key strategic community engagement activities being run by Council.
Committee to Consider Public Representations

The Act provides the legislative framework for undertaking amendments to a Development Plan.

Under Part 3, Subdivision 2, Section 25, Paragraph 11(c) of the Act, when preparing a draft DPA Council is required to "appoint a committee (which may, but need not, include members of the council) to consider any representations made under paragraph (a) or (b) and to provide advice to the council in relation to these representations".

For ease of reference, paragraph 11 in its entirety reads as follows:

(11) In addition to any requirement prescribed by the regulations, a council must, for the purpose of undertaking the public consultation required above

(a) allow interested persons to make representations in writing to the council in relation to the matter over the period that applies for the purposes of the public consultation; and

(b) hold within its area at least 1 meeting where members of the public may attend and make representations in relation to the matter (although if no written representation under paragraph (a) indicates an interest to be heard, a meeting need not be held and, in case where section 24(a)* applies, only 1 meeting need be held in the area of 1 relevant council; and

(c) appoint a committee (which may, but need not, include members of the council) to consider any representations made under paragraph (a) or (b) and to provide advice to the council in relation to these representations

*Note: Section 24(1a) applies in cases where two or more adjoining councils are jointly progressing a DPA

Under Part 13, Section 101A of the Act, Council is also required to appoint a strategic planning and development policy committee. One of the tasks allocated to this committee is the provision "of advice to the council (or to act as its delegate) in relation to strategic planning and development policy issues when council is preparing a DPA proposal".

The Corporate and Community Services Committee was appointed by Council to fulfil the Section 101A committee role at its meeting on 14 December 2010. As such it is also the appropriate forum to consider public representations and report back to the Council in accordance with Section 25 of the Act.
Community Implications

All DPAs have to a varying degree some community implications. These are tested through the statutory consultation process and wider community engagement. It is intended that the Heritage DPA will result in policies that are more current and in line with community aspirations and expectations.

Economic Implications

All DPAs have, to a varying degree, some economic implications. Through greater protection of heritage places and areas, Council seeks to maintain and enhance the City's reputation as a great place to work, live, visit, discover and enjoy.

Environmental / Heritage Implications

The Heritage DPA will protect the heritage of the City of Mitcham and in doing so maintain the local character of the built environment.

Cost Shifting Implications

Having considered the matter, there are no cost shifting implications.

Impact on Budget including Lifecycle Costing

This DPA will be completed within existing budget lines.

Staffing Implications

All DPAs have, to a varying degree, staffing implications. In addition to the use of existing staff resources, the progression of this DPA might involve the use of Council's consultant heritage advisor to provide technical advice and pose a greater demand on this service in relation to development applications affecting heritage places or historic (conservation) zones or policy areas.

Risk Management / OHS Assessment

Potential for the loss or damage of places with heritage value in the City of Mitcham.

Engagement

This report updates the community engagement strategy for the draft Heritage DPA. Statutory consultation for the draft DPA will in any case be undertaken in accordance with the requirements of Section 25 of the Development Act wherein Council will consult with the community and relevant government agencies. A public hearing will also be held following completion of the prescribed 8 week the consultation period.

The level of engagement envisaged for the draft Heritage DPA corresponds with Level 2 of the International Association for Public Participation (IAP2) model.
CONCLUSION

This report updates the Committee on work being carried out to prepare an engagement strategy and reporting structure for the next stage of the draft Heritage DPA process.

This Committee comprises all Elected Members and has a remit that includes advice on strategic planning policy issues. The Committee is the appropriate body to consider public representations for a DPA that has such a wide geographical spread and will be the subject of considerable public interest.

RECOMMENDATION TO COUNCIL

That the report be received for information only.

9. REPORTS FROM SUB COMMITTEES

Nil.

10. REPORTS OUTSTANDING AND RESOLUTIONS NOT YET EFFECTED

(Ref: FF 01.779) (Prepared: 5/10/11)
(Function/Activity: Governance / Committees)

PROPOSAL

To inform members of reports and actions which have been requested and their current status.

BACKGROUND/DISCUSSION

At meetings of the Corporate and Community Services Committee reports are often requested concerning certain items which must be submitted to subsequent meetings. Actions are also requested and their current status is recorded in the attached table.

Attached (pp 19 - 23) is a table detailing the reports outstanding, resolutions not yet effected and a brief summary of their status.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
11. OTHER BUSINESS

12. CONFIDENTIAL

Nil.

