



## **AGENDA**

**FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD  
ON**

**20 MAY 2019 AT THE CONCLUSION OF BUDGET AND FINANCE COMMITTEE  
IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY**

### **MEMBERS**

Cr D Proleta (Chairman)  
Mayor G Aldridge (ex officio)  
Cr B Brug  
Cr A Duncan  
Cr K Grenfell  
Cr D Hood  
Cr P Jensen (Deputy Chairman)  
Cr J Woodman

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
Manager Governance, Mr M Petrovski

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 15 April 2019.

Presentation of the Minutes of the Confidential Resources and Governance Committee Meeting held on 15 April 2019.

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## REPORTS

### *Administration*

3.0.1	Future Reports for the Resources and Governance Committee .....	7
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### *External Relations*

3.4.1	Nominations Sought for the Libraries Board of SA .....	11
-------	--	----

### *Corporate Management*

3.5.1	Voting Guidance at National General Assembly of Local Government, Canberra .....	17
-------	--	----

### *Corporate Governance*

3.6.1	Review of Landscape Design Policy .....	21
3.6.2	Review of Sports Club Directional Signage on Council Reserves Policy .....	27
3.6.3	Review of Undergrounding of Power Cables Policy .....	31
3.6.4	Review of Vandalism and Graffiti Reward Program Policy .....	35
3.6.5	Review of Footpath Policy .....	39
3.6.6	Review of Elected Members Induction Policy .....	45
3.6.7	Review of Verge Development by Residents Policy .....	49
3.6.8	Additional Request to Attend Local Government Professionals National Congress and Business Expo; 31 July - 2 August 2019 .....	65
3.6.9	Review of Plaques and Memorials Policy .....	75
3.6.10	Review of Procurement Policy .....	91
3.6.11	Review of Disposal of Assets other than Land Policy .....	97
3.6.12	Review of Prudential Management Policy .....	101
3.6.13	Review of Safe Environment Policy .....	109
3.6.14	Review of the Community Diversity - Access and Inclusion Policy .....	115

## OTHER BUSINESS

## CLOSE



**MINUTES OF RESOURCES AND GOVERNANCE COMMITTEE MEETING HELD IN  
COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY ON**

**15 APRIL 2019**

**MEMBERS PRESENT**

Cr D Proleta (Chairman)  
Mayor G Aldridge (ex officio) (*from 7.58 pm*)  
Cr B Brug  
Cr A Duncan  
Cr K Grenfell  
Cr D Hood  
Cr P Jensen (Deputy Chairman)  
Cr J Woodman

**STAFF**

General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
Manager Governance, Mr M Petrovski  
Manager Development Services, Mr C Zafirooulos

The meeting commenced at 7.55 pm.

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

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr K Grenfell  
Seconded Cr A Duncan

The Minutes of the Resources and Governance Committee Meeting held on 18 March 2019, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **3.0.1 Future Reports for the Resources and Governance Committee**

Moved Cr J Woodman  
Seconded Cr P Jensen

1. The information be received.

**CARRIED**

*Mayor G Aldridge entered the meeting at 7.58 pm.*

### *External Relations*

#### **3.4.1 Local Government Reform - LGA Discussion Paper**

Moved Cr J Woodman  
Seconded Cr A Duncan

That:

1. Council give broad endorsement of the reform issues and suggested directions contained in the Local Government Association's Discussion Paper on Local Government Reform, with the exception of providing specific advice as follows:
  - Council is opposed to charging fees for the lodgement of a *section 270* review,
  - Council strongly supports the removal from legislation of the 75% mandatory rebate for community housing, and
  - Council suggest that a cautious approach is taken with any proposed broadening of the role of Audit Committees.
2. Council, as a further reform, request that the Local Government Association seek amendment to the *Local Government Act 1999* to explicitly recognise economic development as a principal role of Councils.

**CARRIED**

**3.6.1 Request to Attend Local Government Professionals National Congress and Business Expo; 31 July - 2 August 2019**

*Cr B Brug declared a perceived conflict of interest on the basis of being an attendee at the Local Government Professionals National Congress and Business Expo. Cr Brug left the meeting at 8.02 pm.*

*Cr K Grenfell declared a perceived conflict of interest on the basis of being an attendee at the Local Government Professionals National Congress and Business Expo. Cr Grenfell left the meeting at 8.02 pm.*

Moved Mayor G Aldridge

Seconded Cr J Woodman

1. Council determine if Councillors Buchanan, Brug and Grenfell should attend the 2019 Local Government Professionals Australia National Congress and Business Expo being held 31 July – 2 August in Darwin.
2. Subject to Council approval for Councillors Buchanan, Brug and Grenfell to attend the 2019 Local Government Professionals Australia National Congress and Business Expo, approval also be granted for necessary funds to be brought forward for any shortfall of funds from individual training and development budget allocations from the 2019/20 financial year.

**CARRIED**

*Cr B Brug returned to the meeting at 8.07 pm.*

*Cr K Grenfell returned to the meeting at 8.07 pm.*

**OTHER BUSINESS**

**R&G-OB1 Training and Development Policy**

Moved Cr A Duncan

Seconded Cr J Woodman

1. That a report be provided advising on the budget allocation for Elected Members' training and development, Council delegate activities, attendance at conferences and seminars and adjusting the allocation by CPI at the beginning of each financial year.

**CARRIED**

**CONFIDENTIAL ITEMS**

**3.8.1 Appointment of Independent Members on the Council Assessment Panel**

Moved Cr J Woodman  
 Seconded Mayor G Aldridge

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)(a) 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 would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
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 the matter and discussion of this item in confidence would protect information relating to the personal affairs of the persons affected and proposed action by Council in considering the individuals to whom those personal affairs relate for appointment as Independent members of the Council Assessment Panel.*

*On that basis the public's interest is best served by not disclosing the **Appointment of Independent Members on the Council Assessment Panel** 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 8.07 pm.

The meeting moved out of confidence at 8.22 pm.

The meeting closed at 8.23 pm.

CHAIRMAN.....

DATE.....

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<b>ITEM</b>	3.0.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Future Reports for the Resources and Governance Committee
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, 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 Resources and Governance 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 Resources and Governance Committee as a result of a Council resolution:

<b>Meeting Item</b>	<b>Heading and Resolution</b>	<b>Officer</b>
22/06/2015 3.3.2 <b>Due:</b>	<b>Amendments to the Dog and Cat Management Act</b> 3. Council note that staff will review the need for a cat by-law 12 months after the implementation of the proposed Bill and provide a further report to Council. July 2019	John Darzanos
23/04/2018 3.3.1 <b>Due:</b>	<b>Parking Technology Trials</b> 5. A further report presenting the outcomes of the trials be presented to Council at the conclusion of the trials. August 2019	John Darzanos
23/07/2018 MON2 <b>Due:</b>	<b>Parking in the Salisbury City Centre</b> 2. At the conclusion of the licence plate recognition trial, the report that will be provided to Council on the outcomes of the trial also incorporate advice on the implications of the provision of four (4) and or five (5) hour parking areas in the city centre. August 2019	John Darzanos
23/07/2018 3.6.3 <b>Due:</b>	<b>Media Policy Review</b> That consideration of the Media Policy be deferred to the next Council following the local government elections. June 2019	Hannah Walters
26/11/2018 6.5 <b>Due:</b>	<b>Council and Committee Structure</b> 2. The terms of reference be reviewed after the first 12 months of the term of office seeking Elected Member feedback and a report be provided to the Resources and Governance Committee. March 2020	Mick Petrovski
23/04/2019 6.5 <b>Due:</b>	<b>Training and Development Policy</b> 1. That a report be provided advising on the budget allocation for Elected Members' training and development, Council delegate activities, attendance at conferences and seminars and adjusting the allocation by CPI at the beginning of each financial year. June 2019	Mick Petrovski

### 4. CONCLUSION / PROPOSAL

4.1 Future reports for the Resources and Governance Committee have been reviewed and are presented to Council for noting.



**CO-ORDINATION**

Officer:	EXEC GROUP	GMCiD	GMBE	MG
Date:	13/05/2019	10/05/2019	10/05/2019	10/05/2019



<b>ITEM</b>	3.4.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Nominations Sought for the Libraries Board of SA
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	Nominations are sought for three Local Government Members on the Libraries Board of South Australia for a three year term. Nominations must be forwarded to the Local Government Association by COB Thursday 6 June 2019

#### **RECOMMENDATION**

1. \_\_\_\_\_ be nominated as a Local Government Member on the Libraries Board of South Australia.

#### **ATTACHMENTS**

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

1. Selection Criteria - Part A - Libraries Board of SA

#### **1. BACKGROUND**

- 1.1 The Libraries Board of South Australia (the Board) is established pursuant to the Libraries Act 1982.
- 1.2 Under the Act, the LGA nominates three people to the Board who may be:
  - 1.2.1 council members (elected members)
  - 1.2.2 librarians employed in a public library
  - 1.2.3 community information officers employed by a council
  - 1.2.4 any other officers or employees of a council or
  - 1.2.5 any other people with experience in local government.
- 1.3 The remaining five members are nominated by the Minister, with one member appointed as the Presiding Member. Members of the Board are nominated for a period of three years, up to a maximum of nine years (s.10).
- 1.4 Pursuant to the *Libraries Act 1982* the functions of the Board are as follows:
  - 1.4.1 to formulate policies and guidelines for the provision of public library services

- 1.4.2 to establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin, or have a particular relevance to this State
  - 1.4.3 to administer the State Library
  - 1.4.4 to establish and maintain such other public libraries and public library services as may best conduce to the public interest
  - 1.4.5 to promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others
  - 1.4.6 to collaborate with Public Library Services in the provision of library and information services
  - 1.4.7 to make recommendations to the Minister upon the allocation of funds that are available for the purposes of public libraries and public library services
  - 1.4.8 to initiate and monitor research and experimental projects in relation to public libraries and public library services
  - 1.4.9 to keep library services provided in the State under continuing evaluation and review and
  - 1.4.10 to carry out any other functions assigned to the Board under this or any other Act or by the Minister.
- 1.5 Sitting fees of \$590.00 per meeting attended, up to a maximum of \$7,076 are payable to Members.
- 1.6 The Libraries Board of South Australia meets on the 3<sup>rd</sup> Monday of every month at the Morgan Thomas Boardroom at the State Library in the Institute Building, except January and the month in which Easter falls. Meetings commence at 12 noon and run for approximately 2 hours. Regional and metropolitan tours also occur.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Circular 19.2 dated 3 May 2019 from the LGA was emailed to all Elected Members, the Executive Group and the Manager Libraries and Community Centres on 3 May 2019.
  - 2.1.2 At the time of writing this report, no Elected Member has registered an interest in being nominated.
- 2.2 External
  - 2.2.1 Nil.

## **3. REPORT**

- 3.1 Nominations are now invited for three Local Government Members on the Libraries Board of SA.
- 3.2 The current LGA-nominated members of the Board are:
  - 3.2.1 Ms Lynn Spurling, Library & Tourism Coordinator, Copper Coast Council

- 3.2.2 Mayor Jan-Clare Wisdom, Adelaide Hills Council and
- 3.2.3 Mayor Jill Whittaker, Campbelltown City Council.
- 3.3 All are eligible for re-appointment. Because of the nine year rule, Ms Spurling is eligible for reappointment for up to 18 months (to 22/11/2020) and Mayor Wisdom is eligible for reappointment for up to 22 months (to 13/05/2021). Mayor Whittaker can be reappointed for a further three years.
- 3.4 LGA Nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council Staff.
- 3.5 Nominations addressing the Selection Criteria (attached) for the Libraries Board of South Australia must be forwarded to the LGA by COB Thursday 6 June 2019.
- 3.6 The LGA Board will consider any nominations received at its meeting on Thursday 20 June 2019.

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

- 4.1 Council is asked to determine if a nomination be made for the Libraries Board of South Australia.
- 4.2 It should be noted that Council is not obliged to submit a nomination.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Nominations to Outside Bodies - Part A

<b>Libraries Board of SA</b>	
<b>Legal Status of Body</b>	Statutory Authority
<b>Summary Statement</b>	The Libraries Board of South Australia is a statutory authority created under the Libraries Act with responsibility for allocating grants to Councils for libraries, among other matters including policy framework.
<b>Selection criteria</b>	
<i>The following selection criteria must be addressed when completing Part B</i>	
<b>Qualifications</b> <i>(formal qualifications relevant to the appointment)</i>	A librarian employed in a public library; or a community information officer employed by a Council; or a Council Member (refer Section 9, (1) (a) of the Act).
<b>Industry Experience</b>	Experience in the operation of a Library or setting the policy framework for a Library and in intergovernmental relations is essential.
<b>Board / Committee Experience</b>	High level Board / Committee experience would be desirable.
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Experience in Libraries and intergovernmental relationships would be an advantage.
<b>Liability and indemnity cover</b>	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	<b>Yes</b>
<b>Insurance Policies are valid &amp; current</b>	<b>Yes</b>





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<b>ITEM</b>	3.5.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>PREV REFS</b>	Resources and Governance 3.4.3 Committee 18/03/2019
<b>HEADING</b>	Voting Guidance at National General Assembly of Local Government, Canberra
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	<p>Council has previously resolved that Cr Brug attend the National General Assembly of Local Government being held in Canberra from 16 to 19 June 2019 and that he be the City of Salisbury voting delegate.</p> <p>This report addresses the options for providing voting guidance to Cr Brug for the motions that will be available for debate.</p>
<b>RECOMMENDATION</b>	<ol style="list-style-type: none"> <li>1. Council endorse that the CEO and Mayor meet with the City of Salisbury voting delegate to the 2019 National General Assembly of Local Government and provide guidance on voting for motions in the best interest of the City of Salisbury.</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 The National General Assembly (NGA) of Local Government will be held 16 - 19 June 2019 at the National Convention Centre in Canberra.</li> <li>1.2 The administration presented a report to the Resources and Governance Committee in March this year, seeking topics for motions and to determine which, if any, Elected Member would attend the Assembly.</li> <li>1.3 It was resolved that Cr Brug be registered to attend the National General Assembly and be appointed as the City of Salisbury voting delegate for the Assembly.</li> </ol>

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

2.1.1 Nil.

### 2.2 External

2.2.1 Nil.

## 3. REPORT

3.1 At the 25 March 2019 meeting of Council, it was resolved that Cr Brug attend the National General Assembly of Local Government being held in Canberra from 16 to 19 June 2019 and that he be the City of Salisbury voting delegate.

3.2 Based on the release of NGA Business papers last year, it is anticipated they will not be available until early June. This will not provide enough time for presentation of the motions to Council.

3.3 The timing of the NGA also means that there will not be an opportunity to present the motions to the Resources and Governance Committee in June (Resources and Governance Committee meeting is scheduled for 17/06/2019) to enable Council to direct the voting delegate via that meeting.

3.4 There are three options available to Council in order to provide guidance to Cr Brug as voting delegate in relation to NGA motions:

### 3.4.1 Informal Strategy

If the release of the Business Papers is prior to the 4 June Informal Strategy Meeting, the motions could be reviewed by Members and guidance provided in relation to Councils preferred voting strategy at the Informal Strategy Meeting.

It is important to note that Informal Strategy sessions are not a formal decision making forum, therefore any advice provided to the voting delegate would not be by way of a Council resolution.

This option would rely on the motions for debate being available no later than Wednesday 29 May.

### 3.4.2 CEO and Mayor

The CEO and Mayor (and other relevant staff if required) could meet with Cr Brug and provide guidance on voting for NGA motions that is in the best interest of the City of Salisbury.

### 3.4.3 Special Council Meeting

Council could determine that a Special Council Meeting be convened following receipt of the NGA business papers to enable Council to direct the voting delegate in relation to voting for each motion.

## 4. CONCLUSION / PROPOSAL

4.1 The NGA motions are intended to provide the basis of policy setting and representations to the Federal Government for the ALGA Board on issues of national significance to Local Government. They are not motions that, if passed, become binding on the ALGA Board.

### ITEM 3.5.1

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- 4.2 On that basis, it does not seem necessary for a Special Council meeting to be convened as there is no direct negative consequence from Council not specifying how the voting delegate must vote.
- 4.3 The two remaining options both have merit and would result in a City of Salisbury vote being cast at the NGA.
- 4.4 Given the non-binding nature of resolutions passed at the NGA staff recommend option 3.4.2 as the preferred approach for Council to provide guidance to the NGA voting delegate.

