



AGENDA

FOR WORKS AND SERVICES COMMITTEE MEETING TO BE HELD ON 20 MAY 2019 AT THE CONCLUSION OF THE BUDGET AND FINANCE COMMITTEE IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr S Reardon (Chairman)
Mayor G Aldridge (ex officio)
Cr M Blackmore
Cr L Braun (Deputy Chairman)
Cr C Buchanan
Cr S Ouk
Cr G Reynolds
Cr N Henningsen

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
General Manager Community Services, Ms P Webb
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Works and Services Committee Meeting held on 15 April 2019.

Presentation of the Minutes of the Confidential Works and Services Committee Meeting held on 15 April 2019.

REPORTS

Administration

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OTHER BUSINESS

CONFIDENTIAL ITEMS

2.9.1 Expressions of Interest - Northern Portion of the Underdown Park Facility and North Eastern Playing Pitch, Nangari Road, Salisbury North.

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

*On that basis the public's interest is best served by not disclosing the **Expressions of Interest - Northern Portion of the Underdown Park Facility and North Eastern Playing Pitch, Nangari Road, Salisbury North.** item and discussion at this point in time.*
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

2.9.2 Salisbury Community Hub Cafe Lease - update on commercial negotiations

(Pursuant to resolution 0190 of 27/05/2019, confidentiality on item 2.9.2 has lapsed)

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

*On that basis the public's interest is best served by not disclosing the **Salisbury Community Hub Cafe Lease - update on commercial negotiations** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



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

15 APRIL 2019

MEMBERS PRESENT

Cr S Reardon (Chairman)
Mayor G Aldridge (ex officio)
Cr M Blackmore
Cr L Braun (Deputy Chairman)
Cr C Buchanan
Cr G Reynolds
Cr N Henningsen

OBSERVERS

Cr Brug (*from 8.09 pm*)

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
General Manager Community Services, Ms P Webb
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.59 pm.

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

APOLOGIES

An apology was received from Cr S Ouk.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr N Henningsen
Seconded Cr C Buchanan

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

CARRIED

Moved Cr C Buchanan
Seconded Cr M Blackmore

The Minutes of the Confidential Works and Services Committee Meeting held on 18 March 2019, be taken and read as confirmed.

CARRIED

Bringing Forward Item 2.6.2 – Review of Mawson Lakes Primary School Pedestrian Bridge – Upstream of The Strand

Moved Cr C Buchanan
Seconded Cr M Blackmore

That Item 2.6.2 – Review of Mawson Lakes Primary School Pedestrian Bridge – Upstream of The Strand, be brought forward to this point on the Agenda to allow the Member for Playford and the Chair of the Mawson Lakes School Governing Council to address the Committee.

CARRIED

Mr Simon Lemmo, Chair of the Mawson Lakes School Governing Council addressed the Committee in support of the upgrade to Mawson Lakes Primary School Pedestrian Bridge.

Mr Michael Brown, Member for Playford, addressed the Committee on behalf of his electorate and also as a resident, supporting the upgrade to Mawson Lakes Primary School Pedestrian Bridge.

2.6.2 Review of Mawson Lakes Primary School Pedestrian Bridge - Upstream of The Strand

Moved Cr C Buchanan
Seconded Cr L Braun

1. The collapsible handrail retrofit of both sides of The Strand bridge (including signage and warning lighting) be designed, costed and a New Initiative Bid for FY19/20 is submitted. This will provide a significantly upgraded bridge at The Strand and reduce an existing pedestrian safety risk. Total Project Cost is \$150k.
2. The existing Mawson Lakes School Pedestrian Crossing be retained in its current form.
3. The City of Salisbury notes that the Mawson Lakes School Pedestrian Crossing is a Council-owned asset for community use.
4. That the City of Salisbury seek matching contributions from Mawson Lakes School and DECS/DPTI for any Council facilitated upgrade.

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5. That further discussions take place between Council staff, Mawson Lakes School and DECS/DPTI regarding construction and funding options, with a report back to this committee by 1/10/2019.

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

1. The collapsible handrail retrofit of both sides of The Strand bridge (including signage and warning lighting) be designed, costed and a New Initiative Bid for FY19/20 is submitted. This will provide a significantly upgraded bridge at The Strand and reduce an existing pedestrian safety risk. Total Project Cost is \$150k.
2. The existing Mawson Lakes School Pedestrian Crossing Bridge be retained in its current form.
3. The City of Salisbury notes that the Mawson Lakes School Pedestrian Crossing Bridge is a Council-owned asset for community use.
4. That the City of Salisbury seek matching contributions from Mawson Lakes School and DECS/DPTI for any Council facilitated upgrade.
5. That further discussions take place between Council staff, Mawson Lakes School and DECS/DPTI regarding construction and funding options, with a report back to this Committee by 1/10/2019.