CLOSE:
# CITY OF MITCHAM

**BANK RECONCILIATION STATEMENTS AS AT 31 August 2011**

## BANK ACCOUNTS

### General Bank Account – CBA Bank

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per Bank Statement</td>
<td>405,497.14</td>
</tr>
<tr>
<td>Less unpresented cheques</td>
<td>279,988.47</td>
</tr>
<tr>
<td>Plus Deposit not yet credited</td>
<td>125,508.67</td>
</tr>
<tr>
<td>Adjustments (1) below</td>
<td>85,930.72</td>
</tr>
<tr>
<td>Adjustments (1A) below</td>
<td>$2,781.32</td>
</tr>
<tr>
<td><strong>Balance of Ledger Account</strong></td>
<td>$(Adjusted)</td>
</tr>
<tr>
<td><strong>Balance of Ledger Account</strong></td>
<td><strong>$214,220.71</strong></td>
</tr>
</tbody>
</table>

### Collection Account: CBA

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per Bank Statement</td>
<td>84,794.59</td>
</tr>
<tr>
<td>Adjustments (2) below</td>
<td>$</td>
</tr>
<tr>
<td><strong>Balance of Ledger Account</strong></td>
<td>$(Adjusted)</td>
</tr>
<tr>
<td><strong>Balance of Ledger Account</strong></td>
<td><strong>$84,794.59</strong></td>
</tr>
</tbody>
</table>

**TOTAL BANK ACCOUNTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL BANK ACCOUNTS</strong></td>
<td><strong>$299,015.30</strong></td>
</tr>
</tbody>
</table>

## INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per Statements</td>
<td>12,300,000.00</td>
</tr>
<tr>
<td>Adjustments (3) below</td>
<td>12,300,000.00</td>
</tr>
<tr>
<td>Property Reserve</td>
<td>2,277,372.31</td>
</tr>
<tr>
<td>Plant &amp; Equip Replace Reserve</td>
<td>1,478,387.54</td>
</tr>
<tr>
<td>Bush Fire Track Reserve</td>
<td>144,000.00</td>
</tr>
<tr>
<td>Leave Entitlement Fund</td>
<td>3,455,100.00</td>
</tr>
<tr>
<td>General Funds</td>
<td>4,944,140.15</td>
</tr>
</tbody>
</table>

**TOTAL INVESTMENTS Ledger Balance**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL INVESTMENTS Ledger Balance</strong></td>
<td><strong>$12,300,000.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL FUNDS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td><strong>$12,599,015.30</strong></td>
</tr>
</tbody>
</table>

## COMMENTS ON ADJUSTMENTS

1. General A/c Balance adjusted for balance not rolled over from 2010/11 - $131,429.77
2. Non cycle pay vested in future period
3. Collection A/c Balance adjusted for balance not rolled over from 2010/11 - $40,000.01
4. Trial Balance A/c balances for General and Collection A/cs exclude balances not rolled over from 2010/11 - General A/c ($82,790.94), Collection A/c ($44,794.58)

Acting Management Accountant
Manager Finance
# Predicted Financial Result - 2011/12

### Original Budget Adopted

<table>
<thead>
<tr>
<th></th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,290,000</td>
<td>$819,000</td>
</tr>
</tbody>
</table>

### Budget Review Adjustments

<table>
<thead>
<tr>
<th>Carry overs from 2010/11</th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>First budget review at 30 September 2011</td>
<td>$2,794,439</td>
<td>$919,236</td>
</tr>
<tr>
<td>Second budget review at 31 December 2011</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Third budget review at 31 March 2012</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### New Items Approved By Council

<table>
<thead>
<tr>
<th>Date</th>
<th>Council</th>
<th>Mrg Ref.</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### First Budget Review

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Second Budget Review

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Third Budget Review

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### New Budget Adjustments

<table>
<thead>
<tr>
<th>Date</th>
<th>Council</th>
<th>Mrg Ref.</th>
<th>Item Description</th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.7.11</td>
<td>14.9 Full Council</td>
<td></td>
<td>Further funding approved to continue the Community FloodSafe Program 2011/12 Year</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>23.8.11</td>
<td>18.1 Full Council</td>
<td></td>
<td>Deposit for property purchase</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>9.9.11</td>
<td>CCG Minutes</td>
<td></td>
<td>Additional revenue Crown Plaza Pty Ltd and Telstra Lease extension</td>
<td>($10,000)</td>
<td></td>
</tr>
<tr>
<td>13.9.11</td>
<td>7.2 Corp &amp; Com</td>
<td></td>
<td>Increase budget to Individual Donation Scheme funded by transfer from Specific</td>
<td>$3,800</td>
<td></td>
</tr>
<tr>
<td>13.9.11</td>
<td>7.2 Corp &amp; Com</td>
<td></td>
<td>Donation A/0 (0.6%) and Community Activities A/0 (0.8%) Total $3,600</td>
<td>$-3,600</td>
<td></td>
</tr>
</tbody>
</table>

### Total Cost of New Items (not previously included in a review)

<table>
<thead>
<tr>
<th></th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$80,000</td>
<td>$-8,000</td>
</tr>
</tbody>
</table>

### Financial Items Being Considered In Current Committees

<table>
<thead>
<tr>
<th>Date</th>
<th>Council</th>
<th>Mrg Ref.</th>
<th>Item Description</th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.10.11</td>
<td>1.3 Special Council</td>
<td></td>
<td>Extra expenditure required to complete Brown Hill &amp; Kew вок Creek Stormwater funded by reserve</td>
<td>$42,000</td>
<td></td>
</tr>
</tbody>
</table>

### Predicted Financial Result as at 30 June 2012

<table>
<thead>
<tr>
<th></th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$14,134,439</td>
<td>$1,772,236</td>
</tr>
</tbody>
</table>
VOLUNTEER POLICY

PURPOSE
To ensure a robust volunteer programme augments Councils services and projects.