#### **CO-ORDINATION**

Officer:	Executive Group	MG
Date:	13/05/19	14/05/19



<b>ITEM</b>	3.6.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Review of Landscape Design Policy
<b>AUTHORS</b>	Craig Johansen, Team Leader Landscape Design, City Infrastructure Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	1.2 To enhance and create quality urban areas with high amenity and integrated infrastructure 2.1 To have sustainable and resilient natural environments that support biodiversity and contribute to quality amenity 3.2 To have an engaged community with a strong sense of vitality, pride and belonging
<b>SUMMARY</b>	This report presents the Landscape Design Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor editorial changes are required.

## RECOMMENDATION

1. The information be received.
2. The Landscape Design Policy set out in Attachment 1 to this report (Item No 3.6.1, Resources and Governance Committee, 20/05/2019) be endorsed.

## ATTACHMENTS

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

1. Landscape Design Policy

### 1. BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Landscape Design Policy was last reviewed in November 2015 and is now again due for review.

### 2. CONSULTATION / COMMUNICATION

- 2.1 Internal
  - 2.1.1 Consultation with relevant staff has occurred as to the continuing relevance of the Policy and any changes that may be required.

### **3. REPORT**

- 3.1 The Landscape Design Policy seeks to guide the landscape works of new developments as well as the redevelopment of existing landscapes with the City and provide a consistent and attractive environment which is in alignment with the City Plan, key direction 3 ‘The Living City’
- 3.2 The Landscape Design Policy has been reviewed by the Policy Owner. Apart from minor editorial changes, no changes of substance are required in the content of the Policy to ensure its continuing relevance.
- 3.3 The policy is not changing with respect to the key design principles:
- Sustainability
  - Creation of Identity
  - Equity (Universal Design Principles and equal Distribution)
  - Creation of Habitat whilst Maintaining Indigenous & Environmental diversity
  - Creation of a High Quality, Practical & Functional Landscape
  - Consistency & Cohesiveness of Landscape Elements
- 3.4 It is expected that the Place Activation Strategy to be completed midyear, will further articulate how these design principles will be applied to Council’s infrastructure into the future in a more equitable manner across the City.

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

- 4.1 The Landscape Design Policy as contained within the attached is recommended to Council for endorsement.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Landscape Design Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	Min 1825, 2011/522, 2015/0738
Approval Date:	23 November 2015	Most Recent Approval:	<del>23 November 2015</del> 27 May 2019
Review Date:	<del>November 2017</del> May 2021	Internal Reference No.:	
Department:	City Infrastructure	Division:	Technical Services
Function:	5 - Environmental Management	Responsible Officer:	<del>Manager, Technical Services</del> Team Leader, Parks and Landscape Assets

### A - PREAMBLE

- The City of Salisbury takes pride in presenting a green and attractive environment. In order to provide an environment consistent with the Annual Plan, Key Direction 3: 'The Living City'. Consideration is given to such traits as visual appeal, amenity, accessibility to the location; cost and responsible use of resources in the development of any landscape design.

### B - SCOPE

- This policy applies to all Council's streets, parks and landscape areas, in both new and existing developments.

### C – POLICY PURPOSE/OBJECTIVES

- The objectives are for the development of the landscape style, character and form in the City of Salisbury which has the following key components:
  - Creation of a unique landscape identity/ character throughout the City.
  - Developing a sustainable environment.
  - Ensure equitable distribution of resources/ open space across the City.
  - Maintaining the City's biodiversity through the use of indigenous plantings to provide suitable refuge habitat within an Urban Environment.
  - Creation of high quality, practical and functional landscapes.
  - Provide consistency and cohesiveness of landscape elements and materials.
  - Implement outcomes of City of Salisbury Strategic Plan, The Game Plan, City Landscape Plan and Biodiversity Corridors Management Plan.

### D - POLICY STATEMENT

#### 1. Sustainability

- Creation of a landscape that does not require high resource input with regard to purpose of site e.g. water, energy and maintenance personnel.

- Manage irrigation to limit excessive use of water both potable and recycled and in a way which is able to respond to the function of the public open space.
  - Creation of a landscape which would survive for a considerable time, as a result of periodical drought events or a reduction in maintenance level of service.
  - Landscapes are to have longevity and regeneration characteristics, particularly in natural/open reserve areas.
  - Create an environment for the conservation and enhancement of existing natural landscape areas.
  - Landscapes are to be developed with a diverse mix of species, so as to be resilient within the region and able to be sustained with changes in localised environmental and climatic conditions.
- 2. Creation of Identity**
- Create a sense of place (Genus loci) through the use of consistent plant species, landscape elements and materials across the city.
  - Assist in distinguishing City of Salisbury from other regional locations.
  - Create a landscape that complements the surrounding built form.
  - Create a theme which responds to the natural landscape character zones and soil types found throughout the City.
  - Create landscapes that relate to the public open space hierarchy, function and agreed maintenance levels of service.
  - Utilise water sensitive urban design principles wherever possible.
- 3. Equity**
- Provide opportunity for all users to equitably access a range of spaces for formal and informal recreation pursuits across the city.
  - Provide landscape maintenance resources across the City which promotes equity for all community members.
  - Create a maintenance hierarchy that places resources where they are most required i.e. provide the highest level of maintenance to the areas that are more frequently used.
- 4. Creation of Habitat whilst Maintaining Indigenous & Environmental Biodiversity.**
- Maintain existing habitat to ensure future biodiversity provision within the City.
  - Provide landscape elements of a diverse nature which are able to develop and enhance habitat opportunities within the City.
  - Conservation and enhancement of remnant flora and fauna habitats to support sites of Indigenous historical significance.
  - Control influences which may adversely impact on natural habitat such as non-indigenous flora or fauna species, chemical and soil contamination and habitat loss through erosion.
  - Design landscapes that use predominantly endemic vegetation, which is well suited to local conditions found within the City of Salisbury (climatic and environmental conditions).
  - Minimise the use of pesticides, herbicides and fertilisers in alignment with best horticultural practice for natural areas.
- 5. Creation of a High Quality, Practical & Functional Landscape**
- Use recycled water for irrigating high profile and high use landscapes wherever possible.



- Design landscapes to reflect current landscape maintenance practices, industry best practice and availability of resources.
- Developed landscapes should be multi-functional, flexible and sustainable for a long period of time.
- Ensure development approvals comply with this policy.
- Create landscapes with a consistent style, in alignment with the City Landscape Plan and land use, while adhering to good water management and maintenance practices.
- Create safe and equitable fit for purpose environments through design, having consideration for Crime Prevention Through Environmental Design (CPTED) and Universal Design principles.
- Create an environment that minimises the risk of fire, especially in Urban Areas.
- Introduce colour and diversity in landscape planting in line with ~~recommendations~~ direction of the City ~~Strategic~~-Plan and City Landscape Plan.
- Encourage community to landscape private property consistent with this policy.

**6. Consistency & Cohesiveness of Landscape Elements**

- Create a regular, unified landscape through consistent use of structured shrub and tree planting throughout the City as per the City Landscape Plan.
- Create a holistic/ cohesive landscape through consistent use of hard and soft landscape elements and materials throughout the City as per the public open space hierarchy and City Landscape Plan to provide sense of place.

**E - LEGISLATION**

1. *Electricity Act 1996*
2. *Fire and Emergency Services Act 2005*
3. *Sewerage Act 1929*

**Document Control**

Document ID	Landscape Design Policy
Prepared by	<del>Dameon Roy Craig Johansen</del>
Release	<del>23.0</del>
Document Status	<del>Approved</del> <u>Draft</u>
Issue Date	



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<b>ITEM</b>	3.6.2
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Review of Sports Club Directional Signage on Council Reserves Policy
<b>AUTHORS</b>	Dameon Roy, Manager Technical Services, City Infrastructure Joy Rowett, Governance Coordinator, 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 report presents the Sports Club Directional Signage on Council Reserves Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and no changes of substance are required.

### RECOMMENDATION

1. The Information be received
2. The Sports Club Directional Signage on Council Reserves Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.2, 20/05/2019), be endorsed.

### ATTACHMENTS

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

1. Sports Club Directional Signage on Council Reserves Policy

### 1. BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in June 2017 and is now due again for review.

### 2. CONSULTATION / COMMUNICATION

- 2.1 Internal
  - 2.1.1 Consultation with the Manager Infrastructure Management has occurred as to the continuing relevance of the Policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

3.1 The Sports Club Directional Signage on Council Reserves Policy has been reviewed by the Policy Owner. No changes of substance are required in the content of the Policy to ensure its continuing relevance.

**4. CONCLUSION / PROPOSAL**

4.1 The Sports Club Directional Signage on Council Reserves Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Sports Club Directional Signage on Council Reserves Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	1655, 2011/522, 2014/2535, 2015/0373, 2017/1859, <del>xxx/2019</del>
<b>Approval Date:</b>	25 July 2005	<b>Most Recent Approval:</b>	<del>26 June 2017</del> May 2019
<b>Review Date:</b>	<del>June 2019</del> May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Technical Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Manager, Technical Services

### A - PREAMBLE

1. Council receives several requests a year from various licensed sports clubs to install directional signage on Council Reserves. This policy sets out the type of signs that can be used to ensure both consistency and compliance with the relevant codes.
2. ~~The type of sign approved for Sports Club Directional Signage on Council Reserves are considered to be Community Wayfinder signs. The Community Wayfinder sign complies~~ These signs comply with Australian Signage standards and ~~is are~~ easily changed if a club relocates or changes its name.
3. This type of Community Wayfinder sign is consistent with City wide format agreed to in the City Marketing Plan.

### B - SCOPE

1. This policy applies to all Council licensed sports clubs' directional signs on Council Reserves

### C – POLICY PURPOSE/OBJECTIVES

1. To provide for consistent sports club identification signs on City reserves. This policy also allocates the responsibility for costs associated with installing the signs.

### D - DEFINITIONS

1. **Community Wayfinder** – a sign that points visitors in the direction of clubrooms, [in accordance with Council Standards](#).
2. **The Community Wayfinder sign** - consists of a minimum 2.5 meter, 60mm OD galvanised support post colour Blue, which is secured into the ground by a wizard spike sleeve. The 200mm Community Wayfinder sign blade has the City logo nearest the post and the directional information lettering made from reflective white sheeting on a ~~on a~~ blue mask panel overlay.

### E - POLICY STATEMENT

1. Where appropriate, a “Community Wayfinder” sign [type](#) that complies to Australian Standards can be installed on Council’s verges and reserves [for Sport Club Directional Signage](#).

2. The installation of a “Community Wayfinder” sign type will be at the total cost to the requesting club.
3. The location of the sign is to be approved by ~~the responsible compliance officers to ensure compliance with traffic management and location of essential services issues.~~ in the Civil and Transport Team.
4. The Community Wayfinder sign will be installed on the verge area to comply with setback requirements as defined in Australian Standard 1742.5 – 1997 - Manual for uniform traffic control devices (Part 5 Street name and community facility name signs).

**G - REFERENCES**

1. This Community Wayfinder signage specifications for fabrication and installation requirements are described within Contract No 05 CM 02 & CM 3 - CORPORATE STREET AND SUBURB SIGNAGE (Fabrication and Installation)
2. Australian Standard 1742.5 – 1997 - Manual for uniform traffic control devices (Part 5 Street name and community facility name signs)

**H - ASSOCIATED PROCEDURES**

1. City of Salisbury Style Guide – last updated 14 December 2010.

**Document Control**

<b>Document ID</b>	Sports Club Directional Signage on Council Reserves Policy
<b>Prepared by</b>	Dameon Roy
<b>Release</b>	<del>56.0</del>
<b>Document Status</b>	<del>EndorsedDraft</del>
<b>Issue Date</b>	

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<b>ITEM</b>	3.6.3
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Review of Undergrounding of Power Cables Policy
<b>AUTHORS</b>	Dameon Roy, Manager Technical Services, City Infrastructure Joy Rowett, Governance Coordinator, 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 report presents the Undergrounding of Power Cables Policy to Council for discontinuation.

### RECOMMENDATION

1. The information be received.
2. The Undergrounding of Power Cables Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.3, 20/05/2019), be discontinued.

### ATTACHMENTS

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

1. Undergrounding of Power Cables Policy

### 1. BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in June 2017 and is now due again for review.

### 2. CONSULTATION / COMMUNICATION

#### 2.1 Internal

- 2.1.1 Consultation with the Manager Infrastructure Management has occurred as to the continuing relevance of the Policy and any changes that may be required.

#### 2.2 External

- 2.2.1 Nil

### 3. REPORT

- 3.1 The Undergrounding of Power Cables Policy has been reviewed by the Policy Owner.

- 3.2 As the Policy duplicates the PLEC Guidelines available on the SACOSA website and adds no further detail, it is considered that the Policy is no longer required.

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

- 4.1 Since the Undergrounding of Power Cables Policy as contained within Attachment 1 replicates the PLEC Guidelines it is recommended to Council that the Policy be discontinued.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019





## Undergrounding of Power Cables Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	Min 1825, 2011/522, 2014/2535, 2015/0372, 2017/1861
<b>Approval Date:</b>	<b>24 October 2005</b>	<b>Most Recent Approval:</b>	26 June 2017
<b>Review Date:</b>	June 2019	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Technical Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Manager, Technical Services

### A - PREAMBLE

1. The undergrounding of power cables otherwise known as Power Line Environment Committee (PLEC) Schemes are designed to assist Council in both its objectives of ensuring safe and aesthetically pleasing environments, in relation to existing infrastructure.

### B - SCOPE

1. This policy sets out the philosophy and criteria to be met in developing projects for the undergrounding of power cables. It applies particularly to areas where existing infrastructure is above ground. Where new developments are concerned there is a separate set of guidelines that determine the manner in which power and lighting is provided that automatically incorporates the principles of safety and aesthetics.

### C – POLICY PURPOSE/OBJECTIVES

1. This policy aims to ensure that the development of PLEC Schemes meet with the appropriate criteria and Council's objectives of safety and aesthetics.

### D - DEFINITIONS

1. **PLEC** – Power Line Environment Committee, established by the State Government.

### E - POLICY STATEMENT

1. Council endorses the undergrounding of overhead mains cables to improve the aesthetics of our streetscapes and reduce the impact on landscaping.
2. Projects for the undergrounding of power may be developed upon the following criteria:
  - (a) the size and characteristics of the community benefit;
  - (b) the significance of the route, such as for tourism, heritage or its symbolic value (eg 'Gateway');

- (c) other significant factors such as proximity to previous PLEC projects or part of a staged development;
- (d) minimising the impact of power lines on significant trees, landscaped features or structures and
- (e) the relationship with proposals for the reconstruction of carriageways.

#### F - LEGISLATION

1. *Electricity Act 1996*

#### G - REFERENCES

1. [Power Line Environment Committee Project Guidelines \(5 June 2010\)](#)

#### Document Control

Document ID	Undergrounding of Power Cables Policy
Prepared by	Dameon Roy
Release	5.0
Document Status	Endorsed
Issue Date	

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<b>ITEM</b>	3.6.4
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Vandalism and Graffiti Reward Program Policy
<b>AUTHORS</b>	Les Hubiak, Coordinator Facilities Management, City Infrastructure Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Vandalism and Graffiti Reward Program Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and no changes are required.

## **RECOMMENDATION**

1. The Information be received.
2. The Vandalism and Graffiti Reward Program Policy as set out in Attachment 1 to this report (Item No. 3.6.4, Resources and Governance Committee, 20/05/2019), be endorsed.

## **ATTACHMENTS**

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

1. Vandalism and Graffiti Reward Program

### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 This Policy was last reviewed and endorsed by Council in April 2017 and is now due again for review.

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

- 2.1 Internal
  - 2.1.1 Consultation with the Manager Property and Buildings has occurred as to the continuing relevance of the Policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

- 3.1 The Vandalism and Graffiti Reward Program Policy has been reviewed by the Policy Owner. No changes of substance are required in the content of the Policy to ensure its continuing relevance.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Vandalism and Graffiti Reward Program Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 13/05/2019



## Vandalism and Graffiti Reward Program

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	Min 1825, 2011/413, 2013/1700, 2015/0303, 2017/1719
<b>Approval Date:</b>	24 October 2005	<b>Most Recent Approval:</b>	24 April 2017 27 May 2019
<b>Review Date:</b>	April 2019 May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Property and Buildings
<b>Function:</b>	5 - Environmental Management	<b>Responsible Officer:</b>	Manager, Property and Buildings

### A - PREAMBLE

- Residents of the City of Salisbury take pride in the appearance of the City. In order to minimise both the unsightliness and the cost of vandalism and graffiti, the community's help is sought to report instances of vandalism and graffiti as soon as possible.

### B - SCOPE

- This policy applies to offences under the *Local Government Act 1999*.

### C – POLICY PURPOSE/OBJECTIVES

- This policy aims to clarify the circumstances in which a reward will be paid.