CARRIED

BREAK

In accordance with the Code of Practice for Meeting Procedures, the Chair provided a break to all present. The meeting was suspended at 8.26 pm.

The meeting reconvened at 8.37 pm.

REPORTS

Administration

2.0.1 Future Reports for the Works and Services Committee

Moved Cr N Henningsen
Seconded Cr M Blackmore

1. The information be received.

CARRIED

Landscaping

2.4.1 Use of Mulch

Moved Cr L Braun
Seconded Cr N Henningsen

1. That the information be received.
2. That leaf mulch produced from Council operations be prioritised for use on Council sites first, with any excess in supply provided to meet requests from approved verge development applicants, schools, community groups and not for profit organisations within the Council area; and for supply to NAWMA in accordance with existing lease provisions.

With leave of the meeting and consent of the seconder Cr L Braun
VARIED the MOTION as follows:

1. That the information be received.
2. That leaf mulch produced from Council operations be prioritised for use on Council sites first, with any excess in supply provided to meet requests from approved verge development applicants, schools, community groups and not for profit organisations within the Council area; and for supply to NAWMA in accordance with existing lease provisions.
3. That Council implement appropriate promotion of the provision of mulch, when surplus to requirements, to the community groups as referred to in recommendation 2.

CARRIED

2.4.2 Verge Cutting - parked cars variation for 2019 cutting season

Moved Cr C Buchanan
Seconded Cr G Reynolds

1. The information be received.
2. That hand cutting of verges where cars are parked adjacent be undertaken as part of the regular verge cutting cycle as a trial during 2019 with the results incorporated in the verge cutting service review in late 2019.

CARRIED

Property

2.5.1 Little Corella Update

Moved Cr C Buchanan
Seconded Cr L Braun

1. That Council write to the State Government seeking urgent development and adoption of a state-wide strategy for the management of Little Corellas; and
2. Seek State Government commitment to fund implementation of the strategy, which must include financial assistance to local governments for:
 - (a) the development of integrated local management plans; and
 - (b) the implementation of medium and long term management options at a local scale
3. That the street trees within Burton be monitored to see how the trees respond to the migratory movements of the Little Corella. If the trees do not recover as expected, that all the streets, not included currently, are included in future years Streetscape Renewal Program.

CARRIED

*Cr G Reynolds left the meeting at 9.11 pm.
Cr G Reynolds returned to the meeting at 9.13 pm.*

2.5.2 Globe Derby Equestrian Centre SA Request for 21 Year Lease

Moved Cr L Braun

Seconded Cr G Reynolds

1. It is recommended that:
 - a. Council authorises a 21-year lease agreement over a portion of land as detailed in Attachment 1 pursuant to sections 202(1) and 202(2) of the Local Government Act 1999 to GDEC.
 - b. Staff be authorised to undertake Public Consultation in line with Council's Public Consultation Policy, endorsed on the 23rd November 2017. Should no objections be received, the Manager Property and Buildings be authorised to prepare the lease agreement for execution by Globe Derby Equestrian Centre Inc. and a sub-licence agreement for the Northern Area Centre – Riding for the Disabled Association SA (RDA-SA) based on the recommendations within this report.
 - c. The existing lease between the City of Salisbury and the Northern Adelaide Regional Management Committee Inc. (NARMC) be terminated as at the commencement date of the new lease.
 - d. All costs associated with the preparation and finalisation of the lease to be borne by Riding For The Disabled Association SA, in conjunction with GDEC.

CARRIED

2.5.3 Minutes of the Strategic Property Development Sub Committee meeting held on Monday 8 April 2019

The information contained in the Strategic Property Development Sub Committee of the meeting held on 8 April 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

2.5.3-SPDSC1 Future Reports for the Strategic Property Development Sub Committee

Moved Cr N Henningsen
Seconded Cr M Blackmore

1. The information be received.

CARRIED

2.5.3-SPDSC2 Salisbury Oval Recreation and Open Space Needs

Cr L Braun declared a perceived conflict of interest on the basis of previously signing a petition to save Neales Green. Cr Braun managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr N Henningsen declared a perceived conflict of interest on the basis of having signed the Neales Green Petition and also having a relative who is an employee of one of the respondents as part of the EOI process. Cr Henningsen managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr S Reardon declared a perceived conflict of interest on the basis of having signed the Neales Green Petition. Cr Reardon managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr C Buchanan declared a perceived conflict of interest on the basis of possibly having signed the Neales Green Petition. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr N Henningsen
Seconded Cr M Blackmore

