



## **AGENDA**

**FOR WORKS AND SERVICES COMMITTEE MEETING TO BE HELD ON  
21 MAY 2018 AT AT THE CONCLUSION OF THE BUDGET AND FINANCE  
COMMITTEE**

**IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY**

### **MEMBERS**

Cr G Reynolds (Chairman)  
Mayor G Aldridge (ex officio)  
Cr C Buchanan  
Cr G Caruso  
Cr E Gill  
Cr S Reardon (Deputy Chairman)  
Cr S White  
Cr J Woodman  
Cr R Zahra

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr M van der Pennen  
General Manager Community Development, Ms P Webb  
Manager Communications and Customer Relations, Mr M Bennington  
Governance Support Officer, Ms K Boyd

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Works and Services Committee Meeting held on 16 April 2018.

Presentation of the Minutes of the Confidential Works and Services Committee Meeting held on 16 April 2018.

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## REPORTS

### *Administration*

2.0.1	Future Reports for the Works and Services Committee.....	13
-------	--	----

### *Community Centres and Youth*

2.1.1	Community Gardens in Reserves .....	19
-------	-------------------------------------	----

### *Healthy Ageing and Access*

2.2.1	Disability Programs .....	25
-------	---------------------------	----

### *Property*

2.5.1	Sporting and Community Clubs - Lease Agreement Renewals .....	31
-------	---	----

2.5.2	Grant of Easement - Portion of Edinburgh North Detention Basin Reserve.....	51
-------	---	----

### *Public Works*

2.6.1	Capital Works Report - May 2018 .....	55
-------	---------------------------------------	----

2.6.2	Para Hills Community Hub Project Update .....	61
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## OTHER BUSINESS

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## CONFIDENTIAL ITEMS

### 2.9.1 The Watershed, Greenfields Wetlands - New Lease Agreement

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which 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*
  - *information the disclosure of which would, on balance, be contrary to the public interest; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *Non disclosure of this item and discussion would protect Council's commercial position and confidential information containing sensitive commercial information provided by a third party and allow this matter to be considered in detail prior to a Council position in relation to this matter being determined.*

*On that basis the public's interest is best served by not disclosing the **The Watershed, Greenfields Wetlands - New Lease Agreement** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

## 2.9.2 Former Council Road Reserve, Ryans Road, Greenfields

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
  - it relates to information the disclosure of which 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
  - information the disclosure of which would, on balance, be contrary to the public interest; and
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
  - Non disclosure of this item and discussion would protect Council's commercial position and confidential information containing sensitive commercial information provided by a third party and allow this matter to be considered in detail prior to a Council position in relation to this matter being determined.

On that basis the public's interest is best served by not disclosing the **Former Council Road Reserve, Ryans Road, Greenfields** item and discussion at this point in time.
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

CLOSE



**MINUTES OF WORKS AND SERVICES COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

**16 APRIL 2018**

**MEMBERS PRESENT**

Cr G Reynolds (Chairman)  
Cr C Buchanan  
Cr G Caruso  
Cr S Reardon (Deputy Chairman)  
Cr S White  
Cr J Woodman  
Cr R Zahra

**OBSERVERS**

Cr L Caruso (*from 9:07 pm*)  
Cr S Bedford (*from 9:32 pm*)

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr M van der Pennen  
General Manager Community Development, Ms P Webb  
Manager Property and Buildings, Ms K Pepe  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 9:03 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

An apology was received from Cr E Gill and Cr S White.

**LEAVE OF ABSENCE**

Nil

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**PRESENTATION OF MINUTES**

Moved Cr R Zahra  
 Seconded Cr C Buchanan

The Minutes of the Works and Services Committee Meeting held on 19 March 2018, be taken and read as confirmed.

**CARRIED**

Moved Cr J Woodman  
 Seconded Cr G Caruso

The Minutes of the Confidential Works and Services Committee Meeting held on 19 March 2018, be taken and read as confirmed.

**CARRIED**

**REPORTS**

*Administration*

**2.0.1 Future Reports for the Works and Services Committee**

Moved Cr R Zahra  
 Seconded Cr G Caruso

1. The information be received.

**CARRIED  
 UNANIMOUSLY**

*Landscaping*

**2.4.1 Reserves and Public Areas - Provision of Facilities**

Moved Cr J Woodman  
 Seconded Cr C Buchanan

1. The information within the report be received and noted.
2. That Council endorse installation of barbecues at the following sites; The Paddocks as part of the Masterplan implementation, Pitman Park in 2019/20 and Kentish Green in 2020/21, subject to budget approval.
3. The Council endorse installation of toilet facilities at the following sites; The Paddocks as part of the Masterplan implementation, Unity Park in 2019/20 and Kentish Green in 2020/21, subject to budget approval.
4. That further investigation and scoping be undertaken in 2018/19 to better determine costs and locations for each of the above to be included in subsequent years budget deliberations.

**CARRIED**

## 2.4.2 Tree Removal Appeal Sub-Committee Information Report

Moved Cr C Buchanan  
Seconded Cr S Reardon

1. The information within the report be received.
2. That tree removal procedure continue to be administratively managed in accordance with the endorsed policy and procedures as outlined in option 1 of this report.
3. The revised and updated tree management policy and tree removal procedure forming Attachments 3 and 4 to this report (Works and Services Committee, 16/04/2018 item 2.4.2) be endorsed.

With leave of the meeting and consent of the seconder Cr C Buchanan  
VARIED the MOTION as follows:

1. The information within the report be received.
2. That tree removal procedure continue to be administratively managed in accordance with the endorsed policy and procedures as outlined in option 1 of this report.
3. The revised and updated tree management policy and tree removal procedure forming Attachments 3 and 4 to this report (Works and Services Committee, 16/04/2018 item 2.4.2) be endorsed.
4. Further information be provided at the Council meeting to be held on Monday 23 April 2018 canvassing options in relation to regulated trees.

**CARRIED**

## 2.4.3 Dedicated Dog Friendly Park at St Kilda

Moved Cr J Woodman  
Seconded Cr C Buchanan

1. The information within the report be received and noted, and that Council not proceed with the development of a dedicated dog park at St Kilda.

**CARRIED**

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*Property*

**2.5.1 Lease Portion of Lindblom Park to Metro United Women's Football Club**

*Cr C Buchanan sought leave of the meeting to speak for a second time and leave was granted.*

Moved Cr C Buchanan

Seconded Cr J Woodman

1. Council endorse a further lease be offered to Pooraka Football Club from 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2023 for the whole of the facility outlined in red and marked B, C and D and a further two sheds outlined in red and a licence for the two ovals outlined in blue on the attachment 1 to this report (Works and Services Committee, 16/04/2018, Item 2.5.1).
2. Subject to Council consent, Pooraka Football Club enter into sub licences with Metro United Women's Soccer Club and Gleeson College Soccer Club under terms established in Council's Sub-licence Policy.

**CARRIED**

*Public Works*

**2.6.1 Capital Works Report - April 2018**

Moved Cr J Woodman

Seconded Cr S Reardon

1. Include within the 2017/18 Third Quarter Budget Review a non-discretionary bid to transfer \$30k available budget from PR17040 Irrigation Renewal Program to PR17147 Tree Screen Renewal Program.
2. Include within the 2017/18 Third Quarter Budget Review a non-discretionary bid to transfer \$150k of available operating budget from Field Services Civil Contractual Services lines to PR12000 Road Reseal Program, plus a non-discretionary \$150k Third Quarter Operating Budget Bid for PR12000 Road Reseal Program to complete the required kerb maintenance prior to asphalt works.

**CARRIED**



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## 2.6.2 Flood Planning Discussion Paper and Update of Council's Flood Management Strategy

Moved Cr G Caruso  
Seconded Cr S Reardon

1. The information within the report be received.
2. The priority actions arising from the Flood Planning Discussion Paper be endorsed, namely:
  - a. The continued identification and management of critical sites affected by known flooding
  - b. The finalisation of flood mapping with risk indicators of High, Medium and General in a form required for the Planning and Design Code
  - c. Updating of the Stormwater Management Plans
  - d. Implementation of actions in the Stormwater Management Plans
  - e. Introduction of flood mapping into the Development Plan through transition to the Planning and Design Code
  - f. Community Engagement strategy for information based on the Community Engagement Charter as introduced through the State's planning reform process.
3. The Major Flood Mitigation Projects outlined in this report be considered as part of the Major Flooding Program New Initiative Bid, 2018/19 and onwards.
4. Property and Buildings staff be approved to undertake preliminary negotiations with Private and Government Agencies with respect to the purchase of land for Flood Mitigation Purposes, prior to formal Council approval.

**CARRIED**

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**OTHER BUSINESS**

**W&S-OB1      Rollout of Library Catalogue Computer Systems**

*Cr C Buchanan declared a perceived conflict of interest. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the residents.*

*Cr Woodman declared a conflict of interest on the basis of being a member of Burton Centre. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of the residents.*

Moved Cr C Buchanan

Seconded Cr R Zahra

That:

1. Staff bring back a report with costings and a proposed timeframe for the rollout of necessary system connections with community centres to enable reservations to be made on the library catalogue computer system and an item delivery system for those sites.

**CARRIED**

*The majority of members present voted IN FAVOUR of the MOTION*

*Cr C Buchanan voted IN FAVOUR of the MOTION*

*Cr J Woodman voted IN FAVOUR of the MOTION*

**CONFIDENTIAL ITEMS**

**2.9.1 Former Council Road Reserve, Ryans Road, Greenfields**

Moved Cr R Zahra  
Seconded Cr S Reardon

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which 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*
  - *information the disclosure of which would, on balance, be contrary to the public interest; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *Non disclosure of this information would protect Council's commercial position and confidential information provided by a third party and allow this matter to be considered in detail prior to a Council position in relation to this matter being determined*

*On that basis the public's interest is best served by not disclosing the **Former Council Road Reserve, Ryans Road, Greenfields** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CARRIED**

The meeting moved into confidence at 9:52 pm.

The meeting moved out of confidence and closed at 10:11 pm.

CHAIRMAN.....

DATE.....



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<b>ITEM</b>	2.0.1
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Future Reports for the Works and Services Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Works and Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.
- 2.2 External
  - 2.2.1 Nil.

### 3. REPORT

3.1 The following table outlines the reports to be presented to the Works and Services Committee as a result of a Council resolution:

Meeting Item	Heading and Resolution	Officer
14/12/2015 NOM3	<p><b>Traffic monitoring, Kesters Road between Main North Road and Ceafield Road</b></p> <p>1. That following the opening of the Masters store and other new businesses on Main North Road, staff undertake traffic monitoring on the lower part of Kesters Road, between Main North Road and Ceafield Road to determine the impact of the operation of those businesses on traffic flow and volume in the area. The report should include consideration of:</p> <p>a. The requirement for additional parking restrictions in the area</p> <p>b. Vehicle movements of heavy and long vehicles through the area</p> <p>c. Risks to public safety as a result of changed traffic patterns.</p> <p><b>Due:</b> June 2018 <b>Deferred to:</b> June 2019 <b>Reason:</b> Awaiting development of the site.</p>	Dameon Roy
29/03/2016 2.2.2	<p><b>Implementation of Free Bike Hire Scheme (in conjunction with Bike SA) - investigation findings</b></p> <p>3. The implementation of a Free Bike Hire Scheme within the City of Salisbury be considered again in three years.</p> <p><b>Due:</b> March 2019</p>	Adam Trottman
26/04/2016 6.4.3	<p><b>Your Tutor Trial</b></p> <p>2. Report on Outcomes of the Your Tutor Trial to be included on the futures report for Works and Services, and scheduled for March 2017.</p> <p><b>Due:</b> June 2018</p>	Jo Cooper
22/05/2017 2.1.1	<p><b>Investigation of Costs Associated with Waterslide/Diving Platform Installation at Salisbury Recreation Precinct</b></p> <p>2. A decision regarding the installation of the water play feature be deferred pending council consideration of a long term plan for the aquatic facilities.</p> <p><b>Due:</b> June 2018 <b>Deferred to:</b> December 2018 <b>Reason:</b> Pending consideration of the Indoor Facilities Review</p>	Adam Trottman

24/07/2017	<b>Variation to Council Decision 1783/2017: St Kilda Master Plan - Stage 2</b>	Greg Ratsch
NOM1	3. That authorisation to progress with priorities 3 to 8 inclusive provided in the St Kilda Stage 2 – Marine Recreation Precinct and Mangroves Master Plan be subject of consideration of further reports to Council.	
<b>Due:</b>	February 2019	
23/10/2017	<b>Salisbury United Football Club</b>	Karen Pepe
Cnl-OB1	That a report be brought forward advising how Council can support the Salisbury United Football Club with advice/assistance regarding to the issues presented to Council by the Club Secretary in an email dated 22 October 2017.	
<b>Due:</b>	May 2018	
<b>Deferred to:</b>	July 2018	
<b>Reason:</b>	Staff have met with representatives of Salisbury United and FFSA to discuss their requests. Further investigations need to be undertaken on options available before reporting back to Council.	
27/11/2017	<b>Revocation of Portion of Wright Road Reserve, Known as Allotment 282 in Deposited Plan 7897</b>	Liz Lynch
2.5.1	6. A further report be presented to Council for consideration of any objections received. In the event that no objections are received, the Manager Property and Buildings be authorised to prepare and submit the necessary documentation to the Minster for approval.	
<b>Due:</b>	June 2018	
26/02/2018	<b>Compostable and Reusable Containers Incentive Scheme</b>	Mark Purdie
NOM1	That staff undertake a report on the viability of a pilot project and detailing opportunities for a Salisbury business incentive scheme supporting compostable and reusable containers. The scheme would offer businesses financial or other inducements to stock compostable and reusable takeaway coffee and food containers.	
<b>Due:</b>	June 2018	
<b>Deferred to:</b>	August 2018	
<b>Reason:</b>	To allow for input from NAWMA.	
26/02/2018	<b>Investigation into Development of an App to Report Illegal Dumping</b>	Mark van der Pennen
NOM3	2. Subject to the response from NAWMA, a report be provided to Council advising the costs of implementing the application across the Council's fleet of vehicles.	
<b>Due:</b>	July 2018	