### D - POLICY STATEMENT

- In cases where damage to Council property/infrastructure has been caused by vandalism, graffiti or any other cause, and information or evidence is supplied which results in an admission of guilt, successful apprehension and prosecution of the person/persons involved, a reward of up to \$500.00 will be paid to the person providing the information.

### E - LEGISLATION

- Local Government Act 1999*

#### Document Control

<b>Document ID</b>	Vandalism and Graffiti Reward Program
<b>Prepared by</b>	Karen Pepe Les Hubiak
<b>Release</b>	56.0
<b>Document Status</b>	Draft
<b>Issue Date</b>	



<b>ITEM</b>	3.6.5		
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>		
<b>DATE</b>	20 May 2019		
<b>PREV REFS</b>	Works and Services Committee	2.0.2	18/03/2019
<b>HEADING</b>	Review of Footpath Policy		
<b>AUTHOR</b>	James Corletto, Team Leader Strategic Asset Management, City Infrastructure		
<b>CITY PLAN LINKS</b>	<p>3.3 Be a connected city where all people have opportunities to participate.</p> <p>3.4 Be a proud, accessible and welcoming community.</p> <p>4.4 Embed long term thinking, planning and innovation across the organisation.</p>		
<b>SUMMARY</b>	This report presents the Footpath Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and has no significant changes made.		

## RECOMMENDATION

1. The information be received.
2. The Footpath Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.5, 20/05/2019) be endorsed.

## ATTACHMENTS

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

1. Footpath Policy

### 1. BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in July 2017 and is now due again for review.

### 2. CONSULTATION / COMMUNICATION

#### 2.1 Internal

- 2.1.1 Consultation with the Manager Infrastructure Management has occurred as to the continuing relevance of the Policy and any changes that may be required.

- 2.2 External
  - 2.2.1 Nil

### **3. REPORT**

- 3.1 The Footpath Policy has been reviewed by the Policy Owner in consultation with the internal staff and no changes of substance are required.
- 3.2 Council is continuing to operate Footpath Request Evaluation Team (FRET), with the majority of projects now being approved for special needs areas, or links to new subdivisions.
- 3.3 As reported to Council in March 2019 (Item 2.0.2) the work around providing a footpath on one side of the street is 95% completed with more difficult sites, in and around cul-de-sacs and those of significant slope, now being investigated and designed for future years. It is expected that the program will be running for the next 15 years if existing levels continue.

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

- 4.1 The Footpath Policy as contained within Attachment 1 is recommended to Council for endorsement.

### **CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019





<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	2011/262, 2013/1875, 2015/0237, 2017/1915
<b>Approval Date:</b>	26 August 2013	<b>Last Reapproval Date:</b>	<del>24 July 2017</del> May 2019
<b>Review Date:</b>	<del>July 2019</del> May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Technical Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Manager, Technical Services

#### A – PREAMBLE

The City of Salisbury is committed to providing a safe, accessible and well maintained footpath network linked by accessible kerb ramps. Council's footpath policy provides guidelines for the location and type of footpaths to be constructed or reconstructed.

#### B – SCOPE

This policy applies to all built-up areas within the City of Salisbury.

#### C – POLICY PURPOSE/OBJECTIVES

This Policy sets out guidelines for provision of footpaths constructed with council allocated and developer contributor funds.

#### D – DEFINITIONS

1. **Footpath:** A path for pedestrians and cyclists.
2. **Built-up:** An area consisting of mainly housing, commercial or industry, with little open space. Refers to the general area east of Port Wakefield Road.
3. **Accessible:** The ability to be accessed by all, and more specifically those with disabilities. In particular this requires that footpath provision includes pairs of accessible kerb ramps for access by pedestrians using various mobility aids and by people with children in prams or strollers. ~~It means that the footpath network complies with the *Disability Discrimination Act 1992* Section 23 'Access to Premises', to be constructed in accordance with Council's [Universal Design Principles](#).~~

**E - POLICY STATEMENT**

1. Council supports **active transport** (walking, **cycling**) as a preferred method of travel within the City to benefit the health and wellbeing of our residents and to minimise the impact of transportation on the environment.
2. Council aims to provide a footpath network that is convenient, safe, and easy to use.
3. As a general principle, Council will renew/repair failing infrastructure before providing new infrastructure.
4. The nominal minimum level of service for new footpath is for a 1.2 metres wide, block paved (concrete pavers) and constructed to at least industry practice.
5. Where physically practical, Council will provide a footpath on:
  - a. Both sides of:
    - i. roads near schools, retirement villages, sports grounds and other public facilities being significant pedestrian generators; and roads with carriageways wider than 12 m or with central medians.
    - ii. roads abutting commercial or shopping areas
    - iii. bus routes;
    - iv. local roads classified as primary collectors;
    - v. arterial roads;
    - vi. cycling routes where bike lanes terminate.
  - b. One side of:
    - i. through Local roads, and on the same side of the road as street lighting where possible, and
    - ii. cul de sacs greater than 60 m long to the centre of the court bowl and 30 metres long to the centre of the court bowl for any new development.
6. Footpaths shall be constructed generally as follows:
  - a. on arterial and primary collector roads a minimum footpath width of 1.5metres with a preferred width of 1.8 metres where verge width permits.
  - b. on local roads a minimum footpath width of 1.2 metres with a preferred width of 1.5 metres where verge width permits.
7. Prior to installation of footpaths residents will be consulted by mail and given the opportunity to express their views. Residents will be advised of the consultation outcome and where objections exceed two thirds of residents directly fronting the proposed footpath, the construction will not proceed. Where feedback received from residents via mail is divided, a street meeting take place and Elected Members be invited to attend.
8. Council may defer the construction of a footpath on this street where the footpath:
  - a. does not form an essential link in the network; and
  - b. has no persons with disabilities or mobility issues using the street as a pedestrian link; and.
  - c. ~~has greater than a two thirds majority of residents directly fronting the proposed footpath, not supporting the construction of a footpath~~
9. Priority
  - a. New footpaths shall be provided by priority based on:

- i. the needs of people with disabilities or mobility issues.
  - ii. proximity to high pedestrian generators, such as Schools, Aged Care facilities, Shopping Centres, Bus Routes and Reserves
  - iii. importance within the footpath network;
  - iv. existing usage; and its potential usage;
- 10. New paths or trails in reserves shall be considered based upon the connection to the existing network and potential usage.
- 11. ~~The implementation of the footpath construction program is dependent on the budget available as guided by the appropriate Asset Management Plan(s).~~
- 12. Resident requests for new footpaths/kerb ramps not included in the annual Footpath Construction Program will be considered for inclusion if:
  - a. the request meets the priority criteria listed in item 9 above, and
  - b. Funding is available

To ensure the highest priorities are considered in a consistent manner, such requests will be collated over a three month period and reviewed by the Footpath Request Evaluation Team quarterly.

**F – LEGISLATION**

- 1. *Local Government Act, SA 1999*
- 2. *Disability Discrimination Act, 1992*

**G – REFERENCES**

- 1. City of Salisbury Transportation Asset Management Plan
- 2. AS 1428 “Design for Access and Mobility”

**Document Control**

Document ID	Footpath Policy
Prepared by	James Corletto
Release	<del>4.00</del> 5.00
Document Status	<del>Approved</del> Draft
Date Printed	<del>13/05/2019</del> 10/05/2019



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<b>ITEM</b>	3.6.6
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Elected Members Induction Policy
<b>AUTHORS</b>	Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Elected Members Induction Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor changes are required.

#### **RECOMMENDATION**

1. The Information be received.
2. The Elected Members Induction Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.6, 20/05/2019), be endorsed.

#### **ATTACHMENTS**

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

1. Elected Members Induction Policy

#### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 The Elected Members Induction Policy was last endorsed by Council in November 2017 and is now due for review.

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

- 2.1 Internal
  - 2.1.1 Consultation with the Manager, Governance has occurred as to the continuing relevance of the Policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

- 3.1 The Elected Members Induction Policy has been reviewed by the Policy Owner. Apart from minor editorial changes, no changes of substance are required.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Elected Members Induction Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Elected Members Induction Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	2011/262, 2013/1611, 2015/751, 2017/2165
<b>Approval Date:</b>	26 July 2010	<b>Last Reapproval Date:</b>	<del>27 November 2017</del> <u>27 May 2019</u>
<b>Review Date:</b>	<del>November 2019</del> <u>May 2021</u>	<b>Internal Reference No.:</b>	
<b>Department:</b>	CEO and Governance	<b>Division:</b>	Governance
<b>Function:</b>	9 - Governance	<b>Responsible Officer:</b>	Manager, Governance

### A - PREAMBLE

1. All positions on an elected Council become vacant at the end of each four year term of office. The vacant positions are filled at a periodic election and the newly Elected Members form a new Council.
2. The process of establishing the new Council, ensuring Elected Members are able to fulfil their roles appropriately and building a positive team relationship with senior staff can be substantially enhanced through a structured induction program.

### B - SCOPE

1. This policy applies to Elected Members.
2. This policy complements the City of Salisbury's Elected Members Training and Development Policy which deals with Council's overall commitment to the training and professional development of Elected Members and which incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the Local Government (General) Regulations 2013.
3. This Induction Policy provides a focus for the introduction and provision of information and training during the first six months following a periodic election.

### C – POLICY PRINCIPLES

1. The following principles reflect good induction:
  - Each Elected Member has a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent constituents and the community of the City of Salisbury.
  - All Elected Members are expected to actively participate in the Induction Program of the Council; and
  - Information provided in Induction sessions will be supported by written materials provided to Elected Members electronically, and available in hard copy on request.

**D - DEFINITIONS**

1. For the purpose of this policy **induction** is defined as the work done with the newly elected Council, the individual Members of the Council and staff members of the Council over the first six months of the new Council in order to prepare them to capably perform their different roles. Orientation, providing new and newly elected Members with an understanding of the environment they will work within, is one aspect of induction.

**E - POLICY STATEMENT**

1. An Induction Program will be designed by the Chief Executive Officer, in consultation with the Mayor and the proposed program presented to the outgoing Council for endorsement prior to the general election. The program content will include the following elements:
  - **Relationship Building:** information and opportunities to ensure the development of positive, professional working relationships between Elected Members and senior staff (Chief Executive Officer, General Managers and Divisional Managers)
  - **Roles and Responsibilities:** information and opportunities to enhance understanding of the separate, but complementary, roles of the Council as a whole, individual Elected Members, the Chief Executive Officer and council staff.
  - **Conduct of Elected Members and Procedure at Meetings:** information and appropriate resource materials on legislative requirements dealing with conduct of Elected Members (for example: Conflict of Interest, Registers of Interests and Code of Conduct) and procedure of meetings.
  - **Values and Behaviours:** information related to Elected Members Code of Conduct, values and behaviours. Will also include information on organisational values and behaviours.
  - **Strategic Directions:** information and briefings relating to the City of Salisbury strategic directions, key policy areas and ongoing projects, including details of the City Plan 2020: Sustainable Futures.
  - **Orientation:** primarily intended for first time Elected Members this will provide information on operations of the City of Salisbury, administrative information relevant to Elected Members and other information to assist them with their appointment as an Elected Member.

**F - LEGISLATION**

1. *Local Government Act 1999* Section 80A: Training and Development

**G - REFERENCES**

1. Elected Members Training and Development Policy

**Document Control**

<b>Document ID</b>	Elected Members Induction Policy
<b>Prepared by</b>	Joy Rowett
<b>Release</b>	<del>56.00</del>
<b>Document Status</b>	Draft
<b>Date Printed</b>	



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<b>ITEM</b>	3.6.7
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Verge Development by Residents Policy
<b>AUTHORS</b>	Craig Johansen, Team Leader Landscape Design, City Infrastructure Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Verge Development by Residents Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and changes had been made to it.

#### **RECOMMENDATION**

1. The Information be received.
2. The Verge Development by Residents Policy as set out in Attachment 2 to this report (Resources and Governance 3.6.7, 20/05/2019), be endorsed.

#### **ATTACHMENTS**

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

1. CURRENT Verge Development by Residents Policy
2. PROPOSED Verge Development by Residents Policy

#### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in June 2017 and is now due again for review.

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

- 2.1 Internal
  - 2.1.1 Consultation with the Policy owner has occurred as to the continuing relevance of the Policy and any changes that may be required.
  - 2.1.2 Field Services staff.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

3.1 The Verge Development by Residents Policy has been reviewed by the Policy Owner in consultation with the internal staff and changes have been made.

**4. CONCLUSION / PROPOSAL**

4.1 The proposed Verge Development by Residents Policy as contained within Attachment 2 as amended is presented to Council for endorsement.

**CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Verge Development by Residents Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	2010/2261, 2011/327, 2013/1700, 2015/0241, 2017/1858
<b>Approval Date:</b>		<b>Last Reapproval Date:</b>	26 June 2017
<b>Review Date:</b>	June 2019	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Technical Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Manager, Technical Services

### A - PREAMBLE

1. Many residents prefer to manage the Council owned area in front of their residence to a different standard to the service level provided by the City of Salisbury. Primarily this is done to enhance the visual appeal of the property by managing their front garden in continuity from their front door to the road or street. Council continues to maintain the verge where residents choose not to or are unable to maintain the verge themselves.

### B - SCOPE

1. This policy applies to the verge area that is common throughout the City of Salisbury, between the kerb and a property boundary.

### C – POLICY PURPOSE/OBJECTIVES

1. This policy provides residents with information on the kinds of verge development that are appropriate in the City of Salisbury.

### D - DEFINITIONS

**Verge** – The strip of Council owned land between the kerb and the property boundary.

### E - POLICY STATEMENT

1. Residents are encouraged to develop and maintain the verge area between their property boundaries and the kerbing, having regard to the provisions of any relevant By-Law. However, in order to ensure public, Council and Service Authority rights over the area, the form of development permitted by council is restricted.
2. The *Local Government Act 1999* requires that all private development on the verge has Council approval.
3. Details of permissible development, and application procedures, are given in the Verge Development Guidelines, as adopted by Council and amended from time to time.
4. In approving a verge development, the following will be taken into consideration

1. the safety of pedestrians,
  2. access of pedestrians to the verge and footpath,
  3. access to services that may occupy the verge area; and
  4. existing verge development and vegetation.
5. Approval for development will be given for those types of development that do not:
1. prevent any pedestrian from walking along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed;
  2. prevents Council or any Service Authority from installing new services or maintaining existing services;
  3. prevents Council from planting a street tree.
6. Where a resident develops the verge, the responsibility for ongoing maintenance rests with the resident. The development may be removed by Council where adequate maintenance is not carried out.

#### F - LEGISLATION

1. *Local Government Act 1999*
2. *Electricity Act 1996*

#### G - REFERENCES

#### H - ASSOCIATED PROCEDURES

1. Verge Development Guidelines, City of Salisbury (Attachment 1)

#### Document Control

Document ID	Verge Development by Residents Policy
Prepared by	Craig Johansen
Release	5.00
Document Status	Approved
Date Printed	14/05/2019 18:02/2019

Attachment 1

## VERGE DEVELOPMENT GUIDELINES



### Verge Development by Property owners

#### 1. GENERAL

Many property owners prefer to manage the Council owned area in front of their residences to a different standard than the service level provided by the City of Salisbury. Primarily this is undertaken to enhance the visual appeal of the property by managing their front garden in continuity from their front door to the road or street. The strip of Council owned land between the kerb and the property boundary is known as the 'VERGE'.

Verge developments permitted by the City of Salisbury are approved according to these guidelines, to ensure public safety. This includes safe pedestrian access for all members of the community and the maintenance of safe sight lines for traffic movement which enable property access.

Where property owners choose not to or are unable to maintain the verge adjacent to their property, Council will service this area to the following standards:

- Council will ensure the verge surface is even and free of potholes and depressions or mounds that may present a trip hazard to pedestrians.
- Council will treat any verges where proclaimed pest plants have been identified. A common pest plant found on residential verges is caltrop, which will be treated on both a programmed and reactive basis.
- Turf treated verges (excluding areas subject to an encumbrance for verge maintenance) will be cut to height of 80mm and edged on a six-week cycle between February and December. (This is a grass reduction service not a lawn mowing service.) Council will not cut or edge a verge where it is maintained in compliance with the above height specification.
- Grass clippings are not collected and removed from the verge, but are blown off the footpath to ensure safe access for pedestrians and any grass clippings deposited on the road or gutter are collected by the streetsweeper within 24 hours of grass cutting.

Council will not subsidise or assist with the development of verges in any other form or manner.