PRINCIPLES

- Volunteers are people who provide a service of their own free will and without pay.
- Volunteers contribute to improving the quality of life within the community.
- Volunteers make a valuable contribution in the provision of community services.
- Volunteers should have the opportunity to be involved in activities that complement and extend Council services.
- Voluntary work should be of particular benefit to the persons involved in the projects assisted, and to the Volunteer.

POLICY STATEMENT

Council utilises volunteers to:

- augment services
- provide opportunity for residents to be involved in services of benefit to the community
- encourage community participation and independence
- develop links between Council and community
- provide an opportunity for volunteers to have access to their local Council
- improve the quality of life for residents and to make the City of Mitcham a better place to live

Rights And Responsibilities

Volunteers have the right to:

- choose the type of activity in which they would like to be involved, in accordance with their skills, interest and needs
- receive appropriate orientation and training to enable them to fulfil their new tasks
- be heard by some person in authority
- be treated as a bona fide co-worker
- work in a safe environment
- receive reimbursement for out-of-pocket expenses
- be informed about Council activities and its relationship with the local community
- be involved in changes to their work program, activity or service
Council has the right to:

- negotiate a commitment from a Volunteer
- expect a volunteer to undertake appropriate training
- be informed in advance when a volunteer is unable to undertake duties
- request that a volunteer undertake a police check where the volunteer works in a program for which such a check is required
- refuse a volunteer placement

Volunteers must:

- comply with the requirements of the Volunteers Health and Safety Policy (01 GEN 15) and the Occupational Health, Safety & Environment Policy (01 GEN 01)
- follow any reasonable instruction aimed at protecting their health and safety and that of other persons whilst carrying out task on behalf of the City of Mitcham
- participate in any Health and Safety training provided by The City of Mitcham
- not exceed the scope of duties contained within the position description for their area of work
- notify Council when they are unable to undertake duties
- have appropriate qualifications or licences in accordance the requirements of the position
- promote a positive image of the Council in carrying out the duties of the position
- ensure that any personal equipment used in the course of their duties is maintained in safe working order

Council will ensure that volunteers:

- are not used to replace paid staff
- are offered reimbursement for out-of-pocket expenses
- are recruited, selected and registered according to their capacity to safely carry out the tasks required
- receive appropriate induction, ongoing training and information to ensure they are safe from injury or health risks and are able to carry out the duties assigned to them
- receive appropriate support and supervision
- are registered with Council and insured whilst undertaking approved work activities

Council shall provide and maintain so far as is reasonably practical:

- resources adequate to ensure the sustainability of the volunteer management system
- information, instruction, training and appropriate supervision to ensure that volunteers are safe from injury or health risks and are able to carry out the duties assigned to them
- a process to identify and control hazards associated with tasks carried out by volunteers
• take reasonable steps to communicate information regarding safety.
• facilitate communication between volunteers and the staff responsible for volunteer supervision
• recognise the significant contribution Council volunteers make to the community at an appropriate volunteer function to be held each year in conjunction with Volunteer Week and by the presentation of volunteer awards for every five years of service

RESPONSIBLE OFFICER/DEPARTMENT

Community Services

ADDITIONAL CROSS REFERENCES

This policy is to be read in conjunction with:
• Occupational Health, Safety & Environment Policy 01GEN01
• Volunteer Health and Safety Policy 01GEN15

FILE NUMBER

FF.01.1388
FF.01.2812

Key Words: (To enable a word search)

COMMITTEE: Corporate & Community Services, 12 September 2000
ADOPTED BY COUNCIL: 26 September 2000
UPDATED: Corporate & Community Services, 12 April 2005
Full Council 26 April 2005

REVIEW DATE:
CITY OF MITCHAM

Community Engagement Strategy
for the
Draft Heritage DPA

Draft prepared by: Ben Hignett
Date last updated: 29/09/11

Approved by:
Position:
Date:
Background

In August 2007 Council passed a motion to commence a review of heritage protection measures in the Mitcham (City) Development Plan. This review has focussed on the wording of policies, Council's list of local heritage places, and spread of historic (conservation) areas.

In the early stages of the current heritage review, feedback was sought from Council’s Heritage Committee and by way of targeted questions at combined Residential & Heritage DPA community workshops. Feedback from these forums directly influenced the list of properties and areas identified for further investigation, which has been since been carried out by heritage specialists at architectural firm Grieve Gillett. These investigations have informed the draft Development Plan Amendment (DPA), which will be ready for release to affected owners, the general public and other stakeholders in the first quarter of 2012.