26/02/2018 NOM7	<b>Recycling Opportunities for the Disposal of Coffee Pods</b> 1. That a report be brought forward identifying recycling opportunities for the disposal of coffee pods, and advising of the estimated costing of establishing a program that diverts them from going into land fill. <b>Due:</b> May 2018 <b>Deferred to:</b> June 2018 <b>Reason:</b> Awaiting feedback from NAWMA.	Mark Purdie
26/02/2018 2.4.3	<b>Cleaning of Creeks and Waterways</b> 2. A review of the service levels be conducted after 12 months in March 2019. <b>Due:</b> March 2019	Mark Purdie
26/03/2018 NOM1	<b>Automated 24 Hour Public Toilets</b> 1. That Council staff report on the costs and feasibility of installing public automated 24 hour accessible toilets across Salisbury, at high traffic/appropriate locations. <b>Due:</b> June 2018	Dameon Roy
26/03/2018 NOM2	<b>Mawson Lakes Indented Parking Bays</b> 1. That staff report into areas in Mawson Lakes that indented parking bays could be implemented to ease parking and traffic issues. <b>Due:</b> August 2018	Greg Ratsch / Dameon Roy
26/03/2018 2.5.1	<b>Revocation Portion of Edinburgh Reserve South to Facilitate Construction of Haulmark Trailers Manufacturing Facility</b> 3. A further report be presented to Council for consideration of any objections received. In the event that no objections are received the Manager Property and Buildings be authorised to prepare and submit the necessary documentation to the Minister for approval. <b>Due:</b> June 2018	Tim Starr
26/03/2018 6.4.1	<b>Long Term Financial Plan and Budget Workshops Actions Update</b> 2. A report on the success of the Reserve Upgrade Program and consideration of future sites be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-9). <b>Due:</b> December 2018	Craig Johansen
26/03/2018 6.4.1	<b>Long Term Financial Plan and Budget Workshops Actions Update</b> 3. A report on the program of sites for Fitness Equipment Program be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-13). <b>Due:</b> December 2018	Craig Johansen



26/03/2018	<b>Long Term Financial Plan and Budget Workshops Actions Update</b>	Craig Johansen
6.4.1	4. A report on the program of sites for Autism Friendly Playspaces be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-15).	
<b>Due:</b>	December 2018	
26/03/2018	<b>Long Term Financial Plan and Budget Workshops Actions Update</b>	Adam Trottman
6.4.1	5. A report on Salisbury North Netball Club be included on the Works and Services Future Reports with a due date of November 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-17).	
<b>Due:</b>	November 2018	
26/03/2018	<b>Long Term Financial Plan and Budget Workshops Actions Update</b>	Greg Ratsch
6.4.1	6. A report on signage at Edinburgh Parks be included on the Works and Services Future Reports with a due date of August 2018 (per table Budget Workshop 2 – 5 March 2018 item WS2-13).	
<b>Due:</b>	August 2018	
26/03/2018	<b>Budget Bids 2018/2019 - Streetscape Renewal - PSN107</b>	Craig Johansen
6.4.2	That a further report come back considering an increase in funding to the Street Tree Program bid PSN107 looking at improving outcomes and quality.	
<b>Due:</b>	December 2018	
23/04/2018 NOM1	<b>Connection and Safety in Mawson Lakes</b> That a report be brought forward providing advice on: 1. Options for improving the way that estates of Mawson Lakes are connected for pedestrian use. 2. Ways to improve safety at the crossing of Elder Smith Road, between Cascades and Shoalhaven estates.	Dameon Roy
<b>Due:</b>	July 2018	
23/04/2018 NOM5	<b>Charge for Large Waste Bins</b> 4. Staff bring back a report and costs to cap the transfer from a 140ltr bin to a 240ltr bin at a once off cost of \$50 or at no cost at all.	Mark Purdie
<b>Due:</b>	August 2018	
23/04/2018 NOM6	<b>Green Waste</b> 1. That staff and NAWMA to provide a report and costings for the introduction of a free green waste bin for all households for consideration in the 2018/19 budget. Costings to include 140ltr and 240ltr options.	Mark Purdie
<b>Due:</b>	August 2018	

23/04/2018 WS-OB1	<b>Rollout of Library Catalogue Computer Systems</b> 1. Staff bring back a report with costings and a proposed timeframe for the rollout of necessary system connections with community centres to enable reservations to be made on the library catalogue computer system and an item delivery system for those sites.	Jo Cooper
<b>Due:</b>	June 2018	

#### 4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Policy and Planning Committee have been reviewed and are presented to Council for noting.

#### CO-ORDINATION

Officer: Executive Group

Date: 14/05/2018

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<b>ITEM</b>	2.1.1
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Community Gardens in Reserves
<b>AUTHOR</b>	Adam Trottman, Manager Community Planning & Vitality, Community Development
<b>CITY PLAN LINKS</b>	2.2 Have a community that is knowledgeable about our natural environment and embraces a sustainable lifestyle.
<b>SUMMARY</b>	This report provides a response to council resolution 1842/2017 which stated: <i>Staff report back on a comprehensive review of community gardens in reserves.</i>

### RECOMMENDATION

1. The report be noted.
2. Staff prepare a business case which explores options and cost implications for the establishment of a Salisbury Community Gardens program.

### ATTACHMENTS

There are no attachments to this report.

### 1. BACKGROUND

- 1.1 Council resolution 1842/2017 stated:  
*Staff report back on a comprehensive review of community gardens in reserves.*
- 1.2 Community Gardens in the City of Salisbury typically exist in three formats:
  - Edible species on public reserves
  - Small scale gardens in schools and community centres
  - Large scale staffed community garden located at Paralowie

#### **Edible Species on Public Reserves**

- 1.3 In 2014, Council completed an upgrade of Heyford Reserve located on Catalina Avenue, Parafield Gardens. The scope of works included edible plantings. Extensive consultation was undertaken with surrounding residents to determine the preferred type of edible plants and fruit trees to be planted at the reserve. It was resolved that a variety of citrus fruit trees and herbs were preferable and a number of orange and lemon trees as well as asparagus and herbs were planted.

- 1.4 The fruit tree plantings were a mix of semi-mature and juvenile, however have been very slow growing and produce minimal fruit. In normal circumstances, they would be expected to be producing good amounts of fruit within 5 years and their progress will be monitored.
- 1.5 Following their planting, there was some loss of stock due to heat and vandalism. These were replaced at the time.
- 1.6 Turf and Horticultural Services have reported that very little fruit is produced and the limited fruit that is produced is not being picked. Similarly, the herbs that were planted do not appear to be used by residents.
- 1.7 This reserve will continue to be monitored and once the fruit trees have reached maturity and are bearing more fruit (expected in several years' time) Council will have a better indication of community receptiveness of such initiatives.
- 1.8 This is the only reserve in the City of Salisbury with edible plantings.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Team Leader, City Landscape

## **3. REPORT**

### **Community Gardens**

- 3.1 Schools and community centres are a very effective and efficient method of establishing and maintaining community gardens as the existing structures allow for good management with limited resources. This is generally achieved on site at the Community Centre to reduce the resources involved in transporting equipment and people to adjacent sites and continued staffing of centers during absences.
- 3.2 The Department of Education and Child Development is committed to opening up schools for use by the broader community and community gardens is an effective way to do this. The majority of schools and children's centres across the City of Salisbury have a community garden of some description. In some instances, this includes a number of planter boxes whilst others include large parcels of up to 250sqm that are used for producing food and educating children and their families on both growing the plants and its use.
- 3.3 Through the OPAL program a number of schools and children's centres were supported to establish community gardens including those at the Parafield Gardens Children's Centre, Lake Windemere Children's Centre, Burton B-7 School, Salisbury Primary School and St Augustines.
- 3.4 In 2010 an OPAL review found that establishing a stand-alone small scale effective community garden in reserves would cost in excess of \$110,000 of capital works with ongoing maintenance costs of up to \$25,000 excluding salaries and wages.
- 3.5 Establishing and maintaining community gardens at existing community assets such as schools and community centres is the most effective method of ensuring success.

### Community Centres Gardens

- 3.6 There is a large number of small scale community gardens located at community centres and schools throughout the City of Salisbury in addition to one located at Uni SA, Mawson Lakes. These gardens are supported by the established management organisations and are an excellent example of effective community gardens.
- 3.7 Community Centres SA through its publications encourages residents that are wanting to establish a new garden to consider supporting an existing community garden first. An example of this is a group of residents in Mawson Lakes who have recently been connected to the Community Garden at Uni SA, which has support from the University, the local Gardening Club and is seeking further engagement with the Community. Originally these residents were asking council to establish a community garden, and sought support from their Ward Councillors.
- 3.8 Community Centres with small scale gardens include:
- Burton Community Centre
  - Morella Community Centre
  - Salisbury East Neighbourhood Centre
  - Pooraka Farm Community Centre
- 3.9 Community centres engage with residents through programs and workshops (horticultural practices and food preparation) and are an effective way to support the ongoing development of these small scale gardens.
- 3.10 Some community centres have adjoining public open space that could be developed into larger scale community gardens. Bagster Road Community Centre is one such centre, and this coupled with their enterprise Fast and Fresh meal kits could have significant community benefits.
- 3.11 Although Paralowie Community Garden is located in close proximity, Bagster Road already has strong links with Salisbury North Primary School and Bowden Brompton Community School (Little Para Campus) and could further their connection with families in the area.
- 3.12 UniSA established its first community garden at the Mawson Lakes campus known as the Mawson Lakes Community Garden. There is an opportunity to strengthen community connection with this garden.
- 3.13 Below is a list of Community Centers sites and potential for adjacent sites for Community Gardens development:
- Pooraka - Lindbom Park and Bush park may be options
  - Mawson Lakes – Mobarra Park
  - Bagster – On site at Community Centre or smaller area within Salisbury North sporting grounds
  - Salisbury East - Madison Park
  - Morella - Green Tree Park Andrew Smith Drive adjacent the Oval
  - Burton - Janie Drive Reserve, adjacent Spring Bank Playground
  - Para Hills – there are various courtyard locations and adjacent the new center

### **Paralowie Community Garden**

- 3.14 The Paralowie Communal Garden is located at the Paralowie R-12 School (DECD land) and runs a wide range of workshops during the year. It provides significant opportunities for the community, including older adults, to learn and connect with others.
- 3.15 In 2007, the City of Salisbury obtained HACC funding to establish a garden program. The City of Salisbury has one of the few community gardens that are staffed (using funding from the HACC program) with a 0.4 FTE working with a group of volunteers. The Paralowie Communal Garden is supported with external funding for programs conducted on site.
- 3.16 Initial costs to establish the Paralowie Communal Garden were estimated to be in excess of \$177,000. Additional costs have been incurred since the garden's establishment with the addition of a shelter, upgraded security fencing and other minor capital works.

### **Other Gardens**

- 3.17 Across the metropolitan area, there are a number of other community gardens at the scale of the Paralowie Communal Garden. These include:
- Kurruru Pinyarendi Community Garden' at Hillcrest
  - Wandana Community Garden' at Gilles Plains
  - Wynn Vale Garden at Surrey Downs
  - Duck Flat Garden at Mount Barker
  - Woodville Gardens garden
  - Fern Avenue Community Garden at Fullarton
  - Walyu Yarta Community Garden at Adelaide
  - Part Terrace Community Garden at North Adelaide
  - Linde Community Garden at Stepney
  - Lochiel Park Community Garden at Campbelltown
  - The Goody Patch Community Garden at Goodwood
  - Prospect Community Garden at Prospect
- 3.18 Each garden operates with different partners and have 'grown' in different ways but all used the model of joint activities with the community involved in all the planting and sharing of the produce.

### **Considerations for establishing a City of Salisbury Community Garden Program - Indicative operational costs**

- 3.19 Given the considerable co-ordination work required to identify suitable locations and working with the community, it is recommended that if Council wanted to build on the small scale gardens at community centres, this could be developed through provision of additional resourcing such as a community garden program coordinator and small operational budget. A sustainable community transition model would be used to ensure no operational ongoing costs to council beyond the 3 years establishment.

- 3.20 A project officer with horticultural skills would be best placed to facilitate and determine the viable locations, suitable plants and facilitate skills transfer with the community.
- 3.21 The costs of a part time (0.6 Full Time Employee equivalent) coordinator role that would share time across all community centres would be up to \$60,000 (including on-costs) for 3 years depending on final role classification. A program operating budget of \$10,000 in year 1 would assist in the delivery of programs.
- 3.22 The Community Gardens Program could concentrate upon harnessing the community to develop gardens in suitable reserves adjacent Community centres consistent with Community Centres SA policy position. The project officer could also identify any infrastructure requirements and prepare a plan for year two as required.
- 3.23 The premise behind the funding could involve establishment and handover to community groups at the conclusion of the three years. It would be important to ensure that community groups were mature enough to ensure ongoing support for the gardens beyond the three years.

#### **Capital Establishment costs/ongoing infrastructure maintenance costs**

- 3.24 In addition the identification of suitable locations, infrastructure costs require further investigation. Some parks adjacent Community centers have suitable infrastructure but others may require irrigation, and small scale planters depending upon the likely client group, and type of plantings.
- 3.25 In addition a cost assessment of ongoing infrastructure maintenance costs would be required to fully understand the cost implications to Council.
- 3.26 An order of costs assessment would provide better insight into the infrastructure maintenance costs and a suitable budget could then be developed.