1. That the information be received.
2. That it be confirmed that Parcel 2 (Brown Tce) and Parcel 3 (Neales Green) as designated in the Salisbury Oval Masterplan be removed from consideration for residential development, and the Salisbury Oval Masterplan be amended consequentially to reflect this, and to incorporate any changes appropriate and required as a result of the final Salisbury Oval Residential EOI outcomes.
3. That a media release be issued updating the community of the Council decision in relation to retention of the Neales Green parcel and Brown Terrace parcel as open space, in consideration of recent community feedback.

4. That Council pursue further discussions and negotiations with the Sportsman's Association and Salisbury Football Club regarding the utilisation of Neales Green for future use for junior training and games. Noting that the Cricket Club has confirmed that they do not require the use of Neales Green.
5. That the balance of the residential parcels identified in the endorsed Salisbury Oval Masterplan, encompassing the former St Jays site (Parcel 1), be re-affirmed as appropriate for future residential development, in recognition of its strategic importance in supporting the attainment of the endorsed Salisbury City Centre Renewal Strategy and Salisbury Oval Masterplan.
6. That a further report be presented to Council containing the amended Masterplan for endorsement in accordance with resolution 2.
7. That budgeted works associated with recreation, sport and open space facilities put on hold by the March 2019 Council resolution 0116/2019 be taken off hold, and proceed according to budget provision and program.

CARRIED

*The majority of members present voted IN FAVOUR of the MOTION.
Cr L Braun voted IN FAVOUR of the MOTION.
Cr N Henningsen voted IN FAVOUR of the MOTION.
Cr S Reardon voted IN FAVOUR of the MOTION.
Cr C Buchanan voted AGAINST the MOTION.*

Public Works

2.6.1 Capital Works Report - March 2019

Moved Cr N Henningsen
Seconded Cr G Reynolds

1. Within the 2018/19 Local Flooding Program transfer Universal Road, Salisbury Downs, and Lot 17 Pt Wakefield Road, Parafield Gardens to investigation only.
2. Include the demolition of the residential dwelling at 10 Spains Road, Salisbury Downs, and art sculpture renewal, Civic Square, Salisbury, within the 2018/19 Building Renewal Program.
3. Include within the 2018/19 Third Quarter Budget Review, a variance to re-time \$950k expenditure budget associated with Salisbury Oval from 2018/19 into 2019/20, being \$250k Ames Road Major Flood Mitigation Program and \$700k Salisbury Oval Master Plan Implementation Program.

4. Approve the inclusion of a non-discretionary 2018/19 Third Quarter Budget Review bid, for PR23476 AMIP, to bring forward the \$35k per annum lease operating budgets from 2019/20, 2020/21 and 2021/22 into 2018/19, which together total \$105k operating which is to be converted into \$105k capital budget for the tablet purchase associated with PR23476 AMIP.
5. Within the 2018/19 Third Quarter Budget Review, include a \$95k non-discretionary bid to reflect the unplanned income associated with PR13600 Minor Traffic Program, as a nil effect, with staff approved to commence work upon endorsement of this report.
6. Include within the 2018/19 Third Quarter Budget Review, a nil effect discretionary bid to reflect the \$652k of income not received as part of PR17190 City Wide Trails, with Council retaining the program balance of \$503k to deliver further trail network improvements within Mawson Lakes.
7. Within the 2018/19 Third Quarter Budget Review, include a bid to declare \$25k operating project budget savings associated with the completion of the PR22814 Paddocks Master Plan.
8. Include within the 2018/19 Third Quarter Budget Review, a variance bid to re-time \$800k from PR23435 associated with the construction of the new shared used pedestrian bridge, Mawson Lakes, from 2018/19 into 2019/20.
9. Include within the 2018/19 Third Quarter Budget Review, a discretionary bid to allocate an additional \$35k towards the completion of PR24754 Greenfields Wetlands Kayak Access, with staff approved to commence work upon endorsement of this report.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS**2.9.1 Acquisition 65 Pratt Avenue, Pooraka**

Moved Cr L Braun

Seconded Cr M Blackmore

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*

- it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

- information the disclosure of which would, on balance, be contrary to the public interest.