Council has indicated that it plans to seek ‘interim operation’ from the Minister for Urban Development, Planning and the City of Adelaide (‘the Minister’) prior to the release of the draft DPA for community engagement. Interim operation is described in the State Government’s guide to DPA’s as follows:

The Development Act does make provision... for cases where a Development Plan Amendment can be brought into operation with immediate effect on a temporary (interim) basis, while community consultation is conducted and subsequent consideration given.

Interim operation is most often used in situations where it is felt important to put in place updated Development Plan content while community debate is occurring (most commonly for Heritage DPAs). This avoids development applications being lodged for assessment against existing policy during the consultation period in an attempt to pre-empt or compromise the proposed policy change contained in the DPA.

The benefits of interim operation are clearly evident when viewed from a heritage conservation perspective. Affected property owners will however be immediately impacted by the proposed changes. Impacts can be wide ranging, from feelings of angst and uncertainty, to potential changes in the development potential of individual properties.

Approximately ___ mainly residential properties will be directly affected by this DPA. About ___ of these are being put forward as new local heritage places, and the remainder are located in areas considered to have outstanding heritage conservation value.
Community Engagement Strategy

Draft prepared by: Ben Hignett
Date last updated: 29/09/11

Approved by: Position: Date:

Community Engagement Objectives

Project Objectives

- To meet and exceed the statutory requirements for public consultation in respect of the draft Heritage DPA
- To harness the benefits of community engagement in order to carry out a thorough review of the proposed amendments to the Mitcham (City) Development Plan.
- To promote a better understanding of heritage issues facing the City of Mitcham

Engagement Objective at the Consult level

- To ensure residents are aware of the draft Heritage DPA
- To educate the community about the DPA consultation process and opportunity to comment on the proposed changes to the Mitcham (City) Development Plan
- To obtain public and stakeholder feedback on the draft amendments to the Mitcham (City) Development Plan.
- To use feedback to inform the decision making process.

Overarching Objectives

- Ensure stakeholders feel that opinions are valued and respected
- Reasons for stakeholder complaint and agitation are minimised by ensuring that adequate information is provided
- Present the Council and the City as open, accountable, transparent and proactive
- As far as possible provide a pre-emptive approach to queries and complaints
- All legal and policy requirements regarding communications and consultation are appropriately addressed

Stakeholders

- Affected Property Owners
- City of Mitcham Ratepayers
- City of Mitcham Residents
- Elected Members
- Council Staff
- Council’s Heritage Committee
- Department for Planning and Local Government
- Department for Environment and Natural Resources (Heritage Branch)
- Department of Premier and Cabinet (Aboriginal Affairs and Reconciliation)
- Department for Transport, Energy and Infrastructure
- SA Tourism Commission
- Conservation Council of South Australia
- The National Trust of South Australia
Community Engagement Strategy

Draft prepared by: Ben Hignett
Date last updated: 29/09/11

- City of Unley
- City of Marion
- Adelaide Hills Council
- City of Onkaparinga
- City of Burnside
- Dr Andrew Southcott MP, Federal Member for Boothby
- Hon Patrick Conlon MP, Member for Elder
- Hon Iain Evans MP, Member for Davenport
- Hon Martin Hamilton-Smith MP, Member for Waite
- Colonel Light Gardens Residents Association
- Colonel Light Gardens Historical Society Inc
- Friends of Carrick Hill Inc
- Mitcham Historical Society Inc
- Springfield Estate Residents’ Association
- Friends of Brownhill Creek
- Friends of Waite Historic Precinct
- Blackwood & Belair District Community Association
- SA Water
- ETSA

Community Engagement Parameters

Legislative & Guidance Documents

- Council will meet and exceed the statutory requirements for public consultation of Council initiated draft DPA’s as set out in Section 25 of the Development Act 1993.
- Council will seek to achieve the following stated corporate strategic objectives:

  Objective 3.2 Encourage community engagement and participation

  Strategy 3.2.3 Consultation and Engagement: Use proactive and innovative ways to inform, engage and involve the community

- Council will strive to uphold commitments made in Public Consultation Policy 09.05, one of which is “consulting with the community on more instances and in ways superior to the minimum requirements”. The following principles of effective consultation are included in Council’s policy statement:

  - Takes place early in the planning and decision making process - before a position is adopted;
  - Is a two way process that relies upon a willingness by both parties to have input into the decision making process;
- Brings differing perspectives to the decision making process. These perspectives need to be acknowledged so that they are reflected in the objectives from the outset;
- Makes every effort to ensure that the broad spectrum of the community is engaged;
- Includes the provision of comprehensive, balanced and accurate information;
- Involves active listening on the part of Council, with all ideas and suggestions valued and respected;
- Clearly identifies constraints on decision to the community;
- Provides people with a range of appropriate opportunities to access information and to be involved, taking account of barriers to access due to language, disability or cultural issues;
- Outcomes are reported back to the whole community.

- Council will utilise the International Association of Public Participation (AP2) model to assist in the planning and undertaking of public engagement activities.