#### **4. CONCLUSION / PROPOSAL**

- 4.1 The City of Salisbury has a small number of gardens on community reserves with Heyford Reserve being the primary example but is not a community maintained garden and only has a small number of plantings. Without support from an auspice origination which is resourced to facilitate community involvement these are likely to be less successful than those associated with schools and Community Centres.
- 4.2 Community gardens based at schools and community centres are the most common type and are an effective and efficient way of supporting residents to learn and engage in growing their own food.
- 4.3 Establishing new community gardens on Council reserves requires investment from Council (or another party), a large dedicated group of people for ongoing maintenance, strong support from the community and ongoing investment to ensure its long term success.
- 4.4 A consultancy funded from internal resources could provide a more detailed exploration of the business case for the establishment of community gardens which identifies locations infrastructure and costs the ongoing infrastructure maintenance costs for Council Consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 14/05/2018



<b>ITEM</b>	2.2.1
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Disability Programs
<b>AUTHOR</b>	Vesna Haracic, Manager Community Health & Wellbeing, Community Development
<b>CITY PLAN LINKS</b>	1.1 Have a community with the skills, knowledge and agility to participate in a rapidly changing economy. 3.1 Be an adaptive community that embraces change and opportunities. 3.3 Be a connected city where all people have opportunities to participate.
<b>SUMMARY</b>	<p>The roll out of the NDIS in the Northern region from 1 July 2017 resulted in changes in funding arrangements for the three disability specific programs – Fun on Friday, The Shed and Salisbury Social Group.</p> <p>Under the Community Health and Wellbeing division the City of Salisbury has become a registered NDIS provider to continue supporting participants as they transition to NDIS scheme funding arrangements.</p>
<b>RECOMMENDATION</b>	<ol style="list-style-type: none"> <li>1. Information to be received.</li> <li>2. Note the successful grant application for Information, Linkages and Capacity Building (ILC) Program for \$364,040.00 (GST exclusive) to build capacity of people with disability to access NDIS services.</li> <li>3. That support continues for disability services provision in 2018-19 as staff explore further options under NDIS.</li> <li>4. Staff to provide an update report on the Salisbury Home and Community Care Business Model with recommendations on future options for the council in regarding disability and ageing sectors in December 2018.</li> </ol>
<b>ATTACHMENTS</b>	There are no attachments to this report.
<b>1. BACKGROUND</b>	<ol style="list-style-type: none"> <li>1.1 Disability reform is guided by the NDIS, which is the new way of providing support for Australians with disability, their families and their carers.</li> </ol>

- 1.2 The NDIS will provide approximately 460,000 Australians under the age of 65 with a permanent and significant disability with the reasonable and necessary support they need to live an ordinary life, to access community services and support, maintain informal support arrangements and receive reasonable and necessary funded support.
- 1.3 Between 1 July 2017 and 30 June 2018, adults aged 18 to 64 years of age started entering the NDIS based on where they live in SA. From 1 July 2017 the NDIS roll out commenced in Adelaide's Northern Region which included City of Salisbury, City of Playford, City of Port Adelaide Enfield (East); and from the 1st of October 2017, City of Tea Tree Gully.
- 1.4 Currently, the Council provides programs and services for people with disability within the Community Health and Wellbeing Division (CH&W) which are affected by the introduction of the NDIS.
- 1.5 The Community Health and Wellbeing division in partnership with the City of Playford and Northern Connections has been successful in its application for Jurisdictional Based Grant Round under the Information, Linkages and Capacity Building (ILC) Program for \$364,040.00 (GST exclusive) to build capacity of people with disability to access NDIS services.
- 1.6 Consultation / communication
- 1.7 Internal
  - 1.7.1 Pippa Webb, General Manager, Community Development
  - 1.7.2 Sam Zhang, Assistant Accountant, Financial Services
- 1.8 External
  - 1.8.1 Sam Hellams, Acting General Manager of City Services, City of Playford
  - 1.8.2 Greg Adey, Director, g88 Consulting

## **2. REPORT**

- 2.1 The Community Health and Wellbeing division in partnership with the City of Playford and Northern Connections (regional office for Department of Communities and Social Inclusion) and has applied for Jurisdictional Based Grant Round (2) under the Information, Linkages and Capacity Building (ILC) Program for \$364,040.00 (GST exclusive) in December 2017 over two years.
- 2.2 The National Disability Insurance Agency (NDIA) and the Community Grants Hub have advised us on 7th May 2018 that our application in partnership with the City of Playford and Northern Connections has been selected as a preferred provider for this funding round.
- 2.3 Of significance the Cities and Playford and Salisbury are only the second Local Government Authorities in Australia to receive this funding.
- 2.4 Aim of the Information, Linkages and Capacity Building (ILC) grant is about creating connections between people with disability and their communities.

- 2.5 The grant funding is to deliver a joint Playford/Salisbury suite of information support and connections into the multicultural and Indigenous communities to support the NDIS roll-out. The project will cover Playford and Salisbury and delivery will include an information resource which will be built to target Culturally and Linguistically Diverse communities, particularly newly arrived migrants and people from Aboriginal and Torres Strait Islander backgrounds.
- 2.6 The toolkit will be promoted via local multicultural media outlets, newsletters and the use of translated videos. The program also provides training to interpreters and translators, bi-cultural workers and community leaders on understanding and working with people with disability.
- 2.7 Community Health and Wellbeing division is also providing three disability specific programs. Those programs are The Shed, Fun on Friday, and the Salisbury Social Group. There are currently 50 people attending these programs, of which 30% are pending transition to NDIS. In addition 13 new participants have accessed NDIS registered home assist services in the current financial year.
- 2.8 Council's disability programs are included in an overall review of Council's ageing and disability programs.
- 2.9 Furthermore the CH&W division has been working on a project in partnership with the City of Playford since late 2016 on developing Home and Community Services Framework, a joint partnership project to consider the transition options for community aged care and disability services past 2020, and to proactively manage Age Care and Disability sectors reforms.
- 2.10 The project engaged an external consultant to review our programs and services, explore and identify various options of staying in service provision.
- 2.11 Stage 1 of the report was presented to the council on Works and Services Committee meeting held on 20th November 2017 with a recommendation for the Community Health and Wellbeing division to proceed to develop a detailed business plan for the following three options for future service delivery of both disability and aged care services under the reforms.
- 2.12 Option 1 – Expand the current services scope volume. Continue to provide the current low-level home support and group programs for both aged and disability services.
- 2.13 Option 2 - Diversify into new service areas. Grow and diversify to offer the current service mix across all aged and disability services, but retain the low-risk criteria (low-level home support and group programs).
- 2.14 Option 3 - Hybrid service, continuity and diversification. Council
  - (a) funds and directly provides a limited scope of baseline services (eg. social programs operating in the Jack Young Centre), and
  - (b) transfers all other service delivery (both current and potential future mix) to a separate business unit
- 2.15 This report is due to council in December 2018.

2.16 The CH&W division have reviewed and adjusted the disability programs to align with the NDIS framework. The restructured business processes respond to changes in the sector, in order to continue providing disability services and capitalize on future opportunities in the disability sector.

Changes included:

2.17 The CH&W division had a Disability Hosting agreement under the National Disability Agreement until 30 June 2017 for \$187,200 to deliver three disability specific programs for people with disability - The Shed, Fun on Friday, and the Salisbury Social Group.

2.18 This funding has now been rolled over into the 2017-18 financial year but the level of funding is subject to the number of people attending the disability programs. The grant funding currently associated with these programs has been replaced by claiming unit costs from NDIS via the individualised budgets of clients that attend our disability programs.

2.19 To be able to offer services and claim payments under NDIS, service providers need to be a NDIS registered service provider. The CH&W division has registered as an NDIS service provider in the service categories that we currently operate and have put systems in place to move to the new model which will support self-directed services and individualised funding arrangements.

2.20 The current participants in these disability programs have continued to attend the groups when they joined the NDIS. About 70% of the programs participants have currently transitioned to the NDIS.

2.21 Minor changes in staff working hours in The Shed program, have been made in order to remain in service provision and retain experienced staff through moderating costs, therefore minimising the risk to council as a result of having a mix of block and individualized funding. This is a part of the transition positioning required in ahead of Council consideration of the options being explored as a result of their decision in November 2017.

#### **Budget position**

2.22 Community Health and Wellbeing 18/19 budget structure for the disability programs are similar to the previous year as the transition to the NDIS financial arrangements continue to progress.

2.23 The transition to the NDIS has been slowly progressing and is not expected to be completed until 30 June 2018. This financial year consists of a mix of block funding and individualised NDIS funding. The funding received for the period 1 July to 28 Feb 2018 (see table 1) shows an overall favorable position due to all participants continuing to attend the programs with their NDIS funds and an additional 20 participants requesting support.

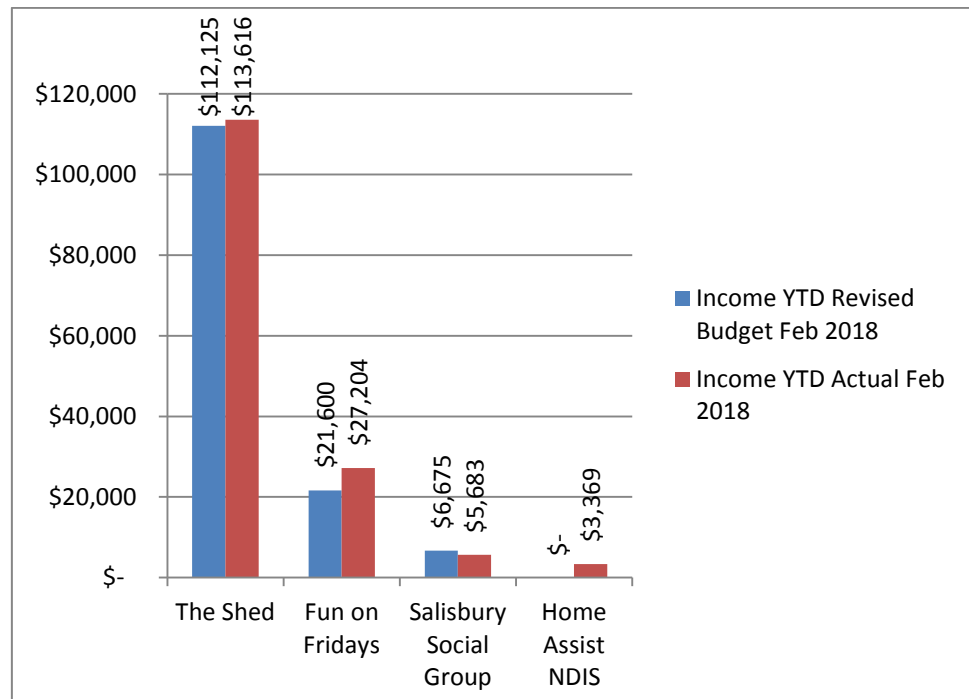


Table 1

3.13 To date there has been 100% retention of participants as they transition to NDIS. In addition, with minimal marketing we have seen a 20% increase in participant numbers. Based on this evident, the predicted annual income from NDIS funding compared to grant funding is favorable (see Table 2).

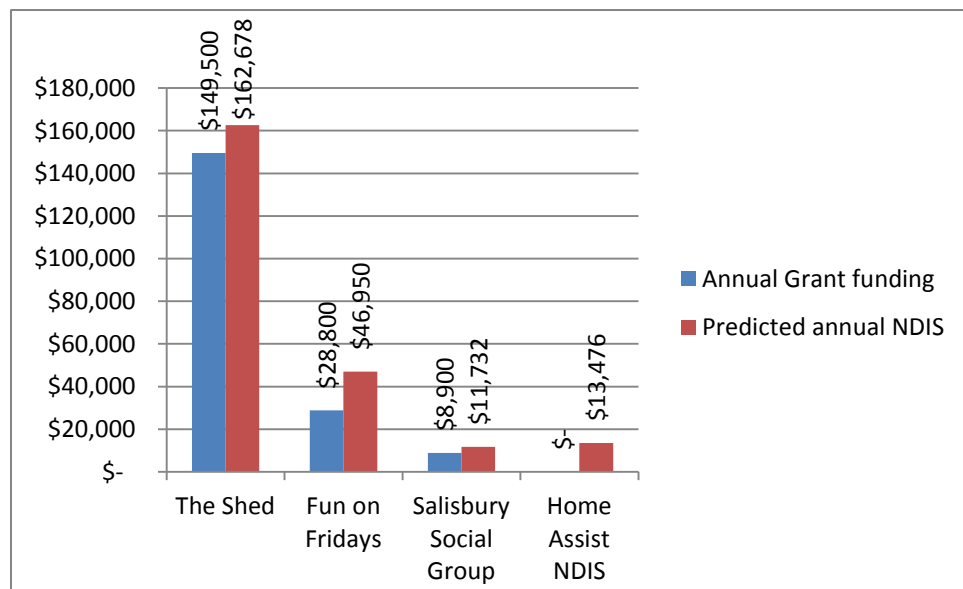


Table 2

Based on the trend of retention and new participants experienced in the initial transition to NDIS without a marketing strategy it is considered that NDIS service provision has the potential to develop into a financially viable option.

2.24 Current staffing for disability programs:

Disability Program Team Leader –25hr per week

Activity Assistant - 16hr per week

Fun on Fridays Program, 8hr per week

Salisbury Social Group, 5 hours per week

2.25 The proposal is to offer a twelve months contract to disability services staff until 30th June 2019 which links to staffing contract in the age care sector.

2.26 The Division will continue investigating opportunities within the NDIS environment to determine the best position for the COS in the future and the best options for the COS residents living with disability, as this aligns with the Council's access and inclusion policy, therefore enabling greater enhanced community inclusion.

**3. CONCLUSION / PROPOSAL**

3.1 The Northern region is the first region in SA to roll out to the NDIS and the Division continues to monitor the NDIS roll out, including exploring role council could play to support residents with disability. The approach proposed ensures that capability to deliver NDIS programs, at low risk until the council has made a decision regarding the final business model for the aged care and disability. The approach will allow us adequate time to continue to assess the NDIS market with minimal risks.

3.2 Further options for service delivery under NDIS will be explored in the Salisbury Home and Community Business model report expected to be completed by the end of 2018 and presented to the Council.

3.3 It is important to be involved in in the disability services provision in 2018-19 as staff to explore further options under NDIS and utilize Information, Linkages and Capacity Building grant to build capacity of people with disability to access NDIS services.

3.4 Offering a twelve month contract to disability services staff until 30th June 2019 will align to the staffing contract in the age care sector, and allow for a full transition to Council preferred business model once a decision has been made.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 14/05/2018

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<b>ITEM</b>	2.5.1
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Sporting and Community Clubs - Lease Agreement Renewals
<b>AUTHOR</b>	Tim Starr, Coordinator Property, City Infrastructure
<b>CITY PLAN LINKS</b>	3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
<b>SUMMARY</b>	This report recommends that Council resolve to enter into a new standard lease agreement with clubs for a term of five (5) years commencing on 1 October 2018, with changes to the standard lease agreement as outlined in the attached.