Service Authorities have access and rights over this portion of the road reserve, in line with agreements with Council. The verge area may be occupied (above or below the ground) by the following;

- Electricity underground/overhead wiring, pits and poles
- Telecommunications wiring, pits and poles
- Gas mains
- Water mains and connections
- Sewer mains and connections
- City of Salisbury stormwater drainage systems (including the concrete kerbing)
- City of Salisbury footpath
- City of Salisbury street furniture, signage, bus shelters and street trees
- Australia Post mail delivery corridor

## 2. DEVELOPMENT

The Local Government Act 1999 requires that all private development of the verge has Council approval.

Property owners may develop their verge areas, provided the type or form of development maintains the following;

- 2.1 Pedestrian access along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not.
- 2.2 Traffic sight line distances
- 2.3 Service Authority and Council access for installation of new services and maintaining services.
- 2.4 Provision or allowance is made for a Council Street Tree/s as per the City of Salisbury Tree Management Policy.
- 2.5 Where a property owner develops the verge, the responsibility for ongoing maintenance rests with the property owner. The development may be removed where adequate maintenance is not carried out (refer to the Verge Development Application Form provided with this document).

## 3. VERGE TREATMENTS

The following verge treatments are PERMITTED, providing they are permeable to water and are suitable for safe pedestrian access;

- 3.1 Mulch
- 3.2 Rubble/gravel (not compacted)
- 3.3 Low plants (maximum 500mm height). Refer to Section 4 Planting.
- 3.4 Permeable paving (to be constructed to Council's standards and manufacturers specifications)
- 3.5 Synthetic turf (to manufacturer's specifications and Council approval). Refer to Section 5 Synthetic Turf.
- 3.6 Turf (irrigated and unirrigated). Refer to Section 7 Irrigation Systems.

The following verge treatments are NOT PERMITTED, as they are not permeable to water and/or are not suitable for safe pedestrian access;

- 3.7 Raised edging or items which may obstruct pedestrian movement. Refer to Section 6 Solid Construction.
- 3.8 Plants that cannot be maintained to a maximum height of 500mm
- 3.9 Plants with spines and/or thorns. Refer to Section 4 Planting.
- 3.10 Concrete and pavers (except for driveway crossovers and footpaths, where written approval is required). Refer to Section 10 Footpath Constructed by Property Owners.
- 3.11 Fully impervious membrane under mulch (such as black plastic). Weed matting that allows exchange of air and water is a permitted treatment
- 3.12 Chemically sterilised treatments.

## 4. PLANTING

Planting is to be maintained to a maximum height of 500mm, with the exception of Council managed street trees. All planting must consider the needs and conditions of Council and various Service Authorities as well as the requirement to ensure clear pedestrian access along the verge area. For more information on plant species selection, please contact the Landscape Design Office on 8406 8222. The streetscape is an important part of community open space and the co-ordination of plantings is an important aspect of Council works. If no street trees are present, provision must be made for the future planting of trees on all property frontages. Existing street trees will not be removed for verge development works, and all verge development must accommodate existing street trees. Please refer to Council's Tree Management Policy for more information.

## 5. SYNTHETIC TURF

Where a property owner desires to install a synthetic/artificial turf treatment to the verge, it is to be with a product and in a manner that complies with the following conditions;

- A pile length of between 25-40mm with a sand or rubber particle infill, to ensure the pile remains upright.
- To comprise of bicolour filaments/tufts.
- To be installed as per manufacturers' specifications, ensuring that any excavation does not damage Council infrastructure eg. footpath, kerb and gutter, or street trees.
- The finished surface level of the product is to be flush with adjacent levels, limiting potential trip hazards.
- The ground fixing method does not pose any public safety or trip hazard concerns.
- The base construction and chosen product is permeable by water and where a street tree exists the finished surface is to grade towards the tree.
- Dial Before You Dig service location search is undertaken, to minimise disruption to service authorities infrastructure.

## 6. SOLID CONSTRUCTION

Public safety is Council's highest priority and therefore Council does not permit structures such as fences, walls and letterboxes within the verge area. Australia Post also requires all letterboxes to be located on the property boundary.

## 7. IRRIGATION SYSTEMS

Property owners may install below-ground irrigation systems (including pop-up sprinklers, below ground drippers and 'leaky-pipe' systems) provided the property owner accepts all responsibility for all on going repairs and maintenance.

The location of sprinklers should be near the back of the concrete kerb with at least 100mm of clearance to allow for mechanical edging of the concrete kerb without damage to the irrigation system.

## 8. REINSTATEMENT

When any development of a verge is altered or removed by the activity of a Service Authority, reinstatement will be subject to negotiation between the property owner and that Service Authority. Where a Council activity or operation alters or removes a conforming verge development, Council will endeavour to restore the verge to a reasonable standard.

## 9. FOOTPATH CONSTRUCTION

Any development of a verge without an existing concrete or block paver footpath must allow for the possible future construction of a footpath by Council.

## 10. FOOTPATH CONSTRUCTION BY PROPERTY OWNERS

Where a property owner desires as part of a verge development to construct a paved footpath (where no paved footpath exists on adjoining verges) its location within the verge and the materials used for its construction shall be to Council specification with written approval required. Such construction shall be at the property owner's cost.

Footpaths constructed by a property owner shall be maintained by the property owner, in a safe and trafficable condition at all times.

#### **11. PROCEDURE FOR WRITTEN APPROVAL**

- Read through the Verge Development Policy and Guidelines and if further information is required please contact the Landscape Design Office on 8406 8222.
- Complete the attached Verge Development Application Form, ensuring that a sketch plan of the proposed development is attached.
- Applications may only be submitted by Property Owners. Tenants wishing to develop the verge area are to consult with the property owner.
- The application will be assessed taking into account the suitability and safety of the community.
- Council will then approve the application in writing, notifying the applicant of any alterations that may be required. This documentation will be recorded for future reference.
- Once the works are undertaken, the maintenance of the verge will be the sole responsibility of the property owner.
- If the condition of the verge is altered in any way, other than the approved development, Council must be notified as soon as possible.
- Applications will be considered on a case-by-case basis, with regard to the overall streetscape.

#### **12. REMOVAL OR MODIFICATION OF EXISTING DEVELOPMENT**

Where any verge has been developed (either before the adoption of these guidelines or following its adoption) in a manner contrary to these guidelines and Council considers that the verge development could cause or is causing a hazard or obstruction to the public or Service Authority, then Council shall require the development to be removed or modified to Council's satisfaction. Any such removal or modification shall be at cost to the property owner except where Council deems otherwise.

#### **13. FURTHER INFORMATION**

For more information regarding verge development please contact the Landscape Design Office on 8406 8222.



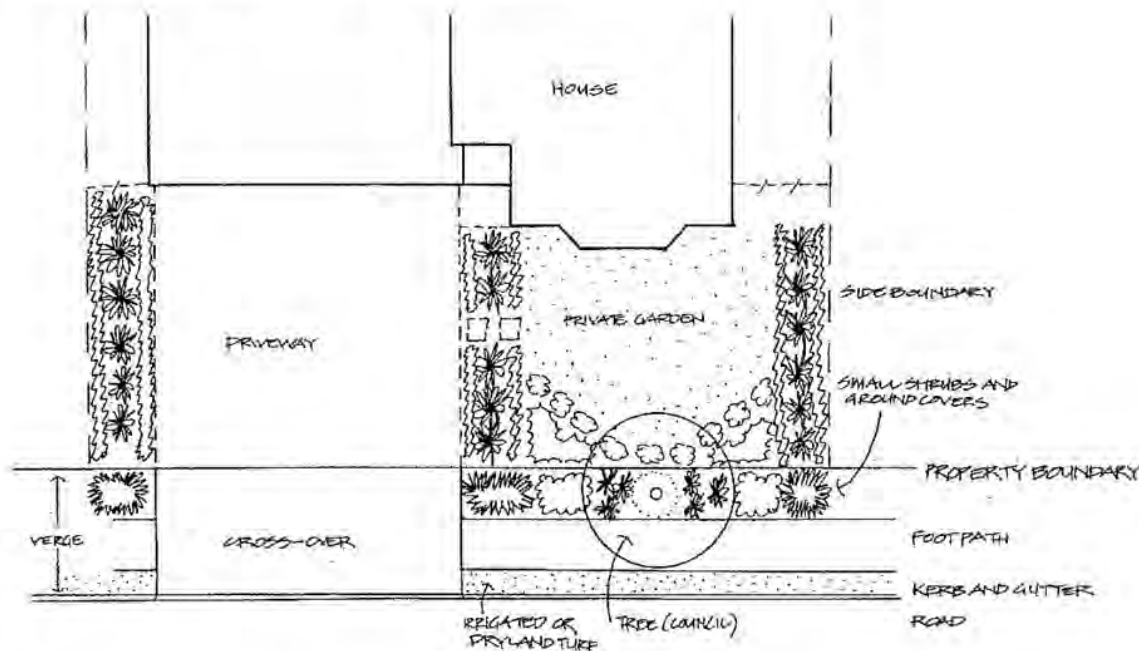


**Verge Development Terms and Conditions**

The applicant agrees to the following:

1. To provide a plan illustrating the proposed verge development (see below for example).
2. To ensure that works within the verge result in an even surface.
3. To ensure that development does not cause interference to or cause loss of view to:
  - a. Pedestrian movement across the verge area.
  - b. Motorists entering streets from private property or adjoining streets and intersections.
4. To indemnify Council against all actions/claims whatsoever for bodily injury and/or damage to property arising out of the development and/or maintenance of the verge (excluding works undertaken by Council).
5. If the condition of the verge is altered in any other way than the approved development, Council must be notified as soon as possible.
6. To accept full responsibility for the maintenance of the verge. In the event the verge is not maintained to the satisfaction of the Council, to pay for all costs associated with the verge removal.

*An example of a Verge Development Plan (not to scale):*





### Verge Development by Residents Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	2010/2261, 2011/327, 2013/1700, 2015/0241, 2017/1858, 2019/xxxx
<b>Approval Date:</b>		<b>Last Reapproval Date:</b>	27 May 2019
<b>Review Date:</b>	May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	City Infrastructure	<b>Division:</b>	Technical Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Team Leader Parks and Open Space Assets

#### A - PREAMBLE

1. Many residents prefer to manage the Council owned area in front of their residence to a different standard to the service level provided by the City of Salisbury. Primarily this is done to enhance the visual appeal of the property by managing their front garden in continuity from their front door to the road or street. Council continues to maintain the verge where residents choose not to or are unable to maintain the verge themselves.

#### B - SCOPE

1. This policy applies to the verge area that is common throughout the City of Salisbury, between the kerb and a property boundary.

#### C – POLICY PURPOSE/OBJECTIVES

1. This policy provides residents with information on the kinds of verge development that are appropriate in the City of Salisbury.

#### D - DEFINITIONS

**Verge** – The strip of Council owned land between the kerb and the property boundary.

#### E - POLICY STATEMENT

1. Residents are encouraged to develop and maintain the verge area between their property boundaries and the kerbing, having regard to the provisions of any relevant By-Law.
2. In order to ensure public, Council and Service Authority rights over the area, the form of development permitted by council is restricted.
3. The *Local Government Act 1999* requires that all private development on the verge has Council approval.
4. Details of permissible development, and the application process, are given in the Verge Development Guidelines, as adopted by Council and amended from time to time.

5. In approving a verge development, the following will be taken into consideration
  1. the safety of pedestrians,
  2. safe traffic sight lines for the property and street,
  3. access to services that may occupy the verge area; and
  4. existing verge development and vegetation.
6. Approval for development will be given for those types of development that do not:
  1. prevent any pedestrian from walking along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed;
  2. prevents Council or any Service Authority from installing new services or maintaining existing services;
  3. prevents Council from planting a street tree, as per City of Salisbury planting guidelines.
7. Where a resident develops the verge, the responsibility for ongoing maintenance rests with the resident. The development may be removed by Council where adequate maintenance is not carried out.

#### **F - LEGISLATION**

1. *Local Government Act 1999*
2. *Electricity Act 1996*

#### **G - REFERENCES**

#### **H - ASSOCIATED PROCEDURES**

1. Verge Development Guidelines, City of Salisbury (Attachment 1)

#### **Document Control**

<b>Document ID</b>	Verge Development by Residents Policy
<b>Prepared by</b>	Craig Johansen
<b>Release</b>	<b>5.00</b>
<b>Document Status</b>	Draft
<b>Date Printed</b>	<b>14/05/2019</b>

Attachment 1

## VERGE DEVELOPMENT GUIDELINES



### Verge Development by Property Owners

#### 1. GENERAL

The strip of Council owned land between the kerb and the property boundary is known as the 'VERGE'. Primarily this is undertaken to enhance the visual appeal of the property by managing the verge in continuity from their front door to the road or street.

Verge developments permitted by the City of Salisbury are approved according to these guidelines, to ensure public safety.

Service Authorities have access and rights over this portion of the road reserve, in line with agreements with Council. The verge area may be occupied (above or below the ground) by the following;

- Electricity underground/overhead wiring, pits and poles
- Telecommunications wiring, pits and poles
- Gas mains
- Water mains and connections
- Sewer mains and connections
- City of Salisbury stormwater drainage systems (including the concrete kerbing)
- City of Salisbury footpath
- City of Salisbury street furniture, signage, bus shelters and, street trees
- Australia Post mail delivery corridor

#### 2. DEVELOPMENT

The Local Government Act 1999 requires that all private development of the verge has Council approval.

Property owners may develop their verge areas, provided the type or form of development maintains the following;

- 2.1 Pedestrian access along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not.
- 2.2 Safe traffic sight line distances
- 2.3 Service Authority and Council access for installation of new services and maintaining existing services.
- 2.4 Provision is made for Council Street Tree/s as per the City of Salisbury Street Tree Planting guidelines.

#### 3. VERGE TREATMENTS

The following verge treatments are PERMITTED, and provides safe pedestrian access;

- 3.1 Turf (irrigated and unirrigated).
- 3.2 Mulch
- 3.3 Rubble/gravel (not compacted)
- 3.4 Low plants (maximum 500mm height).
- 3.5 Permeable paving (to be constructed to Council's standards and manufacturers specifications).

**Where a resident develops the verge, the responsibility for ongoing maintenance rests with the resident. The development may be removed where adequate maintenance is not carried out (refer to the Verge Development Application Form provided with this document).**

#### **4. PROCEDURE FOR WRITTEN APPROVAL**

- Read through the Verge Development Policy and Guidelines and if further information is required please contact the Landscape Design Office on 8406 8222.
- Complete the attached Verge Development Application Form, ensuring that a sketch plan of the proposed development is attached.
- Applications may only be submitted by Property Owners. Tenants wishing to develop the verge area are to consult with the property owner.
- The plan will be assessed taking into account the suitability and safety of the community.
- Council will then approve the application in writing, notifying the applicant of any alterations that may be required. This documentation will be filed for future reference.
- Once the works are undertaken, the maintenance of the verge will be the sole responsibility of the applicant.
- If the condition of the verge is altered in any way, other than the approved development, Council must be notified immediately.
- Applications will be considered on a case-by-case basis, with regard to the overall streetscape.

#### **5. REINSTATEMENT**

When any development of a verge is altered or removed by the activity of a Service Authority, reinstatement will be subject to negotiation between the resident and that Service Authority. Where a Council activity or operation alters or removes a conforming verge development, Council will endeavour to restore the verge to a reasonable standard.

#### **6. FOOTPATH CONSTRUCTION**

Any development of a verge without an existing concrete or block paver footpath must allow for the possible future construction of a footpath by Council.

#### **7. REMOVAL OR MODIFICATION OF EXISTING DEVELOPMENT**

Where any verge has been developed (either before the adoption of these guidelines or following its adoption) in a manner contrary to these guidelines and Council considers that the verge development could cause or is causing a hazard or obstruction to the public or Service Authority, then Council shall require the development to be removed or modified to Council's satisfaction. Any such removal or modification shall be at cost to the resident except where Council deems otherwise.

#### **8. FURTHER INFORMATION**

For more information regarding verge development please contact the Parks Open Space Assets on 8406 8222.