Geographic

- Community engagement activities associated with the draft Heritage DPA will incorporate the whole of the City of Mitcham Council Area. In addition, targeted consultation will be aimed directly at affected property owners.

Budget

- Funds have been allocated to continue the Heritage DPA process during the 2011/2012 financial year.

Timelines

- Minimum timelines for DPA public consultation are prescribed within the Development Act 1993.
- Timelines for public consultation of the draft Heritage DPA will be heavily influenced by Council’s decision to request a 12-month interim operation period from the Minister.
- Timelines for public consultation are also influenced by the requirement to submit the final draft DPA document to the Minister at least 6 months prior to the end of the 12-month interim operation period.
- A draft Engagement Strategy Programme has been incorporated into this report.

Key Issues, Interests and Responses

It is clearly envisaged that timing of consultation and level of community involvement for Heritage DPAs will be different to that afforded to other DPAs. Fittingly, the Community Engagement Handbook identifies consultation as just one of the levels of community engagement, as described below:
Government agencies, practitioners and much of the literature are increasingly replacing the term "community consultation" with "community engagement". Whilst "consultation" has been used as a general term to describe how Councils approach communities about decisions that affect them, the general use of "consultation" has sometimes created unrealistic expectations and confusion within communities. The intent of the "consultation" approach is quite often clear and not well articulated.

Community Engagement Techniques

Objectives at the consult level are for Council to obtain public and stakeholder feedback on the draft amendments to the Mitcham (City) Development Plan, and to use this feedback to inform the decision making process.

The Development Act 1993 (the Act) provides the legislative framework for undertaking amendments to a Development Plan. The Act includes statutory requirements for agency and public consultation of draft DPA's. In broad terms, the following minimum requirements must be met by Council:

- Referrals to relevant government departments and/or agencies;
- Referrals to other bodies specified in the SOI;
- Release the DPA for public consultation for a period of 8 weeks;
- Make available all relevant documents for public viewing;
- Send a written notice to all affected owners;
- Place a public notice of a prescribed form in the Advertiser newspaper;
- Place a public notice of prescribed form in the government Gazette;
- Invite written submissions;
- Make written submissions available for inspection by any interested person;
- Hold at least 1 public meeting to hear verbal representations;
- Appoint a committee to consider representations; and
- Prepare a consultation report.

In addition to statutory consultation requirements, the following external communication techniques will be employed in order to achieve Council's overarching engagement objectives:

- Information flyer to be distributed with letters to affected property owners and to be available on Council’s website and at the Civic Centre planning counter
- Community News article
- Mitcham Matters article
- Media release
- Website updates
- On-hold message on Council's telephone system
- Advertisements in the local messenger Press papers
- Email notification where residents have previously 'opted-in' to news updates
- Update(s) on Council’s Twitter feed
Community Engagement Strategy

- Update(s) on Council’s Facebook page
- Static displays in Council’s Civic Centre and Libraries

Evaluation

Basic evaluation measures will be put in place throughout the consultation process to help identify areas for improvement for this and future DPA’s.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONTH</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>6</td>
<td>Letter to Other Stakeholders</td>
</tr>
<tr>
<td>18</td>
<td>7</td>
<td>Presentation to Heritage Committee</td>
</tr>
<tr>
<td>19</td>
<td>8</td>
<td>Adelaide Advertiser Public Notice (State)</td>
</tr>
<tr>
<td>20</td>
<td>9</td>
<td>Messenger Matters' News Article</td>
</tr>
<tr>
<td>21</td>
<td>10</td>
<td>Medium Community News Article</td>
</tr>
<tr>
<td>22</td>
<td>11</td>
<td>City of Mitcham Website Update</td>
</tr>
<tr>
<td>23</td>
<td>12</td>
<td>Static Display - Council Civic Centre</td>
</tr>
<tr>
<td>24</td>
<td>13</td>
<td>Notice of Public Hearing</td>
</tr>
<tr>
<td>1</td>
<td>14</td>
<td>City of Mitcham Website Update</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
<td>Draft 15</td>
</tr>
</tbody>
</table>

*Indicative timeline due to scheduling constraints.*
Mitcham’s Fascinating History

The City of Mitcham is the oldest suburban Council in South Australia and has a rich history. It is important that our history is recognised and preserved for the enjoyment of future generations. The celebration of our history, among other things, involves the protection of historically important buildings and areas.

Did You Know?

- That in 1879...
  - a small water works and reticulation scheme was constructed to supply water to the village of Mitcham. In addition to a brick-lined storage well, dam wall and settling pond in a tributary of Brownhill Creek, a two mile pipeline of six inch case iron pipe was imported from Scotland to deliver the water to the Mitcham Village Tank*;
  - a horse drawn tram service to Mitcham opened, with electrification of the tramway completed in 1911. The Mitcham line closed in July 1958*; and
  - the area of Blackwood was subdivided as a direct result of the new Adelaide Hills railway. The subdivision of Eden Hills followed shortly afterwards in 1885, however Eden Hills railway station did not open until 1911 when the minimum criteria of 12 daily city commuters was met*.