#### **RECOMMENDATION**

1. Pursuant to Section 202 of the Local Government Act 1999, it is recommended that Community and Sporting Clubs occupying Council facilities as contained in Attachment 1 to this report (Works and Services, 21/05/2018 Item 2.5.1) be offered the new standard Lease Agreement and Sub License Agreement reflecting the changes noted in Attachment 2 to this report (Works and Services, 16/04/2018 Item 2.5.1) (if applicable to that Club) for a term of five years, commencing on 1 October 2018 with rent to be calculated using Council's current Club Fee Policy.
2. The Salisbury Invitation Racing Pigeon Club are to be offered the new standard Lease Agreement reflecting the changes noted in the Attachment 2 to this report (Works and Services, 21/05/2018 Item 2.5.1) (if applicable to that club) for a term of 12 months commencing on 1 October 2018 with rent to be calculated using Council's current Club Fee Policy.
3. The Hungarian Culture Welfare Club are to be offered the new standard Lease Agreement reflecting the changes noted in Attachment 2 to this report (Works and Services, 21/05/2018 Item 2.5.1) (if applicable to that club) for a term of two years commencing on 1 October 2018 with rent to be calculated using Council's current Club Fee Policy.
4. The Grounds Leases currently in place with Scouts SA be renewed in their current format.
5. Amendments be made to the existing Lease Agreement to better reflect the responsibilities of both Council and Lessees as defined in Attachment 2 to this report (Works and Services, 21/05/2018 Item 2.5.1).

## **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. List of Current Lessees
2. Proposed Lease Changes
3. Match Day Checklist

### **1. BACKGROUND**

- 1.1 Council currently leases buildings and licenses sporting fields to numerous community and sporting organisations throughout the City. The current license agreements with the clubs commenced on 1 October 2013 and are due to expire on 30 September 2018.

### **2. CONSULTATION / COMMUNICATION**

#### 2.1 Internal

- 2.1.1 Workshops have been held with staff from various Council divisions to review the existing lease agreement and make suggested changes to assist with management of the lease and facility. These suggested changes aim to clarify responsibility, identify budgetary requirements and minimise liability whilst preserving and increasing the value of Council assets.

#### 2.2 External

- 2.2.1 Mellor Olsson Lawyers
- 2.2.2 IPOS
- 2.2.3 JLT Sport

### **3. REPORT**

- 3.1 Staff have been consulting both externally and internally for the past few months to ensure that the new agreement is clearer and reflects the current environment.
- 3.2 Mellor Olsson Lawyers were engaged and have prepared a new lease agreement based on feedback from staff.
- 3.3 The majority of the clauses contained in the new agreement are standard and have not been changed from the previous document.

A summary of what is included can be noted as follows:

- Lessor and Lessee obligations
- Lessor and Lessee obligations reflects current legislative requirements, in particular the Retail and Commercial Leases Act 1995
- Permitted use
- New term of five years to commence on 1 October 2018
- Overall, maintenance responsibilities are clearer and reflect what is happening now



- The Match Day Checklist, which is in the current agreement, has been made both clearer and more comprehensive, covering grey areas where there were no previous provisions and ensuring that identification and alleviation of hazards on game days is paramount (please see Attachment 3).
- 3.4 Some changes to maintenance responsibilities are proposed within the new lease and are detailed in the attached table (refer to Attachment 2). This table details:
- The nature of the responsibility
  - Responsibilities under the current lease
  - Responsibilities under the new lease
  - The reason for the proposed amendment
  - The impact, if any, to Council as a result of the proposed change.
- 3.5 Each year in September a Club Profile Form is sent to all clubs requesting details of the club contacts and their positions on the committees as well as sub lessees details. It is proposed that this form be expanded to include details of the numbers of teams, members and players as well as details regarding the Sub Lessees. This form will also request details on the clubs financials, advice on sub lessees current rental as well as other users of the facility.
- 3.6 It is further proposed to include copies of Council's Current Club Fee Policy and Sublicense Policy, as well as reference to other relevant policies relating to Sports and Recreational uses to ensure clubs are fully aware of their responsibilities.

#### **Better Use of Sporting Facilities**

- 3.7 The City of Salisbury annually invests substantial funding into the upgrades and maintenance of sporting club buildings and grounds. This investment is to ensure the clubs are well supported and able to involve the Salisbury community in the benefits of playing regular sport.
- 3.8 Whilst the club's lease does allow for exclusive use of the buildings to the head lessee, it is recommended that in recognition of Council's investment, clubs are encouraged to utilise the facilities for greater community benefit, including use of facilities out of season by complimentary sports, non-sporting clubs and other community users. It is intended that the leases contain specific references to the way in which Council would like to encourage greater utilisation of the maintained assets, this is to include:
- Clubs be encouraged to actively share the facilities with non-sporting organisations either in a sub-lease arrangements, for hire or to support broader community benefit.
  - Clubs actively promote the hire of facilities to community groups, the broader community and for example NDIS providers during the week when clubs are not utilising the facilities.
  - Clubs are open to participation and actively seeking participation from the multicultural community.
  - Clubs actively seek off season and complimentary sports and activities to fully utilise the capital investment of Council across the year.
  - The organisation and running of the club is in a manner that provides support for full utilisation of the facilities

3.9 This will be facilitated through the Community Planning and Vitality Division and the Sports Development Program and will be included in the new lease agreement.

3.10

### **Women in Sport**

3.11 The City of Salisbury is seen as a leader in supporting female participation in sport and in 2017, in partnership with the South Australian Women in Sport Taskforce, held South Australia's first Local Sport Needs Women Forum attended by over 90 club representatives. A key issue identified at that forum was the inequity in access to facilities for females to train and play sport. Some women's teams are only given the option of training or playing in undesirable time slots, which is not equitable. It is therefore proposed that the lease contain clauses in relation to the following;

- Clubs actively support female participation by engaging with the Salisbury Active Community Network (SACNET) to provide information on how to encourage and support.
- The Lessee will develop a policy to achieve equitable access regarding programming of facilities during the Term of the Agreement and consistent with the Equal Opportunity Act.
- The Lessee will complete a survey on an annual basis detailing their typical schedule of training and games at the facility.

3.12 This will be facilitated through Community Planning and Vitality and the Sports Development Program and included in the new lease agreement.

### **Proposed Lessees**

3.13 A list of the current lessees is attached to the report (refer to Attachment 1). These clubs will be given the opportunity to enter into a new five year lease with Council prior to the expiry of their existing agreements. Given the current status of their tenure, staff are confident to recommend that Council enter into new lease agreements with these clubs.

3.14 Exceptions to a five year lease term are the following:

#### **3.14.1 Salisbury Invitation Racing Pigeons Club Inc.**

Currently lease facilities from Council located at Salisbury North Oval, Bagster Road, Salisbury North and have expressed a desire for a short-term lease due to dwindling member numbers. The new lease is to be offered under the same conditions as the new club leases. Staff recommend the lease be reviewed and renewed on a yearly basis, in consultation with the Salisbury Invitation Racing Pigeons Club Inc.

#### **3.14.2 The Hungarian Culture Welfare Club Inc.**

It is proposed to offer a new two year lease at their current location at Prettejohn Gully, 29 Maves Road, Para Hills effective from July 2018. As a result of the previous lease renewal report presented to Council in January 2014 staff held discussions with club representatives to offer alternate accommodation however, the club representatives have determined that the options offered are "not suitable to their needs". As

the club have an ageing member portfolio with little to no new members they indicated that they are likely to be dissolved within two years' time, therefore an additional lease beyond this time is unlikely to be required.

### **Grounds Leases**

3.15 In addition to the standard club leases Council have entered into grounds lease with Scouts SA. These leases allow for the lessee to occupy a portion of Council land with their own buildings. Therefore the lessee is wholly responsible for the maintenance of the site with nil impact to Council. It is recommended that these ground leases be renewed in the current format

### **Legal Issues**

3.16 Section 202 of the Local Government Act 1999 provides that Council may alienate community land by lease or license and further provides that if the grant of a lease or license is authorised in an approved Management Plan and the term is for five years or less, then public consultation is not required.

3.17 As all the reserves are contained within a current Management Plan and the term will be five years, Council is not required to undertake public consultation prior to entering into these agreements.

## **4. CONCLUSION / PROPOSAL**

4.1 It is recommended that Council enters into new lease agreements for a term of five years with the community and sporting clubs contained within the table as shown in Attachment 1, with the exception of the following:

- Salisbury Invitation Racing Pigeons Club Inc. are to be offered a new Lease Agreement for a term of 12 months;
- The Hungarian Culture Welfare Club Inc. are to be offered a new Lease Agreement for a term of two years;
- Scouts SA are to be offered a new Grounds Lease Agreement for a term of five years.

### **CO-ORDINATION**

Officer: Executive Group  
Date: 14/05/2018



**Appendix 1****List of Current Lessees to be offered five (5) year Leases:**

<b><i>Lessee:</i></b>	<b><i>Property Address:</i></b>
Brahma Lodge Soccer Club	Cockburn Green, Mortess Street Brahma Lodge SA 5109
Brahma Lodge Sports Club Inc.	Brahma Lodge Oval, Harrow Road Brahma Lodge SA 5109
Cross Keys BMX Club	Pooraka Unity Park, South Terrace Pooraka SA 5095
Ingle Farm Amateur Soccer Club	Walkleys Park, Lauder Street Ingle Farm SA 5098
Ingle Farm Junior Soccer Club	Rowe Park, Beovich Road Ingle Farm SA 5098
Ingle Farm Little Athletics Centre	Golding Oval, Kalina Avenue Para Vista SA 5093
Ingle Farm Sporting Club	Rowe Park, 2 Diranta Drive Ingle Farm SA 5098
Licensed Club Darts Association	Sussex Court Reserve, Goddard Drive Salisbury Park SA 5098
Macedonia United Lions Soccer Club Inc.	Brahma Lodge Oval, Harrow Road Brahma Lodge SA 5109
Mawson Lakes Sport & Recreation Association	Paquita Park, Douglas Drive Mawson Lakes SA 5095
North Pines Football and Sporting Club Inc.	Andrew Smith Drive Oval, Andrew Smith Drive Parafield Gardens SA 5107
Northern Adelaide Regional Management Committee	Equestrian Centre, Jones Road Bolivar SA 5110
Northern Districts Baseball Club	Walkleys Park, Lauder Street Ingle Farm SA 5098
Northern Districts Cricket Club	The Paddocks Sportsfield, Bridge Road Para Hills West SA 5096
Para District Obedience Dog Club	Jenkins Reserve, Saints Road Salisbury Park SA 5109
Para Hills Amateur Boxing Club	Prettejohn Gully, Maves Road Para Hills SA 5096
Para Hills Bowling Club Inc.	Para Hills Bowling Club, 290 Bridge Road Para Hills West SA 5096
Para Hills Cricket Club Inc.	Para Hills Oval, Nelson Road Para Hills SA 5096
Para Hills East Soccer Club	Para Hills Oval, Nelson Road Para Hills SA 5096
Para Hills Football & Sports Club Inc.	The Paddocks Sportsfields, Bridge Road Para Hills West SA 5096
Para Hills Soccer Club Inc.	The Paddocks Sportsfields, Bridge Road Para Hills West SA 5096
Para Hills Tennis Club	Twell Green, Nelson Road Para Hills SA 5096
Para Hills United Soccer Club Inc.	The Paddocks Sportsfields, Bridge Road Para Hills West SA 5096

Para Hills Wanderers Netball Club	Para Hills Bowling Club, 290 Bridge Road Para Hills West SA 5096
Para Hills West Soccer Club Inc.	Manor Farm Oval, Northbri Avenue Salisbury East SA 5109
Para Teachers Cricket Club	The Paddocks Sportsfields, Bridge Road Para Hills West SA 5096
Parafield Gardens Soccer & Sports Club	Parafield Gardens Oval, Bradman Road Parafield Gardens SA 5107
Pontian Eagles Sports & Social Club Inc.	Yalumba Drive Reserve, Vindana Road Paralowie SA 5108
Pooraka Community Kindergarten Inc.	Dry Creek Linear Park (Upper), Albert Street Pooraka SA 5095
Pooraka Football Club Inc.	Lindblom Park, Quinlivan Road Pooraka SA 5095
Pooraka Netball Club	Lindblom Park, Quinlivan Road Pooraka SA 5095
Pooraka Tennis Club Inc.	Pooraka Unity Park, Main North Road Pooraka SA 5095
Salisbury Croquet Club Inc.	Croquet Rinks, 17-19 Orange Avenue Salisbury SA 5108
Salisbury Cycle Speedway Inc.	Adams Oval, Decimal Road Salisbury North SA 5108
Salisbury East Junior Soccer Club	Davey Oval, Gloucester Avenue Salisbury East SA 5109
Salisbury East Little Athletics Centre	Rundle Park, Rundle Road Salisbury South SA 5106
Salisbury Florina Soccer Club	Underdown Park, Nangari Road Salisbury North SA 5108
Salisbury International Soccer Club	Underdown Park, Nangari Road Salisbury North SA 5108
Salisbury Little Athletic Centre Inc.	Creaser Park, Valma Avenue Parafield Gardens SA 5107
Salisbury North Football Club Inc.	Salisbury North Oval, Bagster Road Salisbury North SA 5108
Salisbury Sportsman Association	Salisbury Oval, Brown Terrace Salisbury SA 5108
Salisbury United Junior Soccer Club	Adams Oval, Decimal Road Salisbury North SA 5108
Salisbury United Soccer Club Inc.	Adams Oval, 1-31 Cotton Street Salisbury North SA 5108
Salisbury Villa Social & Sports Club	Reg Groth Reserve & Oval, Lavender Drive Parafield Gardens SA 5107
Salisbury West Sports Club Inc.	Salisbury Downs Oval, O'Brien Avenue Salisbury Downs SA 5108
Speedway Drivers Association of SA Inc.	Prettejohn Gully, 25 Wilkinson Road Para Hills SA 5096
St Augustines Soccer Club Inc.	Wildwood Park, Malinya Drive Salisbury Park SA 5109
St Kilda Progress Association Inc.	St Kilda Community Hall, 2 Beach Road St Kilda SA 5110