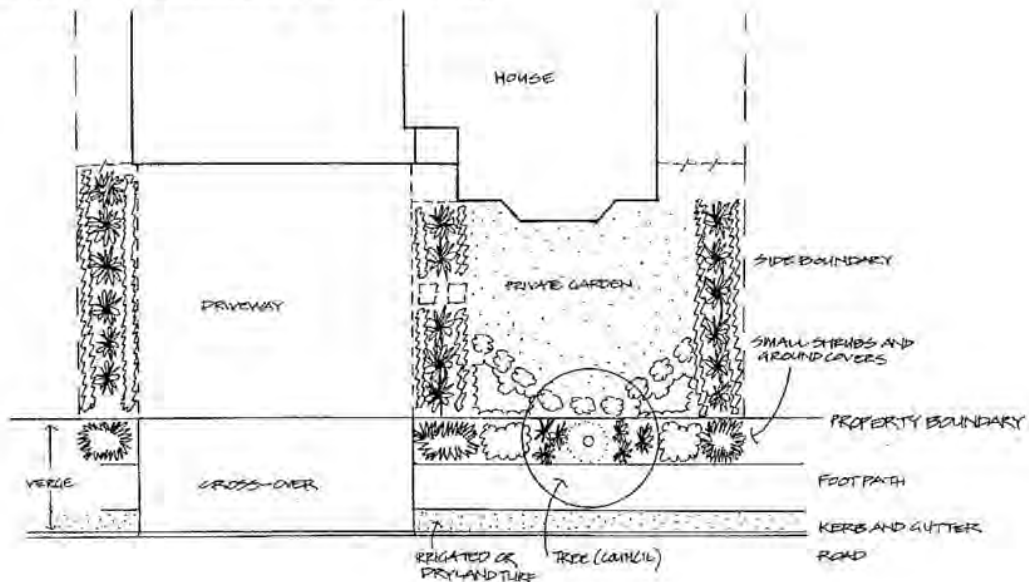


**Verge Development Terms and Conditions**

The applicant agrees to the following:

1. To provide a plan illustrating the proposed verge development (see below for example).
2. To ensure that works within the verge result in an even surface.
3. To ensure that development does not cause interference to or cause loss of view to:
  - a. Pedestrian movement across the verge area.
  - b. Motorists entering streets from private property or adjoining streets and intersections.
4. To indemnify Council against all actions/claims whatsoever for bodily injury and/or damage to property arising out of the development and/or maintenance of the verge (excluding works undertaken by Council).
5. If the condition of the verge is altered in any other way than the approved development, Council must be notified immediately.
6. To accept full responsibility for the maintenance of the verge. In the event the verge is not maintained to the satisfaction of the Council, to pay for all costs associated with the verge removal.

*An example of a Verge Development Plan (not to scale):*





<b>ITEM</b>	3.6.8
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Additional Request to Attend Local Government Professionals National Congress and Business Expo; 31 July - 2 August 2019
<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>	<p>At the 23 April 2019 meeting of Council, approval was given for Councillors Buchanan, Brug and Grenfell to attend the Local Government Professionals Australia National Congress and Business Expo to be held 31 July – 2 August in Darwin.</p> <p>Since that time, an additional request has been received from Councillor Sarah Ouk to attend the event in Darwin. In accordance with current Council policy, any request to attend a professional development activity interstate must be approved by Council, along with the expenditure of the necessary funds.</p>
<b>RECOMMENDATION</b>	<ol style="list-style-type: none"> <li>1. Council approve Councillor Ouk attending the 2019 Local Government Professionals Australia National Congress and Business Expo being held 31 July – 2 August in Darwin.</li> <li>2. Subject to Council approval for Councillor Ouk to attend the 2019 Local Government Professionals Australia National Congress and Business Expo, approval is also granted for any shortfall in funds to be offset by a reduction utilisation of Cr Ouk’s training and development budget allocation for the 2019/20 financial year.</li> </ol>
<b>ATTACHMENTS</b>	<p>This document should be read in conjunction with the following attachments:</p> <ol style="list-style-type: none"> <li>1. Local Government Professionals Australia National Congress and Business Expo Brochure</li> <li>2. Local Government Professionals Australia Council Packages Information</li> </ol>
<b>1. BACKGROUND</b>	<ol style="list-style-type: none"> <li>1.1 This year the 2019 Local Government Professionals Australia National Congress and Business Expo will be held 31 July – 2 August in Darwin.</li> <li>1.2 As outlined in the Elected Member Training and Development Policy, any request to attend a professional development activity interstate, must have the expense approved by Council, regardless of the cost.</li> </ol>

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

2.1.1 Elected Members were advised via email on 12 March 2019 of the event, and were asked to register their interest in attending.

2.1.2 The following Elected Members indicated their interest at that time, for which Council granted approval of their attendance at the April 2019 Council Meeting:

- Cr Chad Buchanan
- Cr Kylie Grenfell
- Cr Beau Brug.

2.1.3 Since that time, Cr Sarah Ouk has indicated her interest in also attending the Local Government Professionals Australia National Congress and Business Expo to be held in Darwin.

### 2.2 External

2.2.1 Nil

## 3. REPORT

3.1 Advice has been received that the 2019 Local Government Professionals Australia National Congress and Business Expo will be held 31 July – 2 August in Darwin.

3.2 The theme for the 2019 National Congress is ‘The Future Local Government Leader’.

3.3 The provisional program is provided below for information with the full brochure available as an attachment to this report:

<b>PROVISIONAL PROGRAM</b>		
<b>31 July 5.30pm-7.00pm Welcome Reception</b>		
	3.30pm	Keynote Address by Dr Geoff Gallop, Chair of New Democracy and former Premier of WA
<b>1 August 9.00am-5.00pm Business Sessions</b>		
Don't miss...		
9.30am		Keynote Address by Michelle Guthrie, former ABC Managing Director
11.00am		Workforce Planning and Development take centre stage
1.30pm		Management Challenge Live
	6.00-11.00pm	Gala Dinner and Awards Ceremony
<b>2 August 9.00am-1.00pm Business Sessions</b>		
Don't miss...		
	9.00am	Keynote Address by John Daley, CEO of the Grattan Institute
	11.00am	Special feature – Leadership and diversity in Local Government

- 3.4 Total costs for one person attending will be in the vicinity of \$3,700 based on the following:

<b>2019 LG Professionals National Congress - Darwin - Wednesday 31 July - Friday 2 August 2019</b>			
<b>Anticipated costs</b>	Registration (non-member)	\$	1,700.00
	Gala Dinner and Awards Ceremony (Thurs 1 Aug)	\$	150.00
	Congress Study Tour		tba
	Return flights	\$	900.00 approx
	Accommodation x 3 (depending on flights, might only be 2 nights)	\$	800.00 approx
	Meals + incidentals	\$	150.00 approx
	CabCharge vouchers		?
		<b>\$</b>	<b>3,700.00</b> approx

- 3.5 As outlined in the April report to Council, Local Government Professionals Australia offers Council packages, details of which are attached to this report.
- 3.6 There are packages designed to provide a more cost effective way of sending delegates to the event as well as providing some additional benefits, as shown in attachment 2.
- 3.7 Should Council resolve to send Cr Ouk to the Congress, meaning a total of four Elected Members will attend the event, the (registration only) cost per person will be \$1,200 (based on the purchase of a Council Package).

#### **Budget**

- 3.8 Cr Ouk currently has \$1,360 available in her individual training and development budget.
- 3.9 Should Council determine that Cr Ouk attend the 2019 Local Government Professionals Australia National Congress and Business Expo, it should also resolve that additional funds for her attendance be approved.
- 3.10 Any shortfall in funds will be offset by a reduction utilisation of Cr Ouk's training and development budget allocation for the 2019/20 financial year.

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

- 4.1 Council determine if Cr Ouk should be registered to attend the 2019 Local Government Professionals Australia National Congress and Business Expo will be held 31 July to 2 August 2019 in Darwin.
- 4.2 Subject to Council approval for Cr Ouk's attendance, approval should also be granted for required funds to enable her attendance.

#### **CO-ORDINATION**

Officer: MG  
Date: 10/05/19






**NATIONAL CONGRESS & BUSINESS EXPO 2019**  
31 JULY-2 AUGUST | DARWIN

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# THE FUTURE LOCAL GOVERNMENT LEADER

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Join Keynote speakers Michelle Guthrie, John Daley and Geoff Gallop in Darwin, Northern Territory in **July and August 2019**. Register now for the early bird rate.

Take a look at Local Government Professionals Australia's National Council Packages to secure group ticket rates. **For more information and to register online, visit [lgprofessionalsaustralia.org.au](http://lgprofessionalsaustralia.org.au)**

## PRESIDENT'S WELCOME

This year marks a renewed focus on you, the local government professional – or as we see you in this year's National Congress & Business Expo: The Future Local Government Leader.

Leaders cannot dwell in the past, but can't only focus on the present. The Congress reflects the needs of not just today's leaders but the future of leadership and of councils. There has never been more pressure or more importance placed on councils and the officers who keep our councils working, so LG Professionals has brought together

change-makers and thought leaders to help you develop better teams, better organisations, and a better you.

*A. DeFazio*

A (Tony) De Fazio  
National President  
LG Professionals Australia



## PROVISIONAL PROGRAM

### 31 July 5.30pm-7.00pm Welcome Reception

### 1 August 9.00am-5.00pm Business Sessions

Don't miss...

- 9.30am Keynote Address by Michelle Guthrie, former ABC Managing Director
- 11.00am Workforce Planning and Development take centre stage
- 1.30pm Management Challenge Live

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- 6.00-11.00pm Gala Dinner and Awards Ceremony

### 2 August 9.00am-1.00pm Business Sessions

Don't miss...

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- 11.00am Special feature – Leadership and diversity in Local Government

# KEYNOTE SPEAKERS

## MICHELLE GUTHRIE

### THE POLITICS OF LEADERSHIP

Former managing director of the ABC, Michelle Guthrie will deliver the keynote address that will set the stage for two days of discussion and debate on future leaders in the highly public space.

Michelle will lend her insight to Local Government leaders who face increasing pressure from politicisation and external forces and are seeking guidance on changing organisational culture, dealing with changing demands of the public and how to balance an organisation’s mandate versus outside forces. With a leadership background from the media to Google, Michelle will share her expertise on leading with digital transformation in mind.

Over the last 25 years Michelle has worked for a range of broadcasting and media organisations in Australia, Europe and Asia, including BSkyB, Star TV and Google.

*Michelle Guthrie appears by arrangement with Saxton Speakers Bureau*



## JOHN DALEY

### DEBUNKING THE MYTHS

Chief Executive of the Grattan Institute, John Daley asks the difficult questions: are city planners fighting a losing battle trying to change the course of population growth? Is AI really going to roll over our workforce? Are local governments actually more susceptible to corruption? There will be hard truths and there will be sighs of relief – in both cases, it’s what the future of council executives need to hear.

John Daley has published extensively on economic reform priorities, budget policy, tax reform, retirement incomes, housing affordability and generational inequality. This work is underpinned by themes of prioritising government initiatives and the limits to government effectiveness.

John graduated from the University of Oxford in 1999 with a DPhil in public law after completing an LLB (Hons) and a BSc from the University of Melbourne in 1990. He has worked at the University of Oxford, the Victorian Department of Premier and Cabinet, McKinsey and Co, and ANZ Bank, in fields including law, public policy, strategy, and finance.



## GEOFF GALLOP

### NEW IDEAS FOR GOVERNANCE

Governments from local to federal level need to be able to relate better not just to each other but also with an electorate disillusioned with contemporary politics and policy making. Geoff will canvas new ideas on how these issues can be addressed by local councils keen to make a difference.

Emeritus Professor Geoff Gallop was Director of the Graduate School of Government at Sydney University from 2006 to 2015. Before that he was a Member of Western Australia’s Legislative Assembly from 1986 to 2006 and Premier of WA from 2001 to 2006. He’s an Adjunct Professor at Curtin University’s John Curtin School of Public Policy and chair of the New Democracy Foundation’s Research Committee.



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In the age of AI and flexibility at work, local government is looking beyond best practice into future practice and turning technological threats into workplace revitalisers. This theme focuses on building stronger workforces, learning from advances in other industries and delivering best practice in your council.

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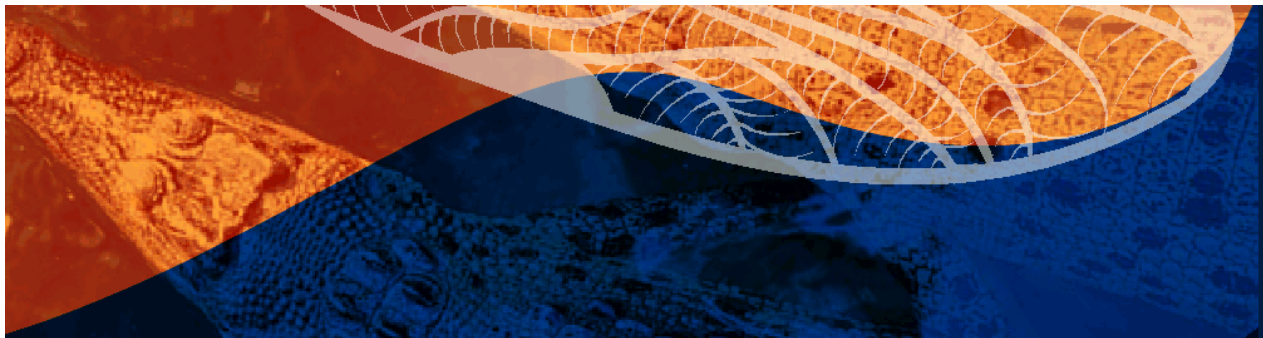
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<b>ITEM</b>	3.6.9
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Plaques and Memorials Policy
<b>AUTHORS</b>	Adam Trottman, Manager Community Planning & Vitality, Community Development Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Plaques and Memorials Policy to Council for consideration and endorsement. A minor change has been made to the definition of public art for consistency across council documents.
<b>RECOMMENDATION</b>	
	<ol style="list-style-type: none"><li>1. The Information be received.</li><li>2. The Plaques and Memorials Policy as set out in Attachment 1 to this report (Item No. 3.6.9, Resources and Governance Committee, 20/05/2019), be endorsed.</li></ol>
<b>ATTACHMENTS</b>	
	This document should be read in conjunction with the following attachments:
	<ol style="list-style-type: none"><li>1. Plaques and Memorials Policy</li></ol>
<b>BACKGROUND</b>	
	<ol style="list-style-type: none"><li>1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.</li><li>1.2 This Policy was last reviewed and endorsed by Council in April 2017 and is now due again for review.</li></ol>
<b>2. CONSULTATION / COMMUNICATION</b>	
	<ol style="list-style-type: none"><li>2.1 Internal<ol style="list-style-type: none"><li>2.1.1 Consultation with staff as to the continuing relevance of the Policy and any changes that may be required.</li></ol></li><li>2.2 External<ol style="list-style-type: none"><li>2.2.1 Nil</li></ol></li></ol>
<b>3. REPORT</b>	
	<ol style="list-style-type: none"><li>3.1 The Plaques and Memorials Policy has been reviewed by the Policy Owner.</li></ol>

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- 3.2 The definition of Public Art has been amended in item 5 definitions for consistency with other council documents.

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

- 4.1 The Plaques and Memorials Policy as contained within Attachment 1 is recommended to Council for endorsement.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 13/05/2019



## Plaques and Memorials Policy

**Policy Type:** Policy

<b>Approved By:</b>	Council	<b>Decision No:</b>	1754, 2011/232, 2013/1673, 2015/0239, 2017/1721
<b>Approval Date:</b>	26 September 2005	<b>Most Recent Approval:</b>	<del>24 April 2017</del> <u>27 May 2019</u>
<b>Review Date:</b>	<del>April 2019</del> <u>May 2021</u>	<b>Internal Reference No.:</b>	
<b>Department:</b>	Community Development	<b>Division:</b>	Community Planning and Vitality
<b>Function:</b>	16 - Property Management	<b>Responsible Officer:</b>	Manager, Community Planning & Vitality

### A - PREAMBLE

1. From time to time requests are received by the City of Salisbury from individuals and organisations for permission to place memorials or plaques to an individual, organization or event within public spaces within the City.
2. When properly designed, planned and displayed, memorials can provide the general public with important information about a significant place, event or person in a way that is accessible and easily understood by all.
3. This policy will serve as a guide to the City of Salisbury for any memorials or plaques it may wish to place in parks or public areas within its jurisdiction.

### B – BACKGROUND

1. While appropriate memorials can enrich public open space, these areas are extremely important, and memorials and plaques need to be carefully considered to ensure that they do not impact negatively on these spaces.
2. It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future memorial installations at a particular location or area.
3. The City of Salisbury is committed to protecting open spaces while providing opportunities for appropriately designed memorials, and plaques that honour an individual, organization or event beneficial to the greater good of the community.

**C - SCOPE**

1. This policy is applicable to all proposed memorials and plaques to be placed in any public open space within the City of Salisbury. All such memorials and plaques will be required to conform to this policy.
2. This policy replaces any previous approval or process in regard to the installation of memorials and plaques within the City of Salisbury.
3. Any alterations to or replacement of an existing memorial or plaque must comply with this policy.
4. This policy clearly identifies the types of works that will be accepted for memorials and plaques.
5. This policy does not prevent maintenance or conservation of any previous memorials and plaques that do not comply with this policy.
6. This policy is not applicable to privately owned property. It also does not apply to roads under the care and control of other groups. Cemeteries within the City of Salisbury are also exempt in relation to process and implementation of plaques.
7. This policy does not cover signage, display boards or banners.