- Prior to the outbreak of World War One, Lord Kitchener visited Australia to assess the nation’s military forces. In 1920 he visited South Australia and the army carried out a mock battle in the Sturt Gorge to demonstrate it was equipped to deal with an invasion. It is believed that 14 lb shells were used in this demonstration and this resulted in a number of land depressions on both the northern and southern sides of the Gorge*.

- The South Australian Home Builders’ Club operated from 1945 to 1965 and helped to construct over 400 homes throughout Adelaide. It was established with the primary aim to assist people with limited resources to co-operatively build their own homes, at a time when there were severe restrictions on both labour and building materials due to World War Two*.

*Reference: Grieve Gillett ‘City of Mitcham Heritage Survey’ 2011

Much of the early built heritage still survives today, but without some form of protection many important links with our past could gradually be lost to future generations. This is where the draft Heritage Development Plan Amendment comes in.

What is a Heritage Development Plan Amendment?

The Heritage Development Plan Amendment (DPA) is a means of updating and enhancing protection for built heritage within the City in the Mitcham Development Plan. The Mitcham Development Plan sets out objectives and policies for guiding new development in the City.
Why is this Needed?

The Council is aware that the Mitcham community places a high value on its built heritage. Residents and local interest groups such as the Mitcham Village Historical Society and Colonel Light Gardens Historical Society have been instrumental in drawing attention to the historical importance of many of the buildings and areas of heritage significance within the Mitcham Council area. The City of Mitcham also has a very active Heritage Committee comprising of both Elected Council Members and residents.

Did you Know?

- The City of Mitcham contains approximately ___ rateable properties.
- Prior to the current draft DPA, only ___ of these were designated as local heritage places in the Mitcham Development Plan.
- Prior to the current draft DPA, the Mitcham Development Plan also contained three historic (conservation) zones and policy areas, including:
  - Historic (Conservation) Zone – Belair Village
  - Historic (Conservation) Zone – Mitcham Village
  - Residential (Central Plains) Historic (Conservation) Policy Area 15 – Kingswood
- Mitcham is also home to a number of buildings listed on the State Heritage Register in addition to the State Heritage Area of Colonel Light Gardens.

These buildings and areas have increased levels of protection over demolition and new development. The Heritage DPA will update and enhance heritage protection but it is not intended to freeze development – its approach is to identify the features of each item or area worthy of protection and offer guidelines as to how new development e.g. additions/extensions – may be undertaken.

More about the Process

The draft Heritage DPA is based on a detailed heritage survey of the City of Mitcham, which was completed in 2011 and carried out by architectural consultancy Grieve Gillett.

The recommendations from this heritage survey have been incorporated into the draft DPA, which was granted 'Interim Operation' by the Minister for Urban Development, Planning and the City of Adelaide on ___. Interim operation protects against inappropriate demolition and development of recommended heritage places and areas during the consultation process, but does not mean that approval of the DPA in its current form is a forgone conclusion.

The release of the draft Heritage DPA for community consultation will ensure that the needs and aspirations of the local community are captured and understood. It is up to us, i.e. you, Council and other interested locals, to determine what the final outcome
should be.

What is a Local Heritage Place?

To be recommended for inclusion as a local heritage place, a building or property must have satisfied one or more of the following criteria:

(a) it displays historical, economic or social themes that are of importance to the local area; or
(b) it represents customs or ways of life that are characteristic of the local area; or
(c) it has played an important part in the lives of local residents; or
(d) it displays aesthetic merit, design characteristics or construction techniques of significance to the local area; or
(e) it is associated with a notable local personality or event; or
(f) it is a notable landmark in the area

Approximately ___ buildings / properties have been added to Council's local heritage register as part of the draft Heritage DPA.

What is a Historic (Conservation) Zone or Historic (Conservation) Policy Area?

Historic (Conservation) Zones and Historic (Conservation) Policy Areas are surviving examples / groupings of development in a particular period and character. Of particular interest are the historic elements identified through investigations as contributing to the character of the area.

How Will This Affect Property Owners?

Inclusion of a property as a Local Heritage Place and/or within a Historic (Conservation) Zone or Policy Area in the Mitcham Development Plan will mean you will effectively need to obtain a planning approval as well as a building approval if you wanted to alter or demolish a structure. Consideration can then be given to a broader range of matters other than just the Building Code requirements.

What Approvals Would be Needed?

Development Approval is already necessary for building work, for a change of use of land, land division and other development including demolition.

Development approval for demolition work is normally automatic, dependent only on various safety provisions referred to earlier. However, if historically significant buildings or items are listed as local heritage places or are included in a Historic (Conservation) Policy Area in Council's Development Plan, the issue of a planning approval for demolition may not be automatic.

Special guidelines have been written in relation to such issues as demolition, building design, siting and subdivision.
The other qualifications include: __ (Schedule 4 information to be added)

We consider that the application of such guidelines is desirable to encourage stability and sustainability of our heritage.