2. *In weighing up the factors related to disclosure,*

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

- Non disclosure of this matter at this time will protect the commercial position of Council and protect information that may confer an advantage on a person with whom the Council is conducting, or proposing to conduct, business.

*On that basis the public's interest is best served by not disclosing the **Acquisition 65 Pratt Avenue, Pooraka** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 9.36 pm.

The meeting moved out of confidence at 9.36 pm.

2.9.2 Encroaching Council Path Over Portion of 12 Hunt Street Salisbury

Moved Cr G Reynolds
Seconded Cr N Henningsen

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*

- it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

- information the disclosure of which would, on balance, be contrary to the public interest.

2. *In weighing up the factors related to disclosure,*

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

- Non disclosure of this matter at this time will protect the commercial position of Council and protect information that may confer an advantage on a person with whom the Council is conducting, or proposing to conduct, business.

*On that basis the public's interest is best served by not disclosing the **Encroaching Council Path Over Portion of 12 Hunt Street Salisbury** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 9.37 pm.

The meeting moved out of confidence at 9.38 pm.

2.9.3 Minutes of the Confidential Strategic Property Development Sub Committee meeting held on Monday 8 April 2019

Moved Cr M Blackmore
 Seconded Cr L Braun

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*

- *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
- *information the disclosure of which would, on balance, be contrary to the public interest.*

2. *In weighing up the factors related to disclosure,*

- *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
- *Non disclosure of this item at this time will protect Council's commercial negotiation position.*

*On that basis the public's interest is best served by not disclosing the **Minutes of the Confidential Strategic Property Development Sub Committee meeting held on Monday 8 April 2019** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 9.39 pm.

The meeting moved out of confidence and closed at 9.42 pm.

CHAIRMAN.....

DATE.....

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|------------------------|--|
| ITEM | 2.0.1 |
| | WORKS AND SERVICES COMMITTEE |
| DATE | 20 May 2019 |
| HEADING | Future Reports for the Works and Services Committee |
| AUTHOR | Joy Rowett, Governance Coordinator, CEO and Governance |
| CITY PLAN LINKS | 4.3 Have robust processes that support consistent service delivery and informed decision making. |
| SUMMARY | This item details reports to be presented to the Works and Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. |

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. CONSULTATION / COMMUNICATION

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

3. REPORT

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

| Meeting Item | Heading and Resolution | Officer |
|---------------------|--|----------------|
| 14/12/2015 NOM3 | <p>Traffic monitoring, Kesters Road between Main North Road and Ceafield Road</p> <p>1. That following the opening of the Masters store and other new businesses on Main North Road, staff undertake traffic monitoring on the lower part of Kesters Road, between Main North Road and Ceafield Road to determine the impact of the operation of those businesses on traffic flow and volume in the area. The report should include consideration of:</p> <p>a. The requirement for additional parking restrictions in the area</p> <p>b. Vehicle movements of heavy and long vehicles through the area</p> <p>c. Risks to public safety as a result of changed traffic patterns.</p> <p>Due: Closed off - No longer required as advice concerning future use of the site is yet to be received.</p> | Dameon Roy |
| 24/07/2017 NOM1 | <p>Variation to Council Decision 1783/2017: St Kilda Master Plan - Stage 2</p> <p>3. That authorisation to progress with priorities 3 to 8 inclusive provided in the St Kilda Stage 2 – Marine Recreation Precinct and Mangroves Master Plan be subject of consideration of further reports to Council.</p> <p>Due: October 2019</p> | Dameon Roy |
| 26/02/2018 2.4.3 | <p>Cleaning of Creeks and Waterways</p> <p>2. A review of the service levels be conducted after 12 months in March 2019.</p> <p>Due: June 2019</p> | Mark Purdie |
| 26/03/2018 6.4.1 | <p>Long Term Financial Plan and Budget Workshops Actions Update</p> <p>2. A report on the success of the Reserve Upgrade Program and consideration of future sites be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-9).</p> <p>Due: June 2019</p> | Craig Johansen |
| 26/03/2018 6.4.1 | <p>Long Term Financial Plan and Budget Workshops Actions Update</p> <p>3. A report on the program of sites for Fitness Equipment Program be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-13).</p> <p>Due: June 2019</p> | Craig Johansen |