**D – POLICY PURPOSE/OBJECTIVES**

1. To provide the Council with guidelines and processes for the placement and installation of memorials and plaques throughout the City of Salisbury.
2. To provide clear, open, equitable and accountable processes for the placement of memorials and plaques within the City.
3. To ensure the design and sitting of memorials and plaques is consistent with community interest.
4. To ensure the placement of memorials and plaques does not result in particular locations reaching saturation point or interfere with the intended purposes of the City's parks, gardens and open spaces.
5. To provide the Council with processes for dealing with temporary memorials.
6. To ensure that memorials and plaques do not impact negatively on the future expenditure of Council.
7. To ensure the placement of any memorials and plaques does not present a safety risk now or in the future.

**E - DEFINITIONS**

1. Memorial/Monument: for the purposes of this policy these will be considered as one and the same and are defined as an object that is designed to preserve the memory of a person, group, association, event or occasion.
2. Park/Reserve: is a green public open space and includes parks, reserves and formal gardens.
3. Plaque: a flat tablet of metal that includes text and/or images that commemorate a person, an event and/or provide historical text or information relevant to its location. This could then be affixed to an object, building or pavement.

4. Proponent: the person or group who put forward a proposal for a memorial or plaque.
5. Public Art: Works of art ~~and craft of any scale created by artists as permanent or ephemeral features for any location freely accessible to the public in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain and accessible to the public.~~
6. Public Open Space: includes community land, road reserve and operational land owned by Council and any other land in Council's care, control or management.
7. Sculpture: including but not limited to representational, non-objective, contemporary and abstract pieces in a wide variety of artistic mediums such as metal, glass, bronze, ceramic, wood, etc. that meet the City of Salisbury's criteria for public art. It is preferable that artworks be integrated into a placement or setting.
8. Temporary memorial: Those memorials that are installed on an ad hoc basis in various locations within the city, usually at the site of a fatal traffic accident(s) and without prior approval.

#### F - POLICY STATEMENT

1. The City of Salisbury will consider all applications for plaques and memorials that comply to the following criteria:
    - i. an individual or Association that has contributed significantly to the cultural, political or social aspects of Salisbury's development;
    - ii. an individual or Association strongly linked to Salisbury and its history;
    - iii. a significant anniversary of an event unique to Salisbury's history and development; or
    - iv. historical or other information relevant to the site/location of the plaque.
  - b. However a proponent can make a formal request that consideration be given for the placement of a memorial or plaque that does not meet the above stated criteria. These applications will be considered on an individual basis and will be submitted to Council for consideration.
  - c. No new memorial or plaque will be considered which commemorates a person, event or occasion already memorialised in the City of Salisbury unless there are exceptional circumstances. Special anniversaries may be acknowledged.
  - d. The City of Salisbury has final approval of appropriate site/s and will determine the exact location of any plaque or memorial.
  - e. All applications must comply with the process outlined in Appendix "A" of this policy.
2. Costs
    - a. Unless otherwise agreed, the donors of the proposed memorial or plaque are required to pay for design, manufacture, installation and maintenance to ensure adequate quality of care.

- b. The City of Salisbury may consider contributing funds to a community memorial only when the memorial is for a broad community purpose that marks an individual, organisation or event that has broadly affected the community.
  - c. Where the City of Salisbury installs or contributes to a community memorial, consideration will be given to an ongoing maintenance budget to ensure adequate quality of care.
3. Sites
- a. All proposed plaques or memorials must relate to and support their proposed site and/or community. The City of Salisbury has identified designated areas for the placement of plaques or memorials within its city boundaries. These are listed in Appendix "B".
  - b. The placement of memorials will take into account the number of existing memorials, artworks or other objects in the vicinity of the proposed new memorial or plaque.
  - c. Approval for a particular site will only be granted if it is consistent with Council's strategic development framework for that site and the proposed plaque or memorial being relevant to the site.
4. Approval
- a. Approval must be sought and granted prior to installation of plaque or memorial.
  - b. Any existing plaque or memorial cannot be taken as a precedent for future approvals.
  - c. The Plaques and Memorials Panel (the Panel) will be established comprising nominated representatives of following departments as required – Community Development, City Infrastructure and City Development. Terms of Reference for this panel are attached in Appendix "C".
  - d. The panel will consider:
    - i. all applications received for new plaques and memorials;
    - ii. requests to replace existing plaques or memorials damaged or otherwise degraded or require alterations; and
    - iii. removal, relocation and re-accession of existing plaques and memorials.
5. Right of Refusal
- a. The City of Salisbury has the right of Refusal.
  - b. A plaque/memorial will not be **approved** where there is a religious or political affiliation and the proponent cannot prove to the Council's satisfaction that the person, event or occasion commemorated has contributed significantly to the Salisbury community.
  - c. If in the opinion of the Panel the proposed plaque/memorial is considered offensive or has the potential to offend the application will not be **approved**.



- d. No new memorial or plaque will be **permitted** which commemorates a person, event or occasion already memorialised in the City of Salisbury unless there are exceptional circumstances.
6. Appeal Process
- a. Any appeal made in relation to the outcomes of the approval process for plaques and memorials must be in writing and addressed to the Chief Executive Officer.
7. Community Consultation
- a. The Panel during its deliberations regarding an application may request that a period of community consultation be undertaken by the proponent.
8. Design
- a. Plaques
    - i. To signify or commemorate an individual, organization, historic or civic occasion, or to provide interpretative material relevant to a nearby artwork, or feature. The specification of plaques is outlined in Appendix “D” of this policy.
  - b. Memorials
    - i. Memorials that have a significant financial burden for Council will be referred to Council for consideration.
    - ii. Memorials should have timeless qualities and make a statement of significance to future generations. The specification of memorials is outlined in Appendix “D” of this policy.
    - iii. The location under consideration for the memorial must:
      - 1. be an appropriate setting;
      - 2. convey specific geographic justification for the memorial’s placement;
      - 3. contribute to the setting from a functional or design standpoint;
      - 4. not interfere with the underlying purpose of the area; and
      - 5. not obstruct (hinder) existing and proposed circulation and use patterns.
9. Temporary Memorials
- a. It is not the intent of the Council to prevent the installation of these memorials as they arise spontaneously as a result of tragic circumstances; however controls do need to be put in place.
  - b. It is recognised that due to the circumstances from which these memorials arise the application of the de-accession procedures as outlined in Appendix “E” will be undertaken in a sensitive manner.

10. Register
  - a. Council will keep a register of plaques and memorials.
11. Ownership
  - a. All memorials, or plaques placed in/or erected in open space by the City of Salisbury should be deemed to be under the unconditional control of the City and managed in accordance with a signed agreement or a lease between the proponent and the City.
  - b. If the memorial is a work of art accepted by Council, then it becomes part of Council's public art collection and maintained as part of this collection.
12. Removal, Relocation & De-accession
  - a. All memorials or plaques installed on City of Salisbury land after the endorsement date of this policy that have not obtained the necessary approvals will be removed.
  - b. City of Salisbury will apply the de-accession procedures as outlined in Appendix "E" of this policy.

#### **G - ASSOCIATED PROCEDURES**

1. Other City of Salisbury policies and guidelines that must be considered in association with this policy include but are not limited to:
  - i. Cultural Strategy;
  - ii. Corporate Signage Policy & Guidelines; and
  - iii. Specifications for Salisbury Memorial Park.

#### **H – LOCAL GOVERNMENT ACT**

1. Councils have authority to act in relation to temporary roadside memorials pursuant to the provisions of the Local Government Act 1999. In particular:
  - Chapter 2, The System of Local Government (Sections 6, 7 and 8 in respect to the principal roles, functions and objectives of a Council); and
  - Chapter 11, Part 2, Division 6, Control of Works on Roads (Sections 221, 229, 234 and 235 in respect to management of roads).
2. Section 221 (Alteration of Road) states that 'a person (other than the Council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the Council'. Maximum penalty \$5,000.
  1. A person makes an alteration to a public road if the person:
    - alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
    - erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or

- changes or interferes with the construction, arrangement or materials of the road; or
- changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or
- plants a tree or other vegetation on the road, interferes with the vegetation on the road, or removes vegetation from the road.

## Appendix “A”

### Application & Approval Process

- Applications must be made in writing to the Team Leader Landscape Design, City of Salisbury. No application will be considered outside this process.
- Applications for new plaques and memorials should include all relevant details including:
  - i. the type of plaque or memorial;
  - ii. three (3) feasible sites/locations for their project;
  - iii. explanation of the significance and relationship to each site;
  - iv. proposed text or images to be included; and
  - v. any other pertinent information.
- Applications for the replacement existing plaques or memorials are required to conform to current design specifications and guidelines.
- All applications will be assessed by the Plaques and Memorials Panel (the Panel) in relation to the policy and procedures outlined in this document.
- Applications will be forwarded to the Panel members and any other relevant parties prior to the panel meeting for comment.
- During consideration of the nominated sites the Panel will consider the number of existing plaques and memorials, artworks, and other objects in the vicinity of the proposed new plaque or memorial.
- Approvals for applications that comply to the criteria will be made by the Panel. Approvals will be on the basis of majority agreement of the Panel.
- Requests for plaques/memorial that fall outside the criteria will be referred to Council for approval.
- Decisions will be confirmed in writing to the proponent.
- Payment for approved plaques and memorials will need to be made prior to the commencement of works.
- The proponent must meet all ongoing maintenance costs of the plaque or memorial including vandalism and theft, and if required the proponent must meet all replacement costs. The memorial or plaque will not be replaced at Council’s expense.
- In the event that a memorial is damaged or requires funding where the original proponent is no longer in existence Council may resolve to repair or remove the memorial.
- On approval an agreement between the proponent and the City should be drawn up for the memorial to cover design development, construction, care and maintenance, and tenure as applicable.

## Appendix “B”

### Designated Areas for the Placement of Plaques

#### (a) Salisbury Memorial Park

Situated on the corner of Spains Road and York Terrace, Salisbury the park has been designed to comprise open space, multiple rose gardens and green lawns so that it is perpetual record of the past and it showcases a history of hard working, community-minded people.

Memorials in the form of statues or monuments commemorating deceased individuals are encouraged to be located within the Salisbury Memorial Park, as the City’s parks and open space should not duplicate the commemorative function of the Park.

#### (b) Parks and Reserves

The following are the parks and reserves identified as being the most appropriate location of memorials and plaques within the City of Salisbury, however, where appropriate consideration will be given to other major Council reserves.

##### (i) Pitman Park

The Rose Garden will be excluded as this is a venue used for weddings it is desirable that this area not contain any additional plaques or monuments. The Volunteer Garden is a section of Pitman Park considered the most desirable and is a suitable location to acknowledge contributions made by a resident(s) or organisations that have contributed to the Salisbury Community via voluntary works.

##### (ii) Pioneer Park

The section of the park considered to be appropriate is the area surrounding the existing waterwheel museum and is a suitable location to acknowledge contributions made by early settlers (and their families).

##### (iii) Unity Park & Paddocks Wetlands

Suitable locations for the installation of plaques and memorials at these sites will be determined by Team Leader Landscape Design.

#### (c) Historical Sites

These will be site specific and will provide interpretive information about the site or facility. These will be of an interpretive nature and design works are currently being developed for this type of signage. Memorials can be developed that reflect or provide information about the significance of this site and the facilities that existed.

## **Appendix “C”**

### **Terms of Reference Plaques and Memorials Panel**

- The Plaques and Memorials Panel will meet as required.
- Reports will be submitted to the Executive detailing applications received and approvals for endorsement as required.
- The Panel will report and make recommendations to Council via the Works and Services Committee, regarding applications received that do not fit within the guidelines.
- A report will be prepared outlining the decommissioning of plaques and memorials to the Works and Services Committee for endorsement.

## Appendix “D”

### Specifications for Plaques & Memorials

#### (a) Metal plaques

Plaques to be installed flush with paving surfaces in parks, streets or flat on masonry surfaces.

Text should be brief and in a language accessible to the public and should avoid use of jargon or acronyms.

#### (i) Plaque Development

- Text should be written following research from a wide range of authoritative sources and be verified by a qualified historian.
- Proofing and checking will be undertaken by the City of Salisbury. If a graphic image is utilised the amount of text will be reduced.
- Any sponsorship recognition will be through use of approved wording or logo should take up no more than 10% of the overall plaque design.
- The proponent must meet all costs associated with design, manufacture and installation of the plaque or memorial. In some instances a contribution toward maintenance will also be a condition of approval.
- The City of Salisbury will manage the design, manufacture and installation of the plaque and costs incurred by proponent.
- Payment in full will be required prior to the commencement of work.

#### (ii) Design specifications

- 250 mm maximum wide.
- 3 mm brass unless otherwise specified by Council’s Landscape Design.
- Acid etched black paint fill.
- Four pins on back for installation unless otherwise specified.
- No varnish.
- A border of clear space of at least 30 mm should be left around edge of plaque.
- A small amount of text, and it should be centred. Consideration can be given to justified left text if there is a lot of text.
- If imagery is used, solid line work is preferred. If a half tone is required the manufacturer should be consulted regarding screen dot size.
- Small logos may be used if appropriate.
- Maximum text of 120 words and should be in a language that is accessible to the public.
- If the content of the text is historical the text should be researched and written from a wide range of sources and checked by a qualified historian. Proofing and checking is required to be undertaken by the proponent.
- Installation to be flush with pavement, masonry or grass. Preference is given to installation into a hard surface for maintenance purposes. Installation into grassed area the plaque has to be inserted with a 50 mm wide skirt of concrete.

**(b) Memorials**

- The memorial should be designed by a qualified professional in the field appropriate to the size scale and complexity of the proposal.
- The City of Salisbury will assume responsibility for commissioning documentation and construction contracts, and managing the construction or the commissioning of artworks.
- If the memorial is a work of art then it becomes a part of the Council art collection, and maintained as part of the collection.
- The development of significant memorial will request community consultation to be undertaken and the format of the consultation must comply with the City of Salisbury community consultation strategy. The cost of the consultation will be borne by the proponent.

**(i) Memorial Detailed Design, Commissioning & Implementation**

- On approval an agreement between the proponent and the City should be drawn up for the memorial to cover design development, construction, care and maintenance, and tenure as applicable.
- Generally, the City should assume responsibility for commissioning documentation and construction contracts, and managing the construction or the commissioning of artworks.
- Unless unusual circumstances apply, the City should also assume responsibility for the ongoing care of features erected within parkland for which it is responsible.
- If the memorial is a work of art then it becomes a part of the council art collection, and maintained as part of the collection.

**(c) Use of Infrastructure for Memorials**

- The use of sections of pathway, tables, chairs and playgrounds can be used for the purposes of memorials within parks, reserves or open spaces within Salisbury however these will need to comply with the specifications set by Council.
- Unless in exceptional circumstances the use of barbecues, buildings, shade covers, picnic shelters, retaining walls, will not be considered for the purposes of memorials within parks, reserves or open spaces within Salisbury.
- The use of tree(s) for memorials will not be considered, however tree(s) planted as part of the memorial may be considered.
- Seating, memorial trees and moss rocks are available only at the Salisbury Memorial Park.



**(d) Salisbury Memorial Park Infrastructure**

**(i) Seating with Plaque**



**(ii) Moss Rock with Memorial Plaque**

**(iii) Wall of life and memories**

**(e) Historical Markers**

- Application for historical markers will be assessed on a case by case basis. Public art guidelines may also need to apply in relation to these markers.

## **Appendix “E”**

### **De-accessioning Procedures**

**(f) Long term memorials**

- Memorials and plaques do have a finite life and, while every reasonable effort will be made to extend the life of these structures, the City of Salisbury cannot guarantee that a memorial or plaque will remain at the designated site indefinitely.
- A memorial or plaque will be guaranteed to be located at the designated site for a period of not less than five (5) years from the time of installation with the following exceptions the:
  - area in which the item is sited is to be redeveloped;
  - use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site; or
  - structure or support on which the item is located is to be removed or permanently altered.
- Existing memorials or plaques may have fallen into disrepair or the site may no longer be suitable and de-accessioning may be required. This will be based on the following:

- condition of the work;
  - cost of maintenance;
  - cost of repair; or
  - site no longer suitable.
- Prior to de-accessioning every responsible attempt will be made by the Council to contact the proponent. Options will be provided to the proponent which will include:
    - repair of the work to be borne by the proponent;
    - relocation of the work to an appropriate alternate site, costs of relocation will need to be negotiated;
    - negotiation of maintenance payment and development of modified maintenance schedule; and
    - removal and disposal of work.