Valley View Tennis Club	Ilberry Green, Helen Terrace Valley View SA 5093
Volleyball SA	Mobara Park, 133-167 Mawson Lakes Boulevard Mawson Lakes SA 5095
Woodworkers Shed Northern Districts SA Inc.	Happy Home Reserve, Lawrie Avenue Salisbury SA 5108

**List of Current Lessees to be offered short-term Leases:**

<i>Lessee:</i>	<i>Property Address:</i>	<i>Proposed Lease Term:</i>
Hungarian Culture Welfare Club Inc.	Prettejohn Gully, Maves Road Para Hills SA 5096	2 years
Salisbury Invitation Racing Pigeon Club Inc.	Salisbury North Oval, Bagster Road Salisbury North SA 5108	12 months

**List of Current Lessees to be offered Grounds Leases:**

<i>Lessee:</i>	<i>Property Addresses:</i>	<i>Proposed Lease Term:</i>
Scouts SA	<ul style="list-style-type: none"> <li>• War Memorial Park, Orange Avenue, Salisbury SA 5108</li> <li>• Kentish Green, Warren Road, Para Vista SA 5093</li> <li>• Salisbury North Oval Parent Property, Bagster Road, Salisbury North SA 5108</li> <li>• Manor Farm Oval, Northbri Avenue, Salisbury East SA 5109</li> </ul>	5 years





**Appendix 2****Proposed Lease Changes**

<b>Item</b>	<b>Current Lease</b>	<b>Proposed New Lease</b>	<b>Reason for Changes</b>	<b>Impact on Council</b>
External Walls	<p><b>Lessee</b> is to remove graffiti that arises from a negligent act or omission of the Lessee, to wash/clean periodically and repair all damage (including painting, etc.) caused by the Lessee's invitees and visitors.</p> <p><b>Council</b> is to maintain structural stability – repair/replace/repaint in accordance with Council's Asset Management Plan.</p>	<p><b>Lessee</b> is to remove graffiti that arises from a negligent act or omission of the Lessee, to wash/clean periodically and repair all damage (including painting, etc.) caused by the Lessee's invitees and visitors to a standard as specified by Council.</p> <p><b>Council</b> is to maintain structural stability – repair/replace/repaint in accordance with Council's Asset Management Plan. Council is to remove all graffiti which has arisen through no fault or contribution of the Lessee.</p> <p><b>Council</b> is to repair all damage, structural or otherwise, resulting from a Defined Event.</p>	<p>This proposed change is designed to clarify that not all graffiti occurs as a fault of the Club and/or their patrons.</p> <p>It encourages a higher standard of make-good in the event of graffiti, as all make-good by the Lessee must be to Council specifications.</p>	<p>These changes clarify when Council is responsible for removal of graffiti, and when the onus for make-good falls on the Club.</p> <p>It further includes the "Defined Events Clause" to protect and clarify all Council's responsibility towards acts of God and any act of vandalism.</p> <p>"Defined Events" is defined in the Memorandum of Lease, <i>Clause 13.7 – Defined Events</i></p>
External Windows	<p><b>Lessee</b> is responsible for cleaning window glazing, and replacing glazing damaged by the Lessee and/or its patrons.</p> <p><b>Council</b> is responsible for any repairs/replacement resulting from wear and tear, and act of vandalism that is not otherwise the Lessee's responsibility.</p>	<p><b>Lessee</b> is responsible for cleaning window glazing, and replacing glazing damaged by the Lessee and/or its patrons.</p> <p><b>Council</b> is responsible for any repairs/replacement resulting from wear and tear, and act of vandalism that is not otherwise the Lessee's responsibility. Council will also repair all damage (structural or otherwise) resulting from a Defined Event.</p> <p><b>Council</b> shall replace all windows and opening/closing mechanisms at the end of their serviceable life.</p>	<p>Clarifies Council's responsibility in regards to Defined Events.</p> <p>Clarifies Council responsibility in regards to the replacement of external window components.</p>	<p>The Defined Events clause has been added in order to clarify Council's position relating to damage to Council assets arising from uncontrollable acts of nature such as flood, fire, earthquake, as well as such matters as criminal acts.</p> <p>"Defined Events" is clarified in the Memorandum of Lease, <i>Clause 13.7 – Defined Events</i></p> <p>The costs of repairs to windows resulting through no fault of the Club are to be funded from existing maintenance budgets.</p>



<b>Item</b>	<b>Current Lease</b>	<b>Proposed New Lease</b>	<b>Reason for Changes</b>	<b>Impact on Council</b>
External/ Internal Gas Bottles and Housing	<b>Lessee</b> must store all gas bottles in an external caged area in accordance with all Statutory Requirements.	<b>Lessee</b> must store all gas bottles in an external caged area in accordance with all Statutory Requirements.  <b>Council</b> is to install and maintain the structural stability of the secure area, in accordance with Council's Asset Management Plan. Council is also responsible for the inspection and maintenance to fixed gas connections to ensure compliance.	This proposed change is to ensure adherence to appropriate legislation.	Installation and/or amendments of this nature to existing buildings are to be funded from existing maintenance budgets.
Internal Water/ Waste Service – Associated Fitting	<b>Lessee</b> is to clean fittings and replace washers.  <b>Council</b> is to repair/replace plumbing infrastructure (including tapware, sinks, drains, toilets etc.) as required.	<b>Lessee</b> is to clean fittings.  <b>Council</b> is to repair/replace plumbing infrastructure (including washers, tapware, sinks, drains, toilets etc.) as required.	Due to repairs undertaken by underqualified Lessee representatives, damage has been done to Council property which has resulted in an increase in the overall expense to Council.  Council retaining control of this process will ensure that work is done in a tradesmanlike manner.	These changes are designed to minimise damage / costs to rectifying repairs which have historically then been incurred by the Council.  They are further designed to ensure that no additional damage is done to Council property as a direct result of failure to complete repairs in a tradesmanlike manner.
Fixed Cool Rooms and Fixed Heaters	<i>Currently not outlined as either Lessee or Council responsibility in existing lease.</i>	<b>Council</b> is responsible for the ongoing maintenance of any fixed cool rooms and/or fixed heaters, regardless of who installs them.  <i>A cool room is to be defined as "a large fixed cupboard which cannot be freely relocated without causing alterations to the building, or room, kept at a temperature lower than room temperature for long term, stable and safe storage of foodstuff". A free-standing refrigerator or freezer does not constitute a cool room.</i>	As internal cool rooms and/or heaters become part of the building once installed, they become Council's asset and as such should be maintained accordingly.  Currently Council's maintenance team does a majority of the work on these services, upon report of failure, as there is no record of who installed each system.	All work previously done by Council was only done as a result of a reported failure. No other preventative maintenance was undertaken.  The development of a maintenance program may require an additional budget or increase in the existing maintenance budget. As part of the tender process the budget will be determined and a budget request may be submitted to Council in the future.  "Cool Room" is clarified in the Memorandum of Lease, <i>Clause 2.2 – Defined Terms</i>
Play Surfaces – Improvements, Coaches Boxes, etc.	<b>Lessee</b> is responsible for minor maintenance.  <b>Council</b> retains full structural responsibility.	<b>Lessee</b> is responsible for minor maintenance, including patch-painting and to keep all surfaces clean and free of debris.  <b>Council</b> to maintain structural stability – replace/repair/repaint in accordance with Council's Asset Management Plan	The proposed changes are designed to clarify the onus of responsibility for both parties, and confirm that Council assumes all structural responsibility.  The proposed changes are further designed to clarify the definition of minor maintenance and ensure the Lessee understands their onus to maintain the coaches' boxes clean and debris-free.	Clarity in this regard will ensure that Council will be able to undertake preventative maintenance, which may result in a reduction in cost in the long term.



<b>Item</b>	<b>Current Lease</b>	<b>Proposed New Lease</b>	<b>Reason for Changes</b>	<b>Impact on Council</b>
Play Surfaces – Line Marking	<b>Lessee</b> is to use only water based acrylic paint or similar for all line marking, and bears full responsibility. The use of chemicals or other agents which may damage the turf are not permitted. Any damage caused as a result of the Lessee using chemicals or other agents which result in damage is to be repaired by Council and the costs for any such repairs is to be sent to the Lessee for reimbursement.	<b>Lessee</b> , in addition to the existing clauses in the Lease, is to ensure that all line marking is a safe distance from temporary goals and other structures as per relevant sporting guidelines appropriate to the sporting activity being undertaken and all boundary clearances are honoured under the same guidelines.  <b>Lessee</b> , prior to commencement of play, shall complete the Match Day Checklist (as outlined in Appendix 3) in conjunction with the Clubs playing that day, and provide copies of such to Council upon request. Lessee shall not allow play to commence if hazards to the play surfaces are identified.	The proposed changes are designed to ensure safe play spaces, and reduce maintenance costs to Council as a result of damage caused by Clubs.  They are designed to reduce risks to participants by ensuring that the suitability of conditions and playing surfaces is taken into account each match day.	Clarity in this regard is expected to alert users to their specific responsibilities in relation to safe play conditions.  An increase awareness of safety may decrease the risk of injury, and provide safer conditions for the community to enjoy.
Commercial Grade Deep Fryers	<i>Currently not outlined as either Lessee or Council responsibility in existing lease.</i>	<b>Lessee</b> is to clean and maintain in good condition any commercial grade deep fryers on the premises. Lessee is to maintain any commercial grade deep fryers installed by Lessee. Disposal of waste generated by the commercial grade deep fryers is the responsibility of the Lessee and must comply with SA Water and any other relevant Regulations.  <b>Council</b> shall maintain all commercial grade deep fryers installed by Council. Council shall replace commercial grade deep fryers at the end of their serviceable life.	A clear delineation of responsibility will ensure the Lessee upkeep the deep fryers in line with Council expectations, and will not breach any SA Water or other Regulations relating to the disposal of waste.  Regular maintenance on the part of Council can reasonably be expected to result in an increased lifespan of Council assets.	Proper maintenance of the commercial grade deep fryers will increase safety, and decrease risk to persons and property.  The development of a maintenance program may require an additional budget or increase in the existing maintenance budget. As part of the tender process the budget will be determined and a budget request may be submitted to Council in the future.
Dishwashers	<i>Currently not outlined as either Lessee or Council responsibility in existing lease.</i>	<b>Lessee</b> is to assume all responsibility for the cleanliness, general maintenance, repair, and/or replacement of any dishwasher installed at the premises. Lessee assumes all responsibility for any damage sustained as a result of faults and/or malfunctions of the dishwasher.  <b>Council</b> assumes NIL responsibility for any dishwasher.	This matter was not previously addressed and as such, may have resulted in the potential for confusion and maintenance expenditure being incurred by Council.	These changes are designed to ensure Council bears no expenses relating to the use of dishwashers.  It also mitigates Council of responsibility for damage faulty appliances may cause.



<b>Item</b>	<b>Current Lease</b>	<b>Proposed New Lease</b>	<b>Reason for Changes</b>	<b>Impact on Council</b>
Equitable access to facilities for Women in Sport	<i>Currently not outlined in the Lease</i>	The Lessee will develop a policy by 31 December 2019 to achieve equitable access regarding programming of facilities during the Term of the Agreement and consistent with the Equal Opportunity Act.	This matter was not previously addressed and as such feedback has been provided that there is inequity in facility availability	This will be facilitated through Community Planning and Vitality and the Sports Development Program
Schedule of training and games at Council facilities		The Lessee will complete a survey on an annual basis detailing their typical schedule of training and games at the facility	This will assist to determine the equity of use of Council facilities	This will be facilitated through Community Planning and Vitality and the Sports Development Program
Club Profile Form	<i>Clause 12.2 of the current lease states that; "As and when the Council may reasonably require, the Lessee must provide to the Council such information in relation to the Lessee's use and occupation of the Premises as required by the Council including financial information of the Lessee"</i>	Annually and when required the Lessee must provide to the Council such information in relation to the Lessee's use and occupation of the Premises as required by the Council including financial information of the Lessee and Sub Lessees.	This will ensure Council are aware of all contacts both Lessee and Sub Lessee as well as the financial viability of the occupants of Council facilities.	The annual Club Profile Form which is sent in September each year will be expanded to capture this additional information





## Sport Match Day Checklist Guidelines

This Checklist is a basic pre-game inspection tool that helps to identify safety concerns and records your actions on match day. It is a guide and does not constitute legal advice on the part of the CITY OF SALISBURY.

It must be completed by the Lessee (hereafter referred to as the Club) and the competing team before each use of the Licenced Area.

### DUTY OF CARE

Clubs owe a duty of care to players, spectators and volunteers on Match Day. All teams competing at the Ground on Match Day must take part in completing this Checklist. If conditions are acceptable to all teams, an authorised representative from each team should sign the Declaration. Play should **not** commence until conditions are acceptable to all teams.

There are five main focal points to consider:

- **Extreme Weather...** such as heat, storms incorporating lightning, rain, hail, impeded visibility (e.g. fog) etc.
- **Hazards...** on or near playing fields, pathways, exits or change rooms (e.g. holes, cracks, debris, glass, syringes), etc.
- **First Aid...** do you have first aid kits, ice, etc. , as well as qualified personnel on site to deal with a medical emergency?
- **Game Formats...** are game formats suitable to participant age, type of sport being played, etc.?
- **Other Factors...** such as sun protection, spectator behaviour, signs, etc.

### WHEN SHOULD THE CHECKLIST BE COMPLETED?

You **MUST** complete the checklist before the first game of the day.

### WORKING TOGETHER

If conditions change during the course of the day (e.g. extreme heat, debris, lightning, deterioration of the grounds), the teams should meet to discuss if it is safe to continue, or if play should be stopped. Ultimately, these decisions rest with all teams and should be made with the safety of all participants and patrons at the forefront.

In extreme circumstances, the Council may restrict access to your Grounds. This will only be done where the Council feels there is reasonable and unavoidable cause to do so, and will be a step taken in consultation with your Club.

**DO NOT PLAY IF A HAZARD CANNOT BE FIXED!**  
Contact Council on (08) 8406 8222 if it is outside your ability to resolve.