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| 26/03/2018 | Long Term Financial Plan and Budget Workshops Actions Update | Craig Johansen |
| 6.4.1 | 4. A report on the program of sites for Autism Friendly Playspaces be included on the Works and Services Future Reports with a due date of December 2018 (per table Budget Workshop 1 – 28 February 2018 item WS1-15). Due: June 2019 | |
| 26/03/2018 | Budget Bids 2018/2019 - Streetscape Renewal - PSN107 | Dameon Roy / Tamika Cook |
| 6.4.2 | That a further report come back considering an increase in funding to the Street Tree Program bid PSN107 looking at improving outcomes and quality. Due: August 2019 | |
| 27/08/2018 MON7.8 | Traffic Safety: Nelson Road, Para Hills 1. That staff bring back a report to Council investigating whether any traffic calming devices can be installed in regard to increased traffic and vehicles coming too fast over a blind hill on Nelson Road, Para Hills between Milne Road and Miller Avenue, Para Hills. Due: July 2019 | Dameon Roy |
| 17/12/2018 | The Salisbury Home and Community Services Business Model Project (Aged and Disability Services) post 2020 | Vesna Haracic |
| 2.2.1 | 3. As a result of Commonwealth delays staff will report options for Council consideration in September 2019. Due: September 2019 | |
| 17/12/2018 | New Sub-Committee – to consider play space renewal/upgrade program, the streetscape renewal program and the footpath program | Craig Johansen + James Corletto |
| W&S-OB3 | 1. Staff bring back a report creating a new sub-committee, including the Terms of Reference, to look at reviewing the play space renewal/upgrade program, the streetscape renewal program and the footpath program. 2. That street tree removal be included in the draft Terms of Reference. Due: June 2019 | |
| 17/12/2018 | Further Motion: Council Buildings Powered by Renewable Energy | Andrew Legrand |
| MON7.1 | 1. That a report be provided by the administration with advice about all Council owned buildings being powered by 100% renewable energy. Due: May 2019 Deferred to: August 2019 Reason: To allow for collection and analysis of data to inform Council on the options available. | |

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| 29/01/2019 2.4.2 | Use of Thermal Methods for Weed Control 3. Staff provide a report on the outcomes of steam technology after a 12 month period in relation to its uses outlined in part 2. Due: February 2020 | Mark Purdie |
| 29/01/2019 W&S-OB2 | Reduction of Illegal Dumping 1. That Council bring back a report looking at proactive ways of reducing illegal dumping (such as CCTV and increasing awareness of alternative waste services) and associated costs by March 2019 to enable an appropriate budget bid to be prepared. Due: May 2019 Deferred to: June 2019 Reason: To be combined with report on Portable CCTV Cameras and Motion on Notice: Free Dump Date | Andrew Legrand |
| 29/01/2019 W&S-OB3 | Motion on Notice – Portable CCTV Cameras 1. As part of Council’s strategy to combat illegal dumping, hoon driving and graffiti: <ul style="list-style-type: none"> • a report be provided informing Council of the cost for the purchase, installation and utilisation of portable hidden CCTV cameras to capture on video and ultimately prosecute offenders; • the report be provided in time for consideration of the matter as part of the 2019/2020 budget process; • Ward Councillors be consulted to identify illegal dumping, hoon driver and graffiti hot spots in the City of Salisbury. • That the strategy also look at ways in which we could network and utilize other CCTV cameras. Due: May 2019 Deferred to: June 2019 Reason: To be combined with report on Reduction of Illegal Dumping and Motion on Notice: Free Dump Day | Les Hubiak |
| 25/02/2019 MON7.1 | Motion on Notice – Free Dump Day 1. That the City of Salisbury report to consider the costs and benefits of establishing an ongoing annual dump day on a business day in future to coincide with the annual Clean Up Australia Day initiative; and consider other ways Council can support the agenda of reducing waste. Due: May 2019 Deferred to: June 2019 Reason: To be combined with report on Portable CCTV Cameras and Reduction of Illegal Dumping | Andrew Legrand |