**(g) Temporary memorials**

- Can be displayed for a maximum of 3 months, after which time the memorial will be removed.
- Where possible, the next of kin will be contacted by Council Staff and advised of the intention to clear the site and provide the opportunity for the installation of a small memorial plaque.
- Permanent memorials need to be referred to the Cemetery.
- Whilst the plaque is located at the site of the accident on the anniversary of the death an application can be made to enable fresh flowers to be located near the plaque. Removal of flowers will be done between 7 to 10 days after the anniversary date.

## Document Control

Document ID	Plaques and Memorials
Prepared by	Adam Trottman
Release	45.0
Document Status	Endorsed
Issue Date	

<b>ITEM</b>	3.6.10
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Review of Procurement Policy
<b>AUTHORS</b>	Matt Harris, Manager Strategic Procurement, Business Excellence Joy Rowett, Governance Coordinator, CEO and Governance
<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. 4.4 Embed long term thinking, planning and innovation across the organisation.
<b>SUMMARY</b>	This report presents the Procurement Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor changes are required.

## **RECOMMENDATION**

1. The information be received.
2. The Procurement Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.10, 20/05/2019) be endorsed.

## **ATTACHMENTS**

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

1. Procurement Policy

### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in January 2017 and is now due again for review.

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

- 2.1 Internal
  - 2.1.1 Consultation with the Manager Strategic Procurement has occurred as to the continuing relevance of the Policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

3.1 The Procurement Policy has been reviewed by the Policy Owner in consultation with the internal staff with the only changes required being the addition of clauses concerning the requirements of the *Local Government Act 1999* and the undertaking of an appropriate procurement strategy for goods, works or services with a total \$ value of greater than \$150,000.

**4. CONCLUSION / PROPOSAL**

4.1 The Procurement Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Procurement Policy

<b>Policy Type:</b>	<b>Policy</b>	<b>Decision No:</b>	<b>2017/1984</b>
<b>Approved By:</b>	<b>Council</b>	<b>Last Reapproval Date:</b>	<b>27/01/2017 May 2019</b>
<b>Approval Date:</b>	<b>28/08/2017</b>	<b>Internal Reference No.:</b>	
<b>Review Date:</b>	<b>28/08/2019 May 2021</b>	<b>Division:</b>	<b>Strategic Procurement</b>
<b>Department:</b>	<b>Business Excellence</b>	<b>Responsible Officer:</b>	<b>Manager, Strategic Procurement</b>
<b>Function:</b>	<b>7 - Financial Management</b>		

### A - PREAMBLE

1. The City of Salisbury is continually striving for better outcomes through the use of best practice in supply management. This Policy provides a sound framework for the organisation to achieve strategic objectives and goals.
2. The vision for the City of Salisbury is to use strategic procurement to identify and realise real value on a sustainable basis.
3. The elements of best practice applicable to Local Government procurement incorporates:
  - Governance;
  - Key Procurement Principles (refer to the Procurement Framework);
  - Roles and Responsibilities (refer to the Procurement Framework);
  - Policies, Framework, Procedures and processes;
  - Total value of ownership.
4. In complying with legislation, section 49 of the *Local Government Act 1999* requires:
  - (1) *A council must prepare and adopt policies on contracts and tenders, including policies on the following:*
    - a) *the contracting out of services; and*
    - b) *competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and*
    - c) *the use of local goods and services; and*
    - d) *the sale or disposal of land or other assets.*
  - (2) *The policies must—*
    - a) *identify circumstances where the council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and*
    - b) *provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and*
    - c) *provide for the recording of reasons for entering into contracts other than those resulting from a tender process; and*
    - d) *be consistent with any requirement prescribed by the regulations.*

**B - SCOPE**

1. This Policy applies to all Council staff and personnel engaged by Council to undertake Procurement Activities on its behalf.
2. This Policy relates to all Procurement Activities associated with the acquisition of Goods, Works or Services of any value by the City of Salisbury.
- 2.3. For Goods, Works or Services with a Total \$ Value greater than \$150,000, Council will undertake an appropriate procurement strategy including open / public, select or direct market approaches (“call for tenders”).
- 3.4. This Policy does not cover the disposal of land or other assets (refer separate policy).

The Procurement Policy supports the City of Salisbury’s core values and forms the basis of all supplier / contractor decision making, including the following:

- **Sustainability:** adapting procurement delivery models to enable long lasting outcomes including actively promoting the safety of all employees, suppliers & contractors;
- **Community & Customer Service:** working collaboratively and providing exceptional service to our stakeholders;
- **Professional Performance:** identifying realisable opportunities and outcomes to deliver superior results;
- **Probity, Ethics & Accountability:** acting with integrity in identifying sound procurement strategies which mitigate risk and are transparent;
- **Access, Equity & Inclusion:** incorporating agility and diversity into our procurement approach.

The Procurement Policy, Framework, Procedures, processes and function exist to promote best practise designed to maximise value for money.

**C - DEFINITIONS**

1. **Contract:** A Contract is an agreement between the City of Salisbury and a supplier / contractor to perform a specific set of obligations, confirming each party’s respective rights, and is enforceable in law. The form of contract to be used varies with the Total \$ Value and Risk (refer Procurement Matrix).
2. **Departments:** Collectively: CEO & Governance, Business Excellence (BE), City infrastructure (CI), City Development (CiD) and Community Development (CD).
3. **Key Procurement Principles:** Procurements five key objectives for the City of Salisbury.
4. **Procurement Activity:** The acquisition, hire, lease, purchase of all property, goods and or services.
5. **Procurement / Purchasing Matrix:** The tool used to determine (via the Total \$ Value) the Procurement Approach, Approver, Form of Engagement, Payment Method and Responsibility.
6. **Procurement Framework / Procedures:** The documents that support the Procurement Policy and outlines the specific steps of Procurement Activity.
7. **Risk Assessment:** The process used to determine the level of risk of a Procurement Activity and identifies the level of controls required to manage the risks. This is determined by following the Corporate Risk Management Procedure.
8. **Roles and Responsibilities:** The key roles, accountabilities and responsibilities of the City of Salisbury’s Procurement governance structure.
9. **Total \$ Value / Total Value of Ownership:** The calculation of the direct and indirect costs related to the lifetime costs of the purchase of the particular goods or service. This includes costs associated with the sourcing activity, legal costs, site establishment, preparation costs, the cost of any capital, purchase price, costs related to the operation and maintenance, insurance and ongoing management.

**D - POLICY STATEMENT**

The City of Salisbury (CoS) is committed to developing, implementing and maintaining an industry leading supply management approach that supports the delivery of identified organisation objectives through value enhancing procurement and management of associated risk.

This is achieved by:

- ✓ Developing and utilising procurement systems and processes that place the health, safety and welfare of our people, suppliers / contractors and anyone involved with our organisation and community first;
- ✓ Developing, implementing and maintaining a Procurement Framework with appropriate systems, processes, procedures, resources and training across the organisation that define the:
  - Assignment of accountability for procurement activities;
  - Provision of clear criteria to be applied for specific levels of procurement; and
  - Implementation of an approval process which ensures due process in the selection, assessment and approval of procurement commitments within approved delegations of authority;
- ✓ Communicating the Procurement Framework to all employees and other relevant stakeholders as appropriate;
- ✓ Developing and applying innovative procurement strategies that are consistent with delivering the organisation plans and objectives whilst ensuring the Procurement Key Principles;
- ✓ Ensuring the procurement management systems and plans are consistent with all CoS policies, systems and procedures as applicable;
- ✓ Ensuring that all procurement is managed in accordance with the requirements of the CoS Risk Management Framework;
- ✓ Complying with relevant legislation, codes of practice, Australian & New Zealand standards, industry standards, guidelines and other statutory obligations;
- ✓ Ensuring that all procurement is conducted in accordance with the CoS Values and the Code of Conduct;
- ✓ Supporting the economic development of the Northern Region;
- ✓ Providing procurement training and mentoring for key personnel;
- ✓ Managing the ongoing performance of procurement outcomes to ensure the expected value is realised by the organisation; and
- ✓ Implementing an audit and review function that reports on the performance and effectiveness of the procurement management system.

**E - LEGISLATION**

1. *Local Government Act 1999*
2. *Trade Practices Act 1974* (Commonwealth)
3. *National Competition Policy*
4. *Freedom of Information Act 1991*
5. *Work Health and Safety Act, 2012 (SA)*
6. *Work Health and Safety Regulations, 2012 (SA)*
7. *Independent Commission Against Corruption Act 2012*

**G - REFERENCES**

1. City of Salisbury's Disposal of Assets Other Than Land Policy
2. Employee Code of Conduct
3. Elected Members Code of Conduct

**H - ASSOCIATED PROCEDURES**

1. Procurement Framework
2. Procurement Procedures

**Document Control**

Document ID	Procurement Policy
Prepared by	Matt Harris
Release	23.00
Document Status	EndorsedDraft
Date Printed	28/08/2017



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<b>ITEM</b>	3.6.11
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>HEADING</b>	Review of Disposal of Assets other than Land Policy
<b>AUTHORS</b>	Matt Harris, Manager Strategic Procurement, Business Excellence Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.

**SUMMARY** This report presents the Disposal of Assets other than Land Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor editorial changes are required.

#### **RECOMMENDATION**

1. The information be received
2. The Disposal of Assets other than Land Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.11, 20/05/2019), be endorsed.

#### **ATTACHMENTS**

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

1. Disposal of Assets other than Land Policy

#### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Disposal of Assets other than Land Policy was last endorsed by Council in April 2018 and is now due for review.

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

##### 2.1 Internal

- 2.1.1 Consultation with the Manager, Strategic Procurement has occurred as to the continuing relevance of the Policy and any changes that may be required.

##### 2.2 External

- 2.2.1 Nil

**3. REPORT**

- 3.1 The Disposal of Assets other than Land Policy has been reviewed by the Policy Owner.
- 3.2 Due to the way that plant & equipment is now funded, the following “Proceeds from such disposal shall be credited to the plant replacement program” is no longer required. Some other minor editorial changes were also made.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Disposal of Assets other than Land Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer:	Executive Group	GMBE
Date:	13/05/2019	09/05/19



## Disposal of Assets other than Land Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	2003/457, 2009/1482, 2011/522, 2015/749, 2018/2462
<b>Approval Date:</b>		<b>Last Reapproval Date:</b>	<del>23 April 2018</del> 27 May 2019
<b>Review Date:</b>	<del>April 2020</del> May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	Business Excellence	<b>Division:</b>	Strategic Procurement
<b>Function:</b>	7 - Financial Management	<b>Responsible Officer:</b>	Manager Strategic Procurement

### A - PREAMBLE

- On occasions there is a need to dispose of Council assets. In complying with legislation, section 49 of the *Local Government Act 1999* requires that a Council must prepare and adopt policies on contracts and tenders, including policies on the following:
  - the contracting out of services; and
  - competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
  - the use of local goods and services; and
  - the sale or disposal of land or other assets.

### C – POLICY PURPOSE/OBJECTIVES

- This policy provides direction to staff for the disposal of Council assets other than land, which the Surplus Land Policy addresses.

### E - POLICY STATEMENT

- Disposal of vehicles and major plant shall be by:**

- trade-in on new items;
- auction, independent of new purchase; or
- sale by tender.

The appropriate approach above must demonstrate value for money and the least risk outcome.

~~Proceeds from such disposal shall be credited to the plant replacement program.~~

- Disposal of assets other than major plant, shall be by:**

- trade-in on new items;

- redistribution to other Council facilities;
- auction, independent of new purchase; or
- sale by tender.

All avenues to mitigate landfill are to be explored.

The Executive Group, may give approval for selected items to be disposed of by other means. Proceeds from disposal under this clause shall normally be credited to the general revenue of Council unless directed otherwise by the Executive Group.

#### **F – LEGISLATION**

1. *Section 49 Local Government Act 1999*

#### **G - REFERENCES**

1. Procurement Policy

#### **H - ASSOCIATED PROCEDURES**

1. Probity Procedures

#### **Document Control**

<b>Document ID</b>	Disposal of Assets other than Land Policy
<b>Prepared by</b>	Manager Strategic Procurement
<b>Release</b>	<del>56.0</del>
<b>Document Status</b>	<del>EndorsedDraft</del>
<b>Date Printed</b>	

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<b>ITEM</b>	3.6.12
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Prudential Management Policy
<b>AUTHORS</b>	Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Prudential Management Policy to Council for consideration and endorsement.

### **RECOMMENDATION**

1. The Prudential Management Policy as set out in Attachment 1 to this report (Resources and Governance Committee 3.6.12, 20/05/2019), be endorsed.

### **ATTACHMENTS**

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

1. Prudential Management Policy

### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Prudential Management Policy was last reviewed and endorsed by Council in May 2018 and is now due again for review.

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

- 2.1 Internal
  - 2.1.1 General Manager, Business Excellence
- 2.2 External
  - 2.2.1 Nil

### **3. REPORT**

- 3.1 The Prudential Management Policy has been reviewed by the Policy Owner and with the exception of minor editorial changes, no changes of substance are required to ensure its continued relevance.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Prudential Management Policy as contained in Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: Executive Group  
Date: 13/05/2019



## Prudential Management Policy

Policy Type:	Policy	Decision No:	0505/2015, 2174/2017, 2515/2018, <u>xxxx/2019</u>
Approved By:		Last Reapproval Date:	<u>28 May 2018</u> <u>27 May 2019</u>
Approval Date:	27 July 2015	Internal Reference No.:	
Review Date:	<del>May 2020</del> <u>May 2021</u>	Division:	<u>Personal &amp; Admin Support – Business Excellence Governance</u>
Department:	<u>Business Excellence CEO and Governance</u>	Responsible Officer:	<u>General Manager Business Excellence Manager Governance</u>
Function:	<u>7 – Financial Management 9 - Governance</u>		

**A - PREAMBLE**

1. This document sets out the policy of the City of Salisbury for prudential management of all its projects. This policy applies to all projects as defined below.

**B - SCOPE**

1. The scope of this policy applies to all Council projects and subject to assessment against the principals and legislation to identify the appropriate due diligence

**C – POLICY PURPOSE/OBJECTIVES**

1. **This policy has the following Objectives.**

- 1.1 to ensure that a Council project is undertaken only after an appropriate level of “due diligence” is applied to the proposed project; and
- 1.2 to ensure that each Council project is:
  - managed during the project and
  - evaluated after the project, to achieve identified public benefits or needs; and to minimise financial risks.

**D - DEFINITIONS**

1. **A project may be defined as**

A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset.

2. This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities so therefore are not included within this definition. A project is a temporary endeavour with a defined

beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to produce products or services.

3. Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a "project" if the purchase is not part of a wider project or not part of ongoing operations. Any purchase must comply with Council's Procurement Policy. However, a "project" will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.
4. All projects should be considered in the context of not only this policy, but also Council's Risk Management Framework.

#### E - PRINCIPLES

1. The decision-maker for any proposed project may be the Council, the Chief Executive or an officer of the Council to whom sub-delegation has been made (as reflected in the Council's Schedule of Delegations and Sub-delegations).
2. The decision maker should determine with respect to any project (based on the size, complexity and amount of financial or other risk) the level of:
  - Due care and diligence that is required
  - At a minimum this should require an assessment of:
    - the benefits and needs of the project
    - whether the project will (or might) generate any additional risks for the Council;
    - the financial sustainability of a project (large or small) and whether funding of the whole-of-life costs of the project will (or might) require additional allocations beyond those already accommodated in Council's annual budget and long-term financial plan
  - Details required  
This may range from a single page describing the project scope, to a comprehensive business case (for example using the Corporate templates - "Project Management – Business Case").
  - Risk assessment appropriate  
This may range from, a simple note that the proposed project has been determined as being of low or negligible risk, to a more detailed risk assessment in line with Council's Risk Management framework.
  - Expertise required  
This may range from a single staff member (for the smallest projects with least risk), to a working party of staff and external specialists with expertise in areas such as engineering, finance, project management, town planning (for more complicated and/or riskier projects).
  - Accountability and reporting required
    - Consideration should be given as to who within the organisation is accountable for the project and the appropriate approval process as the project may require Council consideration and approval and needs to be incorporated into the approval process



- Appropriate reporting of the project status needs to be established depending on the scale of the project to the appropriate stakeholders
- Post project implementation review and evaluation
  - Evaluation and review can identify systemic issues and opportunities for improvement.
- 3. Adequate resources will be allocated to the prudential management of projects and staff will be appropriately trained.