If you identify a hazard, and you cannot fix it, a phone call is to be immediately made to Council (08 8406 8222) advising of the hazard, and play should not commence or continue.  
This form is to be forwarded to the Property & Building Division within 24 hours of site inspection each time a hazard is found, whether or not you have rectified it.

### SO WHO FIXES A HAZARD??

It depends on what the hazard is! As a general guide, however:

- **The Club...** should clear all debris, ensure playing surfaces are correctly marked, meet all formats and guidelines relevant to the activity, have First Aid on site, etc....
- **Council...** should be notified if sprinkler covers aren't intact, perimeter fences/buildings are damaged or structurally unsafe, playing surfaces are damaged, there are electrical or plumbing hazards, etc....

*This is a visual inspection tool only. The checklist does not identify everything. Other factors need to be considered (such as ground hardness, drought conditions, player fitness or fatigue, etc.) You should take all of these into consideration, and seek advice if necessary. Council will not accept responsibility for any injury or incident if measures have not been taken to address a hazard.*

# Sport Match Day Checklist

**THIS FORM MUST BE COMPLETED & SIGNED BY BOTH CLUBS PRIOR TO EACH USE OF THE LICENCED AREA.**

Game Venue/ Oval: _____	Date of Inspection: _____	Time: _____
Home Team: _____	Away Team: _____	

YES	NO	REMEMBER: ALL ASSESSMENTS SHOULD BE MADE WITH SAFETY AT THE FOREFRONT. ALWAYS ASK YOURSELF, "TO ENSURE PLAYER/PUBLIC SAFETY..."
<input type="radio"/>	<input type="radio"/>	<b>WEATHER CONDITIONS:</b>
<input type="radio"/>	<input type="radio"/>	• Are the weather conditions safe for play to commence?
<input type="radio"/>	<input type="radio"/>	<b>FIELD OF PLAY:</b>
<input type="radio"/>	<input type="radio"/>	• Are the playing surfaces (including the field and any pitch) safe for play to commence?
<input type="radio"/>	<input type="radio"/>	• Are all playing surfaces safely marked, and are all boundary clearances and distances from temporary goals appropriate to the activity being undertaken?
<input type="radio"/>	<input type="radio"/>	• Does the playing field/facility meet relevant sporting guidelines suitable to permit safe and appropriate use of the Grounds, appropriate to the activity being undertaken at the facility?
<input type="radio"/>	<input type="radio"/>	• Have all visible debris, that may affect player or spectator safety, been removed?
<input type="radio"/>	<input type="radio"/>	• Are the game formats, relevant to the club and activity, in line with applicable guidelines?
<input type="radio"/>	<input type="radio"/>	• Are all sprinkler covers intact and level with the playing field?
<input type="radio"/>	<input type="radio"/>	• Are the perimeter fences and/or signs free from visible hazards?
<input type="radio"/>	<input type="radio"/>	• Are all associated fixtures (e.g. goal posts, coaches' boxes, practice nets etc.) in a safe condition?
<input type="radio"/>	<input type="radio"/>	<b>FACILITIES:</b>
<input type="radio"/>	<input type="radio"/>	• Are all the public areas (e.g. seating and walkways) free of visible hazards and in a condition safe to use?
<input type="radio"/>	<input type="radio"/>	• Are the player's areas (e.g. change rooms) free from visible hazards and in a condition safe to use?
<input type="radio"/>	<input type="radio"/>	• Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?
<input type="radio"/>	<input type="radio"/>	• Are there shaded areas, sunscreen and clean drinking water available?
<input type="radio"/>	<input type="radio"/>	<b>OTHER FACTORS (please insert details of safety areas/concerns specific to your circumstances):</b>
<input type="radio"/>	<input type="radio"/>	•
<input type="radio"/>	<input type="radio"/>	•

PLEASE PROVIDE DETAILS OF ACTIONS TAKEN TO ADDRESS ANY SAFETY CONCERNS:

Home Team Declaration	Away Team Declaration
<b>Home Team Authorised Representative Name (please print):</b> _____	<b>Away Team Authorised Representative Name (please print):</b> _____
<input type="radio"/> I declare that I am an authorised representative of the Nominated Home Team, and that I am over the age of 18. <input type="radio"/> I declare that after reasonable inquiry, the following statements are true and accurate: <ul style="list-style-type: none"> <li>• The above inspection (Match Day Checklist) was completed as per the above date and time</li> <li>• All hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form</li> <li>• Both teams are satisfied that the playing conditions are acceptable prior to the commencement of play</li> <li>• I indemnify Council in all respects regarding the use of the Licensed Area.</li> <li>• I understand Council's instructions not to commence play should a hazard be identified.</li> </ul>	<input type="radio"/> I declare that I am an authorised representative of the Nominated Away Team, and that I am over the age of 18. <input type="radio"/> I declare that after reasonable inquiry, the following statements are true and accurate: <ul style="list-style-type: none"> <li>• The above inspection (Match Day Checklist) was completed as per the above date and time</li> <li>• All hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form</li> <li>• Both teams are satisfied that the playing conditions are acceptable prior to the commencement of play</li> <li>• I indemnify Council in all respects regarding the use of the Licensed Area.</li> <li>• I understand Council's instructions not to commence play should a hazard be identified.</li> </ul>
<b>Home Team Authorised Representative's Signature:</b> _____	<b>Away Team Authorised Representative's Signature:</b> _____

\*\*\* Remember \*\*\*

The Club is to rectify any hazard, risk or safety concern within their scope as outlined overleaf. Where the Club cannot rectify, or it is outside their scope or capability, a phone call is to be immediately made to Council (08 8406 8222) advising of the hazard and this form is to be forwarded to the Property & Building Division within 24 hours of site inspection.

It is the Club's responsibility to advise Players, Spectators, Council, Insurers and all interested parties of any concerns relating to the venue, conditions of play, etc. Should hazards be identified, the CITY OF SALISBURY will not assume responsibility for any failure on the part of the Club to advise Council of such concerns and provide Council with an opportunity to rectify any matters within a reasonable timeframe prior to play commencing.

Council may request copies of Match Day Checklists from the Club from time to time, and the Club shall comply with such a request.  
Council requires that all Match Day Checklists be kept on file by the Home Team/ Lessee for a period of seven (7) years.

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<b>ITEM</b>	2.5.2
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Grant of Easement - Portion of Edinburgh North Detention Basin Reserve
<b>AUTHOR</b>	Tim Starr, Coordinator Property, City Infrastructure
<b>CITY PLAN LINKS</b>	1.2 Be the place of choice for businesses to invest and grow within South Australia, nationally and internationally. 1.4 Have well planned urban growth that stimulates investment and facilitates greater housing and employment choice. Choose an item.
<b>SUMMARY</b>	This report recommends that Council grant an easement in favor of Pondeen Pty Ltd over a portion of land known as Edinburgh North Detention Basin Reserve, for water supply and sewerage purposes.

### **RECOMMENDATION**

1. Council grant an easement to Pondeen Pty Ltd for water supply and sewerage purposes over portion of Allotment 102 Deposited Plan 84266 as delineated in the attached plan Attachment 1 (Item 2.5.2 Works and Services Committee 21 May 2018) for consideration of \$5,000 plus GST with the applicant responsible for all costs associated with the preparation and lodgement of necessary documentation and plans.
2. The Manager Property and Buildings be authorised to arrange all necessary consents required for the granting of the requested easement.

### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Location of Requested Easement

### **1. BACKGROUND**

- 1.1 Pondeen Pty Ltd, a division of Torrens Transit, own a portion of land known as 1-9 East Avenue, Edinburgh which has historically been used for a bus transit station.
- 1.2 As this land is no longer required for a transit station, Pondeen Pty Ltd are investigating disposal and have identified that they are currently leasing a water supply from the Commonwealth. This current arrangement detracts from the value of their property, which will be increased by having a direct connection to the SA Water supply running along Bellchambers Road.

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

- 2.1.1 City Development Staff
- 2.1.2 City Infrastructure Staff
- 2.1.3 Business Excellence Staff
- 2.1.4 Salisbury Water Staff

### 2.2 External

- 2.2.1 Renewal SA

## 3. REPORT

- 3.1 The City of Salisbury own a portion of land described as Allotment 102 Deposited Plan 84266 and known as Edinburgh North Detention Basin Reserve. This reserve and the adjoining land owned by Pondeen Pty Ltd described as Allotment 6 Filed Plan 3212 and known as 1 – 9 East Avenue, Edinburgh do not have street frontage and are surrounded by Renewal SA Land described as Allotment 103 in Deposited Plan 84266. Please see Attachment 1.
- 3.2 As the City of Salisbury and Renewal SA land separates 1-9 East Avenue from Bellchambers Road (the closest public road), access and provision of services are dependent upon easements being registered. There are currently easements for pedestrian and vehicular access as well as provision of electricity supply however, none for water supply.
- 3.3 Pondeen Pty Ltd have approached Council staff with a request to install water services through Council owned land and register an easement to allow for a new SA Water connection.
- 3.4 Staff have negotiated an amount of \$5,000 plus GST for the granting of the easement, with the applicant to be responsible for all costs associated with the preparation and lodgement of necessary documentation and plans.
- 3.5 As a result of consultation there have been no objections raised however, it has been noted that the water service needs to be lowered underneath the invert of the existing swale located on the Renewal SA land.

## 4. CONCLUSION / PROPOSAL

- 4.1 As no objections have been raised in relation to the granting of an easement for water supply and sewerage purposes over portion of Allotment 102 Deposited Plan 84266 in favor of Allotment 6 Filed Plan 3212, it is recommended that the Manager Property and Buildings be authorised to arrange Council; consent on any letter of agreements and execution of the necessary documentation to register the requested easement over the subject land.

### CO-ORDINATION

Officer: Executive Group  
Date: 14/05/2018





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<b>ITEM</b>	2.6.1		
	<b>WORKS AND SERVICES COMMITTEE</b>		
<b>DATE</b>	21 May 2018		
<b>PREV REFS</b>	Works and Services Committee	2.6.2	16/04/2018
<b>HEADING</b>	Capital Works Report - May 2018		
<b>AUTHOR</b>	Christy Martin, Senior Coordinator Project Administration, City Infrastructure		
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be.		
<b>SUMMARY</b>	The following monthly status report and requests for amendments is presented to effectively manage the City Infrastructure Capital Works Program.		

#### **RECOMMENDATION**

1. Construction of new footpaths and/or associated kerb ramps as set out in this report (Item No. 2.6.1, Works and Services Committee, 21 May 2018) be endorsed as program inclusions within the Council Funded Footpath Program and Kerb Ramp Construction / Upgrade Programs.

#### **ATTACHMENTS**

There are no attachments to this report.

#### **1. BACKGROUND**

- 1.1 City Infrastructure is responsible for the capital works, associated plant and fleet, building, traffic and civil engineering services, landscape and environmental works. Specifically, these works involve project management, design specification development, construction and recurrent maintenance. Service provision is undertaken by both internal resources and external consultants/contractors. City Infrastructure provides periodic progress reports for these projects.

## 2. CONSULTATION / COMMUNICATION

2.1 As part of the management of the City Infrastructure Capital Works Program, communication of the program occurs on a monthly basis via the Works and Services Committee. In addition, a current program of works is available via the City of Salisbury internet site and highlights included within the periodic publications of Salisbury Aware.

## 3. REPORT

### 3.1 PROGRAM AMENDMENTS

As part of the coordination of the Capital Works Program, it is continuously monitored to ensure it best meets the needs of the community whilst maintaining infrastructure condition. As a result, the following changes are requested;

#### Amendment to Program

##### **PR14498 Council Funded Footpath Program**

##### **PR21412 Kerb Ramp Construction / Upgrade Program**

Via the Footpath Request Evaluation Team (FRET), requests for new footpaths and/or associated kerb ramps were received for the following locations;

- Atkinson Drive, Burton (Realign footpath to pedestrian path of travel)
- Atkinson Road, Burton (Footpath connectivity)
- Bolivar Road, Burton/Direk (Footpath connectivity)
- Gothic Street, Salisbury East (Access requirement)
- Heidi Court, Paralowie (Access requirement)
- Holstein Drive, Salisbury North (School connection)
- Jade Court, Salisbury East (Network link request)
- Lakeside Drive, Paralowie (Footpath connectivity)
- Liberator Drive, Paralowie (Small link to Shopping Centre)
- Melvina Road, Paralowie (Footpath connectivity)
- Oleander Drive, Parafield Gardens (Bus stop connection)

These requests have been reviewed in accordance with the key principles of the Footpath Policy and are recommended for construction. It is proposed to fund these works progressively via the Council Funded Footpath Program and Kerb Ramp Construction / Upgrade Program as funds become available. This will result in construction continuing into 2018/19.

Recommendation: Construction of new footpaths and/or associated kerb ramps as set out in this report (Item No. 2.6.1, Works and Services Committee, 21 May 2018) be endorsed as program inclusions within the Council Funded Footpath Program and Kerb Ramp Construction / Upgrade Programs.

Impact: No impact



## Amendment to Budget

### PR22512 Drainage & Waterways Planning Program

The City of Salisbury was successful in being awarded a \$65k grant from The Minister for Sustainability, Environment and Conservation, for flood monitoring infrastructure associated with Dry Creek, Cobbler Creek and Adams Creek. This is a 100% grant funded scope of works, which is on schedule for delivery this financial year. This additional grant income has been included as a bid within the Third Quarter Budget Review via the Budget and Finance Committee, May 2018. This flood monitoring infrastructure is aligned with the Flood Planning Discussion Paper and Update of Council's Flood Management Strategy Report presented to Council in April 2018, via the Works and Services Committee.

Recommendation: Due to timing of consideration of this report by the Works and Services Committee (which follows the Budget and Finance Committee's consideration of the Third Quarter Budget Review) no recommendation is required from the Works and Services Committee.

As detailed within the Third Quarter Budget Review, a nil effect budget bid of \$65k has been included to reflect the grant award as part of PR22512 Drainage and Waterways Planning Program.

Impact: Additional program scope and associated funding via external grant.