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| 25/02/2019 | Alice Crescent, Burton – Request for indented parking bays | Jordan Ward |
| 2.7.2 | 1. Staff bring back a report examining the viability of indented parking bays or alternative actions to alleviate localised street congestion. | |
| Due: | June 2019 | |
| 25/02/2019 | Installation of Slow Points on Daniel Avenue, Globe Derby Park | Tony Calandro |
| 2.7.4 | 2. Subject to public consultation results, that Council give consideration in the 2019/2020 budget process of \$130,000 for calming devices or slow points on Daniel Avenue, Globe Derby Park. | |
| Due: | June 2019 | |
| 25/02/2019 | Traffic Monitoring – Andrew Smith Drive, Parafield Gardens | Tony Calandro |
| W&S-OB2 | 1. That a report be brought back on traffic monitoring and parking on Andrew Smith Drive, Parafield Gardens, particularly in relation to The Pines School, including at peak times. | |
| Due: | June 2019 | |
| Deferred to: | October 2019 | |
| Reason: | To be included in review for managing traffic around schools as per 1.3.2 25/03/2019. | |
| 25/03/2019 | Budget Bids 2019/20 | David Boothway |
| 1.3.2 | 9. TRN000362 Elected Member Bid: Drop off/Pick up Zone Daphne Road (Madison Park PS) be considered as part of a review of the requirements for managing traffic around schools which will be added to the future reports for Policy and Planning Committee, to be reported in October 2019, and this bid not progress at this time for further consideration in the 2019/20 budget. | |
| Due: | October 2019 – via Works and Services Committee | |
| 25/03/2019 | Grounds Licence Agreement – St Kilda Tackle and Tucker | Liz Lynch |
| W&S-OB2 | 3. A further report is to be presented to Council for consideration if any objections are received. Should no objections be received, Council authorises the Manager Property and Buildings to prepare and arrange execution of the necessary documents to St Kilda Tackle and Tucker over a portion of Allotment 1002 in Deposited Plan 80382. | |
| | a. For a period of ten (10) years | |
| | b. For a proposed rental figure of \$4,500 + GST per annum to increase by CPI on the anniversary of commencement date | |
| | c. For a proposed fee of \$708.82 inclusive of GST for the Ice Cream Van to operate from the St Kilda Play Adventure Park per annum to increase by CPI on the anniversary of the commencement date. | |

| | | |
|-----------------------|--|------------|
| | d. The new agreement to include all the other terms and conditions as the existing Grounds Licence. | |
| Due: | June 2019 | |
| 25/03/2019 W&S-OB2 | Budget Bids 2019/20 12. STN000388 Elected Member Bid: Pooraka Community Centre be considered as part of the Facilities Management Plan, which is to be added to the Future Reports for the Works and Services Committee, to be reported in October 2019, and this bid not progress at this time for further consideration in the 2019/20 budget. | Karen Pepe |
| Due: | October 2019 | |
| Deferred to: | February 2020 | |
| Reason: | Staff are waiting for findings of review. | |
| 23/04/2019 12.1 | Motion Without Notice – St Kilda Masterplan 2. Staff to provide a report on the cost of reactivation of the old Boat ramp. | Dameon Roy |
| Due: | November 2019 | |

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

| | | | |
|----------|-----------------|------------|------------|
| Officer: | Executive Group | GMCI | GMCD |
| Date: | 13/05/2019 | 09/05/2019 | 10/05/2019 |

| | |
|------------------------|---|
| ITEM | 2.1.1 |
| | WORKS AND SERVICES COMMITTEE |
| DATE | 20 May 2019 |
| HEADING | Salisbury Community Hub - Opening/Launch Event |
| AUTHOR | Pippa Webb, General Manager Community Development, Community Development |
| CITY PLAN LINKS | 3.1 Be an adaptive community that embraces change and opportunities. 3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. |
| SUMMARY | This report provides a proposed concept for the Salisbury Community Hub opening day event. |

RECOMMENDATION

1. That the broad principles and agenda for the opening of the Salisbury Community Hub as detailed in this report (Item 2.1.1 Works and Services, 20 /05/2019) be endorsed.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The completion of the Salisbury Community Hub is a critical action in the City Plan 2030, and represents the significant commitment, vision and investment for the Salisbury City Centre and the community.
- 1.2 An opening month of events for the Salisbury Community Hub will celebrate the transformation of Salisbury City Centre as a vibrant and modern precinct and a place for all to experience and enjoy.

2. CITY PLAN CRITICAL ACTION

- 2.1 Deliver a new community hub in the Salisbury City Centre incorporating library, civic facilities, offices and commercial space to stimulate investment opportunities

3. CONSULTATION / COMMUNICATION

- 3.1 Internal
 - 3.1.1 General Manager Community Development
 - 3.1.2 Manager Community Planning and Vitality
 - 3.1.3 Manager Community Health and Wellbeing
 - 3.1.4 Team Leader Place Curation and Cultural Development

3.2 External

3.2.1 Salisbury Business Association

4. REPORT

4.1 An opening day event for the Salisbury Community Hub will launch and celebrate the transformation of Salisbury City Centre as a vibrant and modern precinct and a place for all to experience and enjoy.

4.2 Key objective of an opening is to invite the public to explore the new community hub with an open day showcasing the multi-level information learning area and integrated customer service, flexible purpose meeting rooms, café, function spaces, technology training suite and refurbished civic square with big screen.