**Some Advantages Worth Considering**

In weighing up what a heritage listing would mean for your property, you will no doubt want to consider the effect of the planning / heritage provisions discussed above.

For those considering renovations or additions to their property there are some benefits of listing as follows:

- **Free Heritage Advice**
  
  Council has a specialist heritage architect who can provide limited free architectural advice in relation to local heritage places.

- **Cash Grant**
  
  Council has set up a Heritage Fund to provide a cash grant incentive to heritage conservation work. Details can be obtained from __.

(Note: streetscape attributes to be added)

**How You Can Be Involved**

The draft DPA is available for public inspection (without charge) and purchase during office hours at the office and libraries of the City of Mitcham from __ to __. The Council office is located at 131 Belair Road, Torrens Park.

Copies of the DPA can be viewed or downloaded at Council’s website without charge: www.mitchamcouncil.sa.gov.au, or purchased from Council for a photocopying fee of $__.  

Council invites written submissions regarding the draft DPA until ___. (Note: submission template to be added)

Written submissions should clearly indicate whether or not their author (or agent) intends to speak at a public hearing to be held at ___ pm on ___ 2011 at ___. All submissions should be addressed to the Chief Executive Officer, City of Mitcham, PO Box 21, Mitcham Shopping Centre SA 5062.

Copies of all submissions received will be available for inspection by interested persons at the Council office from ___ 2011 until and including the date of the public hearing (___ 2011).

Please note that the public hearing may not be held if no submission indicates an interest in speaking at the public hearing. Should this occur, all submissions received will be available for inspection by interested persons at the Council office from ___ 2011.
until and including the day a decision is made not to hold a public hearing.

Completed response form can either be:

Faxed to (08) 8372 8101 or

Posted to: City of Mitcham
PO Box 21, Mitcham Shopping Centre
TORRENS PARK SA 5062

Where to from Here?

Council is keen to get feedback from you before proceeding further to finalise the DPA.

Council will accordingly need to consider the substance of any representation made and review its findings in the light of such submissions. The process may thus involve refinements to the list of the proposed local heritage places. Following this stage, a draft DPA will be forwarded to the Minister for ____ for his/her acceptance and ultimately incorporation in the Mitcham Development Plan. (Note: information on LHAC process to be added)