#### **F - PROJECTS WHERE A FULL PRUDENTIAL REPORT IS REQUIRED UNDER THE LG ACT**

Under the *Local Government Act 1999*, a report addressing the prudential issues set out in section 48(2) must be prepared for endorsement by Council for any project that meets the criteria set out in s48(1) of the Act:

*This report must be prepared by a person whom the Council reasonably believes to be qualified to address the prudential issues s48(4) and must not be a person who has an interest in the relevant project as defined in s48(6a) - (6c).*

#### **G - LEGISLATION**

1. This Policy is made pursuant to section 48 of the Local Government Act 1999, and as such, applies to all Council projects (subject to the principles set below), no matter how large or small, to ensure compliance with this provision, and that decision-making in respect of any project is made with reliable, accurate and timely information.
2. **Section 48 of the Local Government Act 1999 (“the Act”) provides:**
  - (aa1) *A Council must develop and maintain prudential management policies practices and procedures for the assessment of projects to ensure that the Council:*
    - (a) *acts with due care diligence and foresight; and*
    - (b) *identifies and manages risks associated with a project; and*
    - (c) *makes informed decisions; and*
    - (d) *is accountable for the use of Council and other public resources.*
  - (a1) *The prudential management policies, practices and procedures developed by the council for the purposes of subsection (aa1) must be consistent with any regulations made for the purposes of this section.*
  - (1) *Without limiting subsection (aa1), a council must obtain and consider a report that addresses the prudential issues set out in subsection (2) before the council —*
    - (b) *engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body)—*
      - (i) *where the expected expenditure of the council over the ensuing five years is likely to exceed 20 per cent of the council's average annual operating expenses over the previous five financial years (as shown in the council's financial statements); or*
      - (ii) *where the expected capital cost of the project over the ensuing five years is likely to exceed \$4 000 000 (indexed); or*

- (iii) where the council considers that it is necessary or appropriate.
- (2) The following are prudential issues for the purposes of subsection (1):
- (a) the relationship between the project and relevant strategic management plans;
  - (b) the objectives of the Development Plan in the area where the project is to occur;
  - (c) the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
  - (d) the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
  - (e) if the project is intended to produce revenue, revenue projections and potential financial risks;
  - (f) the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
  - (g) the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;
  - (h) any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);
  - (i) the most appropriate mechanisms or arrangements for carrying out the project.
- (2a) The fact that a project is to be undertaken in stages does not limit the operation of subsection (1)(b) in relation to the project as a whole.
- (3) A report is not required under subsection (1) in relation to—
- (a) road construction or maintenance; or
  - (b) drainage works.
- (4) A report under subsection (1) must be prepared by a person whom the council reasonably believes to be qualified to address the prudential issues set out in subsection (2).
- (4a) A report under subsection (1) must not be prepared by a person who has an interest in the relevant project (but may be prepared by a person who is an employee of the council).
- (4b) A council must give reasonable consideration to a report under subsection (1) (and must not delegate the requirement to do so under this subsection).
- (5) A report under subsection (1) must be available for public inspection at the principal office of the council once the council has made a decision on the relevant project (and may be available at an earlier time unless the council orders that the report be kept confidential until that time).
- (6) However, a council may take steps to prevent the disclosure of specific information in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council).
- (6a) For the purposes of subsection (4a), a person has an interest in a project if the person, or a person with whom the person is closely associated, would receive or

have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect detriment or a non-pecuniary detriment if the project were to proceed.

- (6b) A person is closely associated with another person (the relevant person)—
- (a) if that person is a body corporate of which the relevant person is a director or a member of the governing body; or
  - (b) if that person is a proprietary company in which the relevant person is a shareholder; or
  - (c) if that person is a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee; or
  - (d) if that person is a partner of the **relevant person**; or
  - (e) if that person is the employer or an employee of the relevant person; or
  - (f) if that person is a person from whom the relevant person has received or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services; or
  - (g) if that person is a relative of the relevant person.
- (6c) However, a person, or a person closely associated with another person, will not be regarded as having an interest in a matter—
- (a) by virtue only of the fact that the person—
    - (i) is a ratepayer, elector or resident in the area of the council; or
    - (ii) is a member of a non-profit association, other than where the person is a member of the governing body of the association or organisation; or
  - (b) in a prescribed circumstance.
- (6d) In this section, \$4 000 000 (indexed) means that that amount is to be adjusted for the purposes of this section on 1 January of each year, starting on 1 January 2011, by multiplying the amount by a proportion obtained by dividing the CPI for the September quarter of the immediately preceding year by the CPI for the September quarter, 2009.
- (6e) In this section—
- employee** of a council includes a person working for the council on a temporary basis;
- non-profit association** means a body (whether corporate or unincorporate)—
- (a) that does not have as its principal object or 1 of its principal objects the carrying on of a trade or the making of a profit; and
  - (b) that is so constituted that its profits (if any) must be applied towards the purposes for which it is established and may not be distributed to its members.
- (7) The provisions of this section extend to subsidiaries as if a subsidiary were a council subject to any modifications, exclusions or additions prescribed by the regulations.

## H - REFERENCES

1. Local Government Act 1999
2. City of Salisbury's Corporate templates -
  - Project Management – Business Case and/or

## 3. Guidelines for Assessment of Council Development

**I - ASSOCIATED PROCEDURES**

Nil

**Document Control**

<b>Document ID</b>	<b>Prudential Management Policy</b>
<b>Prepared by</b>	<b><del>Charles Mansueto</del> Mick Petrovski</b>
<b>Release</b>	<b>34.00</b>
<b>Document Status</b>	<b>ApprovedDraft</b>
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<b>ITEM</b>	3.6.13
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of Safe Environment Policy
<b>AUTHORS</b>	Jo Cooper, Manager Community Capacity & Learning, Community Development Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Safe Environment Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor editorial changes are required.

#### **RECOMMENDATION**

1. The Information be received.
2. The Safe Environment Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.13, 20/05/2018), be endorsed.

#### **ATTACHMENTS**

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

1. Safe Environment Policy

#### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Safe Environment Policy was last reviewed in June 2018 and is now again due for review in accordance with Council's Policy Framework.

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

- 2.1 Internal
  - 2.1.1 Consultation with the Policy Owner has occurred as to the continuing relevance of the Policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil

**3. REPORT**

3.1 The Safe Environment Policy has been reviewed by the Policy Owner. Apart from minor editorial changes, no changes of substance are required in the content of the Policy to ensure its continuing relevance.

**4. CONCLUSION / PROPOSAL**

4.1 The Safe Environment Policy as contained within Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 13/05/2019



## Safe Environment Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	1169, 2008/1169, 2011/413, 2013/1686, 2015/748, 2018/2538, <del>Xxxx/2019</del>
<b>Approval Date:</b>	25 August 2008	<b>Last Reapproval Date:</b>	<del>25 June 2018</del> 27 May 2019
<b>Review Date:</b>	<del>June 2020</del> May 2021	<b>Internal Reference No.:</b>	
<b>Department:</b>	Community Development	<b>Division:</b>	Community Capacity and Learning
<b>Function:</b>	2 - Community Relations	<b>Responsible Officer:</b>	Manager Community Capacity and Learning

### A - PREAMBLE

1. The City of Salisbury provides a broad range of facilities and programs throughout the City intended for community access and use. These facilities and programs support the community, providing both resources and access to services. By clearly stating the rights and responsibilities of all users, Council aims to ensure the maximum participation and enjoyment of these facilities by everyone.

### B - SCOPE

1. This policy applies to all facilities, services and programs offered by the City of Salisbury, its staff, contractors and volunteers.

### C - POLICY PURPOSE/OBJECTIVES

1. This policy confirms the City of Salisbury's commitment to providing safe and supportive community facilities. It outlines the rights and responsibilities of staff and all persons using Council facilities or participating in a community program or event.

### D - DEFINITIONS

1. For the purpose of this document, employees, volunteers, contractors and labour hire personnel will be referred to as "those engaged" or "persons engaged".
2. **Authorised Officer** – an employee of the City of Salisbury who has been appointed under s. 260 of the *Local Government Act 1999* as an Authorised Officer.
3. **Facility** - includes, but is not limited to, the Civic Centre, City of Salisbury libraries, recreation centres and community centres, and includes both the buildings and associated outdoor space such as car parks.

**E - POLICY STATEMENT****Rights and Responsibilities of the City of Salisbury**

1. The City of Salisbury is committed to providing facilities, services and social and community programs where all people feel respected, valued and encouraged to reach their full potential. It will make every effort to provide a safe and supportive environment within its programs and facilities.
2. The City of Salisbury will provide facilities that are designed to meet community expectations, be fit for purpose and provide an attractive and welcoming environment. Any equipment that is provided is maintained to ensure that it is both fit for purpose and meets appropriate standards.
3. The City of Salisbury endorses the principle that 'environmental' and 'building' design has and can contribute significantly to creating safe environments.
4. In order to ensure all users feel safe and supported, each facility has requirements of appropriate behaviour by the users of the facility and/or equipment provided. These are stated in their Conditions of Entry and/or Code of Conduct which are prominently displayed within the facility.
5. Council has the right to refuse entry to persons behaving in a manner that is aggressive and/or, threatening or indicates that a person is under the influence of alcohol or drugs.
6. Where a user or users of a facility or equipment behave(s) in a manner that is contrary to the Conditions of Entry and/or Code of Conduct, an authorised officer of the City of Salisbury has the right to ask that person to leave the facility. Failure to follow this direction will result in further action as outlined in the Individual Facilities Policies – Conditions of Entry Guidelines.

**Rights and Responsibility of Users**

1. All users of Council facilities and equipment are required to respect the rights of others and to use the facilities and equipment only for the purpose intended. Where facilities or equipment are damaged, users should report the damage to the appropriate persons engaged as soon as possible.
2. Users have the responsibility to follow the reasonable directions of staff and to abide by the facility's Conditions of Entry and/or Codes of Conduct.
3. All users of Council facilities have the right to appeal against a decision that affects their access to facilities and programs and should contact the Community Development Department of Council in the first instance.

**F - LEGISLATION**

1. *Local Government Act 1999*
2. *Children and Young People (Safety) Act 2017*
3. *Young Offenders Act 1994 (SA)*
4. *Adoption Act 1988*
5. *Family Law Act 1975*
6. *Children and Young People (Safety) Regulations 2017*
7. *Family and Community Services Act 1972 (SA)*
8. *By-Law No. 4 - Local Government Land.*
9. *Summary Offences Act 1953*
10. *Work Health and Safety Act 2012*

**G – REFERENCES**

1. Child Safe Environments: Principles of Good Practice, Department for Education and Child Development, 2016



**H - ASSOCIATED POLICIES/PROCEDURES**

1. ~~City of Salisbury Values, Goals and Strategies~~
- 0.1. City of Salisbury Vulnerable Persons and Children Policy
- 0.2. City of Salisbury Peak Work Health and Safety and Injury Management Policy
- 0.3. City of Salisbury Internal Review of Council Decisions Procedure
0. ~~Individual Facilities—Conditions of Entry~~
- 0.4. Volunteer Management Policy
- 0.5. Occupational Violence Policy

**Document Control**

Document ID	Safe Environment Policy
Prepared by	Jo Cooper
Release	67
Document Status	EndorsedDraft
Date Printed	



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<b>ITEM</b>	3.6.14
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	20 May 2019
<b>PREV REFS</b>	
<b>HEADING</b>	Review of the Community Diversity - Access and Inclusion Policy
<b>AUTHORS</b>	Vesna Haracic, Manager Community Health & Wellbeing, Community Development Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the Community Diversity – Access and Inclusion Policy to Council for consideration and endorsement.

### **RECOMMENDATION**

1. The Community Diversity – Access and Inclusion Policy as set out in Attachment 1 to this report (Resources and Governance Committee, 20/05/2019, Item 3.6.14) be endorsed.

### **ATTACHMENTS**

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

1. Community Diversity - Access and Inclusion Policy

### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Community Diversity – Access and Inclusion Policy was last reviewed and endorsed by Council in July 2018 and is now due again for review in accordance with Council's Policy Framework.

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

- 2.1 Internal
  - 2.1.1 General Manager, Community Development
- 2.2 External
  - 2.2.1 Nil

### **3. REPORT**

- 3.1 The Community Diversity – Access and Inclusion Policy has been reviewed by the Policy Owner. Apart from minor editorial changes, no other changes are required in the content of the Policy to ensure its continuing relevance.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Community Diversity – Access and Inclusion Policy as contained in Attachment 1 is recommended to Council for endorsement.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 13/05/2019



### Community Diversity - Access and Inclusion Policy

<b>Policy Type:</b>	Policy		
<b>Approved By:</b>	Council	<b>Decision No:</b>	1872, 2567/2018, <del>xxxx/2019</del>
<b>Approval Date:</b>	25 July 2005	<b>Last Re-approval Date:</b>	<del>23 July 2018</del> <u>27 May 2019</u>
<b>Review Date:</b>	<del>July 2020</del> <u>May 2021</u>	<b>Internal Reference No.:</b>	
<b>Department:</b>	Community Development	<b>Division:</b>	<del>Healthy Ageing &amp; Access</del> <u>Community Health and Wellbeing</u>
<b>Function:</b>	9 - Governance	<b>Responsible Officer:</b>	Manager, <del>Healthy Ageing &amp; Access</del> <u>Community Health and Wellbeing</u>

#### A - PREAMBLE

1. The *Local Government Act 1999 (the Act)* requires Councils to provide for the welfare, well-being and interest of individuals and groups within its community. It requires Council to be responsive to the needs, interests and aspirations of these individuals and groups, ensuring services, facilities and programs provide equitable access.
2. In order to fully meet the requirements of the Act, Council must ensure process are in place to support all people, including those who face barriers to participation to fully access services, programs and facilities.

#### B - SCOPE

1. This policy applies to Elected Members, employees, volunteers and contractors of the City of Salisbury.

#### C – POLICY PURPOSE/OBJECTIVES

1. This policy sets out commitment of the City of Salisbury to the provision of accessible and equitable services, facilities and programs.

#### D - DEFINITIONS

**Access** – implies fair and equitable access to services in areas essential to achieving and maintaining social, cultural and economic well-being.

**Equity** – implies distribution of economic, social and political resources in ways that are not restricted by age, gender, race, ethnicity, sexual orientation, disability or income.

Access and equity is concerned with the removal of barriers in the design and delivery of programs and services and endeavouring to ensure that all community members have the opportunities to enhance their overall social, cultural and economic well-being.

#### E - POLICY STATEMENT

1. The City of Salisbury will aim to ensure that all members of the community have equitable access to the services, facilities and programs operated by the City.
2. Strategies to ensure equity of access for all people, including those who may face additional barriers to participation, will be considered at all phases of service development, planning and implementation
3. ~~The City will aim to ensure As described in Intercultural Strategic Plan, Beyond the Ramp, Strategic Inclusion Planning Strategy Framework, 2017-2021 Strategic Youth Action Plan, Age-Friendly Salisbury Strategy 2015-2020 and the Reconciliation Action Plan (RAP) it is important~~ that appropriate opportunities for participation in discussions about the City's services, facilities and participation in programs are provided for members of the community, including those who may face barriers to participation.

Both internal processes, such as training and development, and external processes, such as consultation, promotion and information, will operate within the [City Of Salisbury Strategic Planning Framework and relevant legislative requirements](#). ~~Intercultural Strategic Plan, Age-Friendly Salisbury Strategy 2015-2020, Beyond the Ramp Strategic Inclusion Planning Framework, 2017-2021 Strategic Youth Action Plan and the Reconciliation Action Plan.~~

#### F - LEGISLATION

1. *Local Government Act, SA 1999*
2. *Disability Discrimination Act, 1992*
3. *Equal Employment Opportunity Act, SA 1984*
4. *Equal Opportunities for Women in the Workplace Act, 1999*
5. *Age Discrimination Act, 2004*
6. *Sex Discrimination Act, 1984*
7. *Racial Discrimination Act, 1975*
8. *Human Rights and Equal Opportunity Commission Act, 1986*

\*This list of relevant legislation is indicative and not exclusive.

#### G – REFERENCES/RESOURCES

1. National Disability Strategy (COAG 2011)
2. Multicultural Access and Equity – Respecting Diversity, Improving Responsiveness 2012
3. [City of Salisbury Strategic Planning Framework](#)
  - 3.1 [Intercultural Strategic Plan \(2017-2027\)](#)
  - 3.2. [Beyond the Ramp Strategic Plan \(2012-2018\)](#)
  - 3.3 Strategic Youth Action Plan (2017-2021)
  - 3.4 Reconciliation Action Plan (2018)
  - 3.5 Engaging Salisbury – Managing Diversity Project 2011

Document Control

Document ID	Community Diversity - Access and Inclusion Policy
Prepared by	Vesna Haracic
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