4.3 Generating a buzz and excitement will attract community attention and provide promotional and media opportunities.

4.4 Secondary objective is to highlight existing City of Salisbury services and, programs, and to engage a broad section of the community in activities.

4.5 The Opening of the Hub will consist of three key parts;

- Pre opening activity week (programs, and mini pop up events with school visits and community activity prior to the official opening weekend)
- The Official Opening - beginning with the Mayors Christmas Cocktail function on Friday 29th November and a weekend of events over a Saturday (including integration with the Salisbury Christmas Parade, in consultation with SBA) afternoon, evening and Sunday
- Opening Month programs and activity - leading up to Christmas carols, Community celebrations and events.

4.6 Subject to the overall project schedule proposed dates are;

- Pre-Opening activity week - Beginning Monday 25th November 2019
- Official Opening - Friday 29th November, Saturday 30th November and Sunday 1st December 2019
- Opening Month - Monday 2nd December - Sunday 29th December 2019

4.7 The opening of the Hub will provide opportunities for the community to experience first-hand the key principles and the vision for the project brought to life:

- A catalyst for the future
- The community comes first
- A place to connect
- Adaptable, flexible and agile

5. PRE OPENING ACTIVITY WEEK

5.1 During this week a range of tours will take place as well as a range of engaging activities which highlight and showcase to the community how the spaces within the hub can be used.

5.2 The types of activities which will be scheduled include;

- History tours will also be running concurrently to the tours of the Salisbury Community Hub intended to provide information regarding the cemetery, and local historical identities.
- Schools tours will be scheduled, including a civic series of mock Council meetings
- A "Community Hub Club" launch will occur before the official opening and the purpose of the club is to generate excitement and anticipation regarding the opening, and to lock in participants for the various activities over the weekend.
- Through this week staff would collect information from participants to be include in a time capsule, articles would be entombed on Sunday as a part of the laser light show concluding the opening event. The concept for the time capsule is around collecting information thoughts feelings regarding the Community Hub for opening in 2030, the expected life of the hub.

6. OFFICIAL OPENING

6.1 The opening event key target audience is defined as community who live, work or play in the City of Salisbury including:

- Families
- Multicultural identity
- Defined age groups
- Local business community
- Existing and potential new customers

6.2 Secondary target audience includes

- Wider community who do not live, work or play in the City of Salisbury
- Investors and wider business community
- Media

6.3 Friday 29th November it is proposed that the Mayor host a Christmas cocktail function to celebrate the Hub opening. This would be substitute for the breakfast usually scheduled at this time of the year.

6.4 The Saturday 30th program would subject to Salisbury Business Association agreement, combine with the Christmas Parade, community activities including a multi faith blessing and Mayor's speech, live music, roving entertainment, performance, food, art and workshops, with the evening focused on special activities including light show and a family movie. Due to the timing and location, planning would be undertaken with the Salisbury Business association to complement the Christmas parade and Christmas Markets.

6.5 Sunday will be based around multicultural food and entertainment. Representation from a variety of invited multicultural groups for community celebration and performance would be blended into the program, as well as some professional entertainers and dance troupes.

6.6 Program would include information/entertainment in digital format on the big screen in the Civic Square and various digital mediums within the in the Hub.

- 6.7 Council Access & Inclusion Officer and the Office of Disability and Inclusion would provide feedback on the program to ensure people participating or accessing the event would have their needs considered.
- 6.8 To stagger demand, the program would provide a focal point for target audiences by offering free ticketed entertainment at various times throughout the day.
- 6.9 In addition to the program outlined below, regular tours would be provided post the opening day event to explain the history development and Community Hub functions, as well as to highlight the unique vision for the City Centre. Tours would be programmed across a series of weeks.
- 6.10 The Saturday evening program has a number of unique elements including;
- Time Capsule Entombment Ceremony (in the square)
 - Light Display
 - Family movie
- 6.11 A brief description of these elements is below.
- 6.12 Time capsule
- The content developed in the Opening week activities would form a part of the concluding day ceremonies encapsulating the community's experiences of the Hub upon opening.
- 6.13 Family movie
- The target audience for the family movie would be pre-teen children as this formula has proven to work for Salisbury Secret Garden in attracting whole families. A popular family movie would attract people to the Saturday evening and would be very low cost, a Christmas theme may be the best option given the parade in the morning.