### PR23435 Mawson Lakes Interchange – Pedestrian & Cycle Access

The project to improve pedestrian and cycle access at Mawson Lakes is a three-way funding split between, City of Salisbury, Department of Planning, Transport and Infrastructure (DPTI) Rail and DPTI Open Space. DPTI Rail is to contribute \$771k towards the works, which they are to undertake themselves. As the associated income and expense will not be incurred by City of Salisbury, this change in budget has been included within the Third Quarter Budget Review being presented to Council, also in May, via the Budget and Finance Committee.

Recommendation: Due to timing of consideration of this report by the Works and Services Committee (which follows the Budget and Finance Committee's consideration of the Third Quarter Budget Review) no recommendation is required from the Works and Services Committee.

As detailed within the Third Quarter Budget Review, a nil effect budget bid of \$771k has been included to reflect the \$771k of income and expenditure which will not be managed by City of Salisbury as part of the PR23435 Mawson Lakes Interchange - Pedestrian and Cycle Access project, due to DPTI Rail undertaking their own portion of the works.

Impact: No impact

### 3.2 PROGRAM HIGHLIGHTS

#### Recently Completed



Dry Creek Watercourse Mitigation Works, Mawson Lakes

#### Passmore Reserve, Salisbury North, Reserve Improvements



During



After



De Mille Street Reserve, Salisbury Downs,  
Playground Renewal



**Recent Completions**



*Before*



*After*

New Bus Shelter Salisbury Highway



Information & Reserve Signage



**4. CONCLUSION / PROPOSAL**

- 4.1 This summary report regarding the City Infrastructure Capital Works Program be received.

**CO-ORDINATION**

Officer: Executive Group  
Date: 14/05/2018

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<b>ITEM</b>	2.6.2
	<b>WORKS AND SERVICES COMMITTEE</b>
<b>DATE</b>	21 May 2018
<b>HEADING</b>	Para Hills Community Hub Project Update
<b>AUTHOR</b>	Jo Cooper, Manager Community Capacity & Learning, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 3.3 Be a connected city where all people have opportunities to participate.
<b>SUMMARY</b>	This report contains an update on the Para Hills Community Hub project, including the change management process to date, the proposed management model and facility business plan.

#### **RECOMMENDATION**

1. The report is noted.
2. That the 'lead tenant' (City of Salisbury acting as lead tenant) governance and management model to operate the Para Hills Community Hub be endorsed.
3. That a new formal partnership is established through a detailed Memorandum of Understanding (MOU) which is negotiated and developed in relation to the strategic and operational outcomes for the Para Hills Community Hub between Council and The Paddocks Centre Association.
4. Approve the room 2018/2019 hire rates (contained Attachment 1), for the Para Hills Community Hub and adopt for inclusion in the Council's fees and charges.
5. That the Para Hills Community Hub increase operating span of hours across 7 days, from 42.5 to 57 hours per week, being a service level increase of 14.5 hours per week to improve community accessibility and to maximise community use of the Para Hills Hub and that a budget bid for \$40,000 reflecting the cost impact of the service level increase be included in the 2018/19 budget deliberations.
6. To enable the service delivery change at the Para Hills Community Hub a New Initiative Bid of \$40,000 be included in the 2018/19 budget deliberations as a late item.
7. That an update report detailing any cost impacts and income be brought back to Council after 3 months of operation of the Para Hills Community Hub.
8. That an update report be brought back to Council in December 2018 after the commencement of formal operations.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Fees and Charges Booklet 2018-19 - BF May 2018 Para Hills Community Hub only

**1. BACKGROUND**

1.1 Para Hills Community Hub strategic capital project is extending the existing Library and Positive Ageing Centre located on Wilkinson and Kester's Road at Para Hills. It will bring together a number of existing facilities and services, and re-locates the services of The Paddocks (community) Centre currently located on Bridge Road, Para Hills. The Para Hills Community Hub represents delivery of a key item from the Community Centers and Libraries Review, which identified the opportunities for co-location of community services within buildings or in close proximity being desirable. The decision to build an extension to the existing facility is a key deliverable of those council decisions.

**2. CITY PLAN CRITICAL ACTION**

2.1 Deliver a new community hub facility at Para Hills incorporating the existing library, seniors centre and a new community centre and maximise future opportunities for the Paddocks development.

**3. CONSULTATION / COMMUNICATION****3.1 Internal**

- 3.1.1 General Manager – Community Development
- 3.1.2 Team Leader Community Learning – North
- 3.1.3 Team Leader Social Participation and Diversity
- 3.1.4 Team Leader – Information Access and Community Programs
- 3.1.5 Social Participation and Diversity Operations Coordinator
- 3.1.6 Branch Operations Officer – Para Hills Library
- 3.1.7 Community Development Coordinator – The Paddocks Centre
- 3.1.8 Senior Management Accountant
- 3.1.9 Assistant Accountant – Financial Services

**3.2 External**

- 3.2.1 Chairperson – The Paddocks Centre
- 3.2.2 Secretary – The Paddocks Centre

## 4. REPORT

### Project Construction Update

- 4.1 Construction of the new Para Hills Community Hub is progressing well, and in accordance with the project schedule. The building has achieved lock-up with internal linings work now underway. Progress on the external works, including carparks and landscaped areas is taking shape. Improvements to the existing library as well as the seniors centre hall have completely changed the appearance of the facade and opened up an inviting new entry to the hub. Construction is scheduled to be completed by July.

### Project Construction Budget Update

- 4.2 Project budget is tracking in accordance with the construction project schedule, with no variances to report.

### Operational Management Model

- 4.3 In order to facilitate a change management plan and to further develop the intended vision for the Para Hills Community Hub, consultants BDO Australia were engaged by Council in early 2017. BDO worked with the three key partners in the facility (Paddocks Association, Positive ageing team, Library team) to develop a vision regarding the facility.
- 4.4 The project vision developed by the three key partners to this project (Paddocks Association, Positive ageing team, Library team) articulates a desire to develop an integrated community hub, which delivers seamless customer services and incorporates the existing library, seniors centre and a new community centre. Furthermore a key vision has been to develop an operating model which maximises the future opportunities for the Paddocks Community Centre development. This vision meets the sustainable and liveable key direction of the Salisbury City Plan 2030.
- 4.5 The proposed service model recognises three elements: the “collaborative community” of services and staff and volunteers working from the building; the “engaged community” of participants in programs and community groups that will run from the hub; and the “connected community” of all City of Salisbury residents. The model intentionally seamlessly integrates fosters collaboration between services and with the community’s input, delivers great programs and based on maximum community benefit.
- 4.6 The BDO project management plan outlined the change management activities and the decision making points to be discussed and negotiated with The Paddocks Centre committee, and staff from Para Hills Senior Centre, Para Hills Library and Community Capacity and Learning leadership team. This group formed the Para Hills Community Hub project change team.
- 4.7 To further develop the vision for the Para Hills Community Hub two workshops were held. The first workshop held on 5th July 2017, and was attended by 8 Council staff and committee members from The Paddocks Centre. The first workshop focused on connecting the staff and people who are likely to be working together in the future and exploring the benefits to each organisation and the community through provision of an integrated service.

- 4.8 At the subsequent workshops held in September and October 2017, the change management issues were explored in order to connect, develop relationships and determine systems and processes for a streamlined and integrated service. These workshops discussed the model for success to ensure the community will experience the facility as a single integrated service from the beginning. In-between these workshops there were meetings between staff and representatives of the Paddocks Committee as well as correspondence and working within teams.
- 4.9 From these workshops a number of ‘key principles’ to guide the governance and management model were developed by the group:

***Utilisation – key principles***

- The aim should be to maximise utilisation of all of the spaces where possible, whilst allowing some flexibility for venue hire and events outside of scheduled programs
- The goal is to having concurrent activities running throughout opening hours
- All spaces being can be used by all groups
- There should be fair and equitable access to the hub by the community
- Would like to extend access to corporate and business users
- Ideally have shared spaces which are used as a meeting place for the community, not just structured activities – a safe place for all

***Funding***

- Model of funding reflecting existing practice amongst Community centres- combination of user-pays, government funding/ grants, council funding, and income from meeting/hall hire
- Aim is to keep program/ activity and fees low where possible to make them accessible to those on low income
- Sustainable long term model
- Ensuring a reasonable return on investment into the new facility, including increased social capital and outcomes not just financial measures
- Prudent use of any funding/ grants that it attracts to the benefit of the local community

***Governance***

- The aim is to maintain a professional standard of management and governance

***Collaboration***

- Working together should enable provision of more services and greater reach across the community
- Strengthen and develop more local & regional partnerships with government, private enterprise, culturally and linguistically diverse community members
- Continue acting as a central point of information and to connect the community to other services through referrals
- Shared spaces, shared infrastructure
- Economies of scale across programs and services, not realised previously by working separately
- A foundation for cross-promotion of all services offered



***Customer experience***

- The vision is for a vibrant, busy facility where there is genuine buzz
- The Hub provide a seamless customer experience across the different services on offer
- Consistent understanding and messaging going out to educate existing/potential customers about what the hub will be and what to expect

**Governance Model**

- 4.10 After considerable discussion between staff and the Paddocks Committee in relation to the transition to the new hub, the Paddocks Committee Chairperson, advised via email on the 28/11/2017, that The Paddocks Centre committee had discussed the 'lead tenant' governance model, and that it was recommended, passed and minuted at the November 2017 committee meeting.
- 4.11 The lead tenant model proposes that that City of Salisbury, under Community Capacity and Learning of the Community Development Division will assume overall management of the Para Hills Community Hub. The project team jointly agreed that this 'lead tenant' model would provide the best outcomes for program and service delivery for the community.
- 4.12 Whilst it is recommended that the City of Salisbury under this model would manage the hub, The Paddocks Centre (and Committee) would continue to operate as an incorporated body within its own existing structure, whilst providing an integrated service to the community.
- 4.13 The rationale behind the proposed 'lead tenant' model is that:
- Council has responsibility for the project build, and there would be some logic to carrying this forward into the management of the building initially.
  - Council has the funding and capacity to engage the specialist expertise (eg external consultancy, legal support) and take on the management of the new hub in the short term.
  - Council has the mandate to actively engage the local community and members, and provide clarity to other organisations about how the hub will operate.
  - This approach would allow the Para Hills Senior Centre, Para Hills Library and Paddocks Centre to focus on core business and what they are good at, i.e connecting and engagement with community groups, particularly if there is increased demand in the first twelve months.
- 4.14 Therefore it is proposed that the 'lead tenant' (City of Salisbury acting as lead tenant) governance and management model to operate the Para Hills Community Hub be endorsed.
- 4.15 It is proposed that a formal partnership agreement Memorandum of Understanding (MOU) is established between Council and The Paddocks Centre Association outlining the intent of the agreement as well as key roles and responsibilities.
- 4.16 It is further proposed that a new formal partnership is established through a detailed Memorandum of Understanding (MOU) which is negotiated and developed in relation to the strategic and operational outcomes of the Para Hills Community Hub between Council and The Paddocks Centre.

- 4.17 It should be noted that Para Hills represents a unique circumstance in relation to Governance and this approach does not set precedence for change at any other Community Centres.

### **Management Model**

- 4.18 Once the hub is operational the teams within the building (being the Para Hills Seniors Centre, Para Hills Library and The Paddocks Centre) would resolve issues in the first instance through the Para Hills Community Hub Coordinator (see 4.59 below). This communication would further extend to the new management model and a newly formed Advisory Committee.
- 4.19 An ‘Advisory Committee’ consisting of representatives of all parties would meet monthly to provide a forum for Council staff and The Paddocks Centre Association committee members to connect, communicate and resolve issues. The frequency of these meetings would then be reviewed after six months and may extend to including representatives from community groups or community hub partnerships.
- 4.20 After thorough discussion, The Paddocks Centre Association committee members have indicated that they would prefer to keep their operating hours Monday to Friday excluding weekends. They have also indicated that they would prefer not to volunteer time, or to manage volunteers on weekends to operate the community centre component of the Para Hills Hub.
- 4.21 The rationale behind such a management model, including the Advisory Committee is:
- Hub would be efficiently managed in a safe manner, meeting all statutory and regulatory requirements to enable ‘services’ to focus on core business
  - Concierge point located in the foyer area, representing all ‘services’ to provide a responsive and seamless single customer service point
  - Deliver services in the most cost effective and sustainable manner
  - Overall facilities management and technical service delivery allows for true integration of services to allow for efficient scheduling and response
  - Administration and policy processes are simplified, there is one common reporting system and consistency of customer service delivery is enhanced.

### **Transitional Arrangements**

- 4.22 Para Hills Seniors Centre and Para Hills Library continue to deliver services during the construction period. It is anticipated that The Paddocks Centre would commence operation from the completed constructed extension immediately, with ongoing programs provided with a ‘transfer’ date when known. The priority for immediate operation will be given to existing programs.
- 4.23 New programs and services will be integrated over a 3 months period. The Advisory Committee would have responsibility for evaluating assessing and encouraging groups to utilise the centre, in line with the policies and procedures developed for the effective usage of space.
- 4.24 City of Salisbury has allocated for the relocation costs of The Paddocks Centre within the project budget. Once relocation has occurred the existing Paddocks Centre on Bridge Road will be demolished, as part of the existing project plan and the Paddocks masterplan.

**Facility Usage Model**

- 4.25 The facility model is based on an area schedule made up of multifunction spaces, function room, open plan areas, outdoor areas, and community meeting rooms, staff areas and amenities.
- 4.26 Multifunction spaces are defined as the foyer space and reading/lounge areas which can be utilised during all operating hours and for 'spill over' areas for events and private hirers.
- 4.27 The function room, with adjacent commercial kitchen, servery, lounge area and outdoor courtyard area will be utilised primarily as hire function space from Friday-Sunday. Community hire would be available at other times in conjunction with community programs and activities depending on scheduling.
- 4.28 The outdoor areas consist of the undercover courtyard, which is accessible from the library reading room and meeting rooms and the outdoor courtyard between the function space and the existing part of the building.
- 4.29 In addition to the existing community hall, Eric Goodall meeting rooms and the new function space, there are five new community meeting spaces. These will be spaces available for programs, activities, and training, one off events, community and private hire. A number of these meeting spaces can be divided or opened up, providing flexibility to cater for different activities and sizes of groups.
- 4.30 The amenities consist of public toilets in both the existing and new section of the building, store area, commercial kitchen, bar/servery area and a parent's room.
- 4.31 The Paddocks Centre committee and volunteers will make use of a dedicated reception and office area.
- 4.32 The specific level of use of some spaces by Council and The Paddocks Centre is not yet known as the programs offered respond to community need with many programs running for a series of weeks rather than year round. Council services and Paddocks Centre will have free and priority access to these spaces on an as needed basis with a room booking system to be managed by the Hub Coordinator.
- 4.33 The existing users of the Paddocks Centre will all relocate to the Para Hills Community Hub if they choose and will be accommodated in the multifunction spaces on a room hire basis at the appropriate rate, or if better suited across other areas of the Centre.