If you seek and further information on this issue, you may ring Council on 8372 ____ and speak to ____, Council’s ____ responsible for policy matters.
<table>
<thead>
<tr>
<th>DATE</th>
<th>NO</th>
<th>REPORT OUTSTANDING</th>
<th>PROGRESS</th>
<th>DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/05</td>
<td>7.3</td>
<td><strong>Open Space/Reserve Management Plan Implementation</strong></td>
<td>Open Space Strategy and Recreation and Sport Plan being reviewed.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administration to develop a draft policy to address principles for guiding the prioritisation of capital improvements of existing management plans that relate to open space/reserve landholdings. The draft policy be presented to Council before the end of 2006. A Prioritisation System to be developed by the end of June 2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/9/06</td>
<td>7.3</td>
<td><strong>Review of Senior Citizens Clubs</strong></td>
<td>Completed. To be incorporated in the review of Council Land and Buildings.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further report regarding potential tenancy arrangements with 3 Senior Citizens groups that reside in Council owned buildings. Other actions as per minutes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/5/08</td>
<td>6.1</td>
<td><strong>Development of a Citywide Recreation Space Plan</strong></td>
<td>Open Space Strategy and Recreation and Sport Plan being reviewed.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Previously approved budgets to be reallocated. Report to be prepared for the CCS Committee in preparation for community consultation and final Recreation Space Plan to be presented to CCS Committee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/9/09</td>
<td>6.1</td>
<td><strong>4 Railway Terrace - Mountain Bike Trails</strong></td>
<td>Negotiating Heads of Agreement for Land Swap.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report to be presented on recommended actions to deal with encroachments and property owners' concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NO</td>
<td>REPORT OUTSTANDING</td>
<td>PROGRESS</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>--------</td>
<td>----</td>
<td>------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>8/9/09</td>
<td>6.2</td>
<td>Mountain Bike Strategy – Draft Zone 3 Trail Plan Consultation and Amendments</td>
<td>Funding application successful. Consultation report for Zone 1 will be</td>
<td>SS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trial Plan for Zone 1 to be prepared for Community Consultation and report to be</td>
<td>provided early 2012.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>presented on implementation plan for this zone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/5/11</td>
<td>5.3</td>
<td>Hawthorndene Oval Reserve - Extension of Easement</td>
<td>Completed.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extended easement approved subject to the provision of a Construction Environmental</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management Plan being approved by Administration and the development of a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>consultation plan on the whole project to the satisfaction of Council. Staff to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>negotiate compensation with SA Water. Mayor and CEO to sign documents under seal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>after Council approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/7/11</td>
<td>5.2</td>
<td>Belair Community Centre – Public Consultation Result</td>
<td>Negotiations in progress.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Endorsed negotiation of the lease with Belair Community Centre Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further report to be provided seeking approval of lease conditions as per</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>resolution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/9/11</td>
<td>7.1</td>
<td>Community Development Grants Review</td>
<td>Refer to Item 7.1 in this agenda. A report will be prepared for the</td>
<td>SS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matter deferred for a briefing with Elected Members to occur.</td>
<td>November CCS meeting.</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NO</td>
<td>RESOLUTION</td>
<td>PROGRESS</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>--------</td>
<td>----</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>8/9/09</td>
<td>6.2</td>
<td><strong>Mountain Bike Strategy – Draft Zone 3 Trail Plan Consultation and Amendments</strong>&lt;br&gt;Consultation to occur with owners of 4 Railway Terrace.&lt;br&gt;DA for Zone 3 to be submitted to DAC.</td>
<td>Access points still to be resolved.&lt;br&gt;Designs completed and DA has been submitted, (currently on hold).&lt;br&gt;Report to be provided to October / November 2011 Full Council meeting.</td>
<td>SS</td>
</tr>
<tr>
<td>13/10/09</td>
<td>6.1</td>
<td><strong>Mountain Bike Strategy – Draft Zone 4 Trail Plan Consultation And Amendments</strong>&lt;br&gt;DA for priority 1 and 2 trails be submitted to DAC.</td>
<td>Designs completed and Updating DA for submission by October 2011.</td>
<td>SS</td>
</tr>
<tr>
<td>13/4/10</td>
<td>5.1</td>
<td><strong>Blackwood Hill Oval - Power Upgrade</strong>&lt;br&gt;Federal Funding of $49,000 be used for the installation of a transformer on Council land and upgrading of the power supply to Blackwood Hill Oval. Council to grant a 3m by 3.5m easement to ETSA for the location of the transformer on Council land.&lt;br&gt;Mayor and Chief Executive Officer to sign documents under seal.&lt;br&gt;Funding of $6,800 to be allocated from the recurrent planned building maintenance budget in 2010/2011.</td>
<td>Completed.</td>
<td>WR</td>
</tr>
<tr>
<td>13/7/10</td>
<td>12.1</td>
<td><strong>Confidential Report - Legal Agreement Regarding Use of Right of Way</strong>&lt;br&gt;Draft Statement of Position noted. Negotiations to occur with resident.</td>
<td>Report to be provided to October / November 2011 Full Council.</td>
<td>SS</td>
</tr>
<tr>
<td>DATE</td>
<td>NO</td>
<td>RESOLUTION</td>
<td>PROGRESS</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>--------</td>
<td>----</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>14/6/11</td>
<td>5.1</td>
<td><strong>Kingswood Tennis Club Lighting – Public Consultation Results</strong></td>
<td>Consultation completed. Awaiting DA assessment to amend lease.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodgement of DA for the lighting endorsed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lease schedule to be amended as per resolution, subject to the Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>receiving development approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14/6/11</td>
<td>6.1</td>
<td><strong>Sturt River Linear Park – Coromandel Valley Primary School Surplus Land Transfer</strong></td>
<td>Documents with the Crown.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Offer of transfer of land from DECS approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open Space budget to be increased by $15,000 to cover upgrading costs and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>annual maintenance budget of $2,500 to be included in Council's Long</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Term Financial Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor and CEO authorised to sign relevant documents under seal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/7/11</td>
<td>5.3</td>
<td><strong>Vodafone Mobile Phone Tower – Eden Hills</strong></td>
<td>Completed.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leases approved (four x five years each) from 1 May 2009.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional revenue to be applied to reducing Council's budgeted deficit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor and CEO authorised to sign and seal relevant documents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/7/11</td>
<td>12.1</td>
<td><strong>Confidential – Mobile Phone Tower – Mitcham Railway Station</strong></td>
<td>Completed.</td>
<td>WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Six month extension of lease granted as per resolution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional revenue to be applied to reducing Council's budgeted deficit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor and CEO authorised to sign any relevant documents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NO</td>
<td>RESOLUTION</td>
<td>PROGRESS</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>--------</td>
<td>----</td>
<td>-----------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>9/8/11</td>
<td>8.1</td>
<td><strong>Draft Heritage DPA – Engagement Strategy</strong></td>
<td>Refer to report in this agenda (Item 8.1) for draft engagement strategy.</td>
<td>CH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft Heritage DPA (once endorsed) to remain strictly confidential until interim operation is granted by the Minister.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/8/11</td>
<td>12.1</td>
<td><strong>Draft Heritage DPA – Endorsement</strong></td>
<td>To be actioned after engagement strategy is endorsed by Council.</td>
<td>CH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft Heritage DPA endorsed as a basis for community engagement and agency consultation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council to seek interim operation for the draft Heritage DPA from the Minister.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/9/11</td>
<td>7.2</td>
<td><strong>Individual Donation Scheme – Budget and Policy Review</strong></td>
<td>Noted. Completed.</td>
<td>SS WR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Policy to be revoked and updated as per resolution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funding allocation to be increased as per resolution.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>