6.14 *Draft Opening event Timetable*

Friday 29 November – Sunday 1 December

Salisbury Christmas Parade (10:30 am - 12:30 am) followed by;

1pm official opening street party (subject to SBA Agreement) and Community Day

Note timings may vary as pack down events mode will be required

- *(Need to be agreed with SBA)*
- *Street performances inside and outside square (science based)*
- *Café barista competitions and workshops*

Events Mode - Broadcast to Square

Indigenous Welcome to Country

Opening Ceremony with City of Salisbury Mayor and multicultural traditional music and professional dance groups

Civic Square

Multi Faith Blessing
Jewish, Hindu, Buddhist, Christian, Muslim, Sikh and Baha'i faiths represented
Civic Square

Civic Square
Dance Company Performance
Civic Square

Cultural Drumming Performance
Civic Square

Salisbury Community Hub Exhibition
Little Para Conference Rooms

Children's Performance
John Harvey Community Hall

Live Music (variety of community based performers)
Civic Square

Children's Storytime
Children's Area – Learning & Information

Karna living history and language classes

Learning & Information

Technology Workshop
Helen Barnes Training Room

Virtual Reality Demonstrations
Karna (Flexible) Rooms

Council Services & Programs Information Booths
Meeting Rooms 2/3/4/5

Street Performers (variety of performers)
Civic Square

Business Forum Series
Little Para Meeting Rooms/including breakout sessions

Evening program

Time Capsule Entombment Ceremony (in the square)
Laser Light Display
Family movie
6.30pm-8pm

Sunday 1st December - Food and Culture

(Christmas markets - To be agreed with SBA)

Multicultural food vendors through Johns street and the square
Civic Square -
11.00am

Community Multicultural performances Showcase
Civic Square

Cultural Drumming Performance
Civic Square

Salisbury Community Hub Exhibition
Little Para Conference Rooms

Children's Performance
John Harvey Community Hall

7. OPENING MONTH EVENTS AND PROGRAMS

7.1 A draft schedule of programs and activities has been produced to showcase the Hub elements across November and December. These are in draft and require further refinements based on the programming of the Hub, which is currently underway as part of the Operational Readiness projects being undertaken associated with the commissioning of the Hub facility.

7.2 Below is an indicative table of existing events for November and December. Importantly the programs over this period will intersect with some of the Salisbury Business Association events. To this end it is intended that staff commence discussions with the Association to develop the November/ December program.

| NOVEMBER | Date | Day | Comments |
|---------------------------------------|---------------|----------|--|
| Salisbury Food and Cultural Festival | 2-Nov | Saturday | www.salisburyba.com.au 10am - 4pm Salisbury City Centre |
| Melbourne Cup | 5 November | Tuesday | Affects participation at events in Salisbury |
| National Pharmacies Christmas Pageant | 9 November | Saturday | ntpageant.com.au Affects participation at events in Salisbury |
| Remembrance Day | 11 November | Monday | 11am Ceremony held at Salisbury War Memorial, Orange Ave. rslsa.org.au/Salisbury |
| White Ribbon Day | 22 November | | Corporate, delivered by People and Culture |
| Asbestos Victim's Memorial | 29 November | Friday | Ceremony held at Pitman Park. Call 8406 8238 |
| Community Hub Opening | 29 November | Friday | Mayors Cocktail Christmas function |
| Salisbury Christmas Parade | 30-Nov | Saturday | www.salisburyba.com.au 10.30am - 12.30pm Salisbury City Centre |
| Multicultural seniors celebrations | Late November | | Usually scheduled at this time – consideration to coincide with opening |
| Intercultural alliance celebrations | Late November | | Usually scheduled at this time – consideration to co- coincide with opening |
| Aged to perfection | Late November | | Exhibition – usually scheduled at this time |

| DECEMBER | | | |
|-------------------------------|-------------------------|-----------|--|
| 2nd Quarter Council Rates Due | 2/12/2019 | Monday | Affects customer service |
| Christmas Markets | 1 Dec | | Salisbury Business Association |
| Summer Reading Club | 1 Dec - 31 January 2020 | | Register at any City of Salisbury Library Branch www.salisburylibrary.sa.gov.au |
| International Volunteer Day | 5-Dec | Thursday | Usually scheduled at this time – consideration to co- coincide with opening |
| International Migrants Day | 18-Dec | Wednesday | Usually scheduled at this time – consideration to co- coincide with opening |
| Staff Christmas Function | TBC | | Usually scheduled at this time – |
| Volunteers Christmas Function | TBC | | Usually scheduled at this time – consideration to co- coincide with