**Facility Hire (Fees and Charges) Model:**

- 4.34 In order to determine the estimated operating costs for the Para Hills Community Hub an assessment was undertaken by BDO of existing expenditure and income budgets for all three services. Simultaneously, the project team guided by BDO, discussed the options for a governance and management model. As a result of determining the preference for the 'lead tenant' model and with City of Salisbury as the hub manager of building, Council would assume operational costs in exchange for income from the facility hire.
- 4.35 It is proposed that the facility fees and charges model will be based on those currently applied across other City of Salisbury community facilities with separate rates applying the community and commercial hirers.

- 4.36 All prices are inclusive of a 10% GST where applicable. Bond monies will not attract GST unless those monies are not refunded due to breaches in relation to conditions of hire.
- 4.37 These recommended fees and charges are provided in the attachment 1.
- 4.38 Community rate of 50% subsidy would apply for meeting room and hall hire, with the exception of the function room on weekends from Friday 5.00pm – Sunday 10.00pm.
- 4.39 Additional optional services to include lectern hire, tablecloths, crockery and cutlery package. These fees would be detailed in the conditions of use in addition to hire costs when securing a booking.
- 4.40 Events and functions would be assessed to determine low and high risk bookings. These hire fees may vary and the Manager – Community Capacity and Learning would have delegated authority to assess these on a case by case basis.
- 4.41 Additional fees may be charged for attendance of an unsecured building or if security calls out is registered. Other charges for Council staff time and/or other services may be applicable.
- 4.42 Outline of additional fees and charges are detailed in the conditions of use and include provision for cancellation, damage of the building, electrical equipment or fixtures, additional cleaning, keys and access, smoking, fire extinguishers and exits, decorations and special conditions.
- 4.43 These fees and charges would be deducted from the bond where applicable or if exceeding the bond, the hirer would be liable for additional charges.
- 4.44 The conditions of use documentation would detail all other requirements that are the responsibility of the hirer.
- 4.45 The Manager – Community Capacity and Learning would have the delegated authority to vary the bond depending on type of activity, the rate of subsidy and additional services as requested by the hirer.

### **Operating Hours**

- 4.46 The project team identified the importance of ensuring future operating hours are aligned to customer need/demand to meet expected utilisation of the Para Hills Community Hub.
- 4.47 The following ranges of issues were discussed regarding operating hours which align to the key principles for the project:
- Extended weekend opening hours
  - Consistent opening and closing times across the hub
  - Review and analysis of past changes to operating hours
  - Review of current customer usage patterns and trends related to opening times
  - Research into industry best practice
  - Benchmarking to comparable services in metropolitan Adelaide
  - Engagement with customers and the community to assess the current satisfaction levels and gather data on potential options
  - Consideration of availability of hub ‘outside’ usual operating hours

- 4.48 New community buildings can increase visitation anywhere from 20-40% depending on a number of factors. For the purposes of analysis the estimated increase for Para Hills was calculated at 30%. Conservatively it would be expected that with program delivery from the Paddocks Centre and increase of visits the average weekly visitation rate would improve from 1,314 visits per week to an estimated 1,734 visits per week.
- 4.49 Research indicates that weekend hours for similar community facilities are structured around the middle of the day (somewhere between 11.00am-4.00pm). Implications for staffing of rosters and breaks will require careful consideration. Programming will be run on weekends to activate spaces. Weekend hirers of the community meeting rooms and function space will flow into the Library during operating hours. It was assumed by the project team that there would be a community expectation that the hub will be open and accessible to the community 7 days a week.
- 4.50 It should be noted that ‘operating hours’ are defined as when the public can access the building and services, which excludes ‘after hours’ hire.
- 4.51 The following proposed hours are recommended based on existing operating hours for the Para Hills Library, which currently has the shortest span of hours of any library service offered in the Community Capacity and Learning division. It is recommended that the Para Hills Community Hub foyer and main public areas open at 8.30am, with the Para Hills Library open at 9.00am and the Para Hills Seniors Centre and Paddocks Centre programs to commence at 9.00am. This would allow customers to enter the building to seek respite use the public toilets and wait in comfort for service and programs to commence. No late night opening beyond 6.00pm is proposed.
- 4.52 The following table outlines the proposal that the Para Hills Community Hub operate over a span of 7 days, of 57 hours per week. This would require a service level increase of 14.5 hours per week, from the existing Para Hills Library service level of 42.5 hours per week across 6 days.
- 4.53 It should be noted that the Paddocks Centre committee representatives would prefer not to open or operate the Paddocks Centre on weekends. This would therefore mean that provision for weekend opening would be staffed by Council employees. These employees would also supervise volunteers who facilitate Council programs.

Day	Proposed Hours	Proposed Number of Hours Per Day	Existing Hours	Number of Existing Hours	Change in Service Level
Monday	9.00am-6.00pm	9	9.30am-5.00pm	7.5	1.5
Tuesday	9.00am-6.00pm	9	9.30am-5.00pm	7.5	1.5
Wednesday	9.00am-6.00pm	9	9.30am-5.00pm	7.5	1.5
Thursday	9.00am-6.00pm	9	9.30am-7.00pm	9.5	-0.5
Friday	9.00am-6.00pm	9	9.30am-5.00pm	7.5	1.5
Saturday	10.00am-4.00pm	6	10.00am-1.00pm	3	3
Sunday	10.00am-4.00pm	6	N/A	0	6
<b>Total Per Week</b>		<b>57</b>		<b>42.5</b>	<b>14.5</b>

### Staffing Model

- 4.54 City of Salisbury Community Health and Wellbeing will continue to provide staffing for the range of services provided at the Para Hills Seniors Centre.
- 4.55 The Paddocks Centre Association will continue with the existing management committee structure, and as an incorporated body to be managed through the grant funding of program delivery and with City of Salisbury/Paddocks Centre volunteers.
- 4.56 It is proposed that the Para Hills Library would operate over 7 day roster with a service level increase of 14.5 hours per week. This would ensure coverage at weekends which the Paddocks Centre Association have indicated is not attractive to them to manage, and is out of step with their current practice.
- 4.57 The following table outlines the proposed estimated staffing costs for this service level increase.

#### W&S cost from 01/07/2018

Level	Hour/Week	Hourly Rate (incl. 20% oncost)			W&S cost / Week		
		Mon-Fri	Sat&Sun (+50%)	PH (+150%)	Mon-Fri	Sat &Sun (+50%)	PH (+150%)
2 4	6.5	39.58	59.38	98.96	118.75	237.51	0.00
3 4	4	43.79	65.68	109.47	65.68	197.05	0.00
4 4	4	47.99	71.98	119.97	47.99	143.96	0.00
	14.5				232.42	578.52	0.00

- 4.58 Therefore the approximate budget estimate for service level increase of 14.5 per week would be approximately \$800 per week, with a budget estimate of \$10,000 per quarter or \$40,000 per annum.
- 4.59 A Hub Coordinator position will manage the day to day operation of the hub, facilitate partnerships and program development supporting all services including The Paddocks Centre. This position replaces the existing coordinator position based at The Paddocks Centre. There would therefore be no further budget implication. This position is Grant Funded and the contract would be linked to the current three grant funding, in line with the Co-Co-ordinator positions at other Community Centres.

- 4.60 The existing Library Branch Operation Officer (L3) would support the 'Hub Coordinator' in all aspects of administration to ensure that there is adequate support for all services and programs across the proposed operating hours.

### **Expenditure**

- 4.61 BDO conducted the initial assessment of consolidated financials for discussion with the project team, and Councils financial services team.
- 4.62 The estimates for the likely utility, water, security, waste removal, cleaning, maintenance, network and insurance costs have been based on expenditure incurred by Council and The Paddocks Centre and in the operation of similar centres. These will be reviewed monthly as per the usual budget process.
- 4.63 In addition a cost impact review will be conducted after 3 months of operation of the hub. This cost impact review will be detailed in a report to Council.
- 4.64 Security and insurance premium expenditure will align with Council's current contractual arrangements. This expenditure will also be monitored by staff and will be detailed in a cost impact review to be included in a report to Council.
- 4.65 Network and communication costs are for telephone and Wi-Fi connection. It is proposed that three separate networks are maintained and that the Wi-Fi connection is increased to 100mbps distributed across the networks. Current contractual arrangement is due to expire in 20 months. At that point there will be an opportunity to renegotiate to reduce the contract cost or to increase Wi-Fi speed for similar costs.
- 4.66 Administration expenditure for cleaning, waste removal, advertising, subscriptions, volunteer costs and other expenses will align with Council's current contractual arrangements or established budget. This expenditure will be monitored by staff and will be detailed in a cost impact review to be included in a report to Council.
- 4.67 The recommendation to increase the service level would increase the wages and salaries budget, which including on-costs would equate to an estimated increase of \$10,000 per quarter or \$40,000 per annum, as detailed in Section 4.58.
- 4.68 It is recommended that this cost impact is endorsed by Council, with a further report to be brought back outlining the any cost impact for other areas, once the trend and quantum's can be more accurately estimated and including taking a count of income, which is currently projected at \$27,000 per annum.
- 4.69 To enable the service delivery change costs at the Para Hills Community Hub budget bids be included in the 2018/19 budget deliberations as a New Initiative Bid.

### **Income**

- 4.70 Potential income increase in year one of operation, has been estimated according to income generated by Council, The Paddocks Centre and in the operation of similar centres.
- 4.71 Based on the recommended fees and charges schedule for the hire of meeting rooms, hall, function room and program fees and an analysis of the Paddocks current hire/income the projection for income is \$27,000 per annum.

- 4.72 This conservative estimate would offset operating expenditure for the Para Hills Community Hub. There is significant opportunity with the right marketing to improve the income from hire and there is a reasonable level of demand and interest which has already been generated as the building progresses to completion.
- 4.73 A cost impact review of income will be conducted after 3 months of operation of the hub. This cost impact review will be detailed in a report to Council, along with expenditure.

## 5. CONCLUSION / PROPOSAL

- 5.1 It is proposed that City of Salisbury, under Community Capacity and Learning of the Community Development division will assume overall management of the Para Hills Community Hub. The project team jointly agreed that this 'lead tenant' model would provide the best outcomes for program and service delivery for the community. It is therefore recommended that the 'lead tenant' governance and management model to operate the Para Hills Community Hub be endorsed.
- 5.2 Whilst it is recommended that the City of Salisbury would be the hub manager, The Paddocks Centre Association (and Committee) would continue to operate as an incorporated body within its own existing structure, whilst providing an integrated service to the community. It is further recommended that a formal Partnership/MOU agreement is established between Council and The Paddocks Committee outlining the intent of the agreement as well as key roles and responsibilities.
- 5.3 In addition to a formal partnership agreement, it is recommended that a detailed Memorandum of Understanding (MOU) is established, which is negotiated and developed in relation to the strategic and operational outcomes of the Para Hills Community Hub between Council and The Paddocks Centre Association.
- 5.4 It is recommended that the proposed fees and charges for the Para Hills Community Hub remain consistent with Council fees and charges.
- 5.5 To ensure that future operating hours are aligned to customer need/demand to meet expected utilisation of the Para Hills Community Hub, is recommended that a service level increase of 14.5 per week be endorsed. This will require additional operating budget and the cost impact of wages of \$40,000 per annum.
- 5.6 It is recommended that an update report detailing operating expenditure and income be brought back to Council after 3 months of operation of the Para Hills Community Hub, along with an additional report to Council in December 2018 after the commencement of formal operations.

## CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 14/05/2018



**PROGRAM - Community Centres**

**Para Hills Community Hub**

**BUDGET AREA - XXX**

**Revenue:**

Actuals		Revised Budget	Budget
2015/16	2016/17	2017/18	2018/19
\$0	\$0	\$0	\$0

Fees	2017/18 \$	2018/19 \$
<b>Meeting Room</b>		
Meeting Room 1 (per hour)	NA	15.00
Meeting Room 2,4 or 5 (per hour)	NA	20.00
Meeting Room 6 - IT Suite (per hour)	NA	35.00
Meeting Room 7 or 8 (per hour)	NA	35.00
Combined Meeting Rooms 1 & 2 or 3 & 4 (per hour)	NA	35.00
Combined Meeting Rooms 7 & 8 (per hour)	NA	50.00
Foyer (per hour)	NA	20.00
<b>Function Room &amp; Hall Hire</b>		
Monday - Friday Rate (Per Hour)	NA	60.00
Monday - Friday with Kitchen (Per Hour)	NA	90.00
Monday - Friday Full Day Rate	NA	360.00
Monday - Friday Full Day Rate with Kitchen	NA	500.00
Friday 5pm to 1am	NA	300.00
Saturday 9am to 12:30pm	NA	210.00
Saturday 1pm to 1am	NA	450.00
Sunday up to 5 hours	NA	210.00
Sunday over 5 hours	NA	360.00
<b>Ancillary Services</b>		
Data Projector and Laptop	NA	15.00
Set Up / Pack Down	NA	
Catering Coffee / Tea (per head)	NA	3.00
Additional Services Available	NA	0.00 to 300.00
Programs (per person)	NA	0.00 to 10.00
Events (per person)	NA	2.00 to 15.00
Additional Cleaning / Security	NA	0.00 to 500.00
Damage	NA	Varies
<b>Refundable Bond Fees</b>		
Function Room Low Risk	NA	1,000.00
Function Centre High Risk	NA	1500.00 to 2000.00
Meeting Room	NA	0.00 to 200.00
Hall Hire	NA	200.00 to 400.00
Key Deposit	NA	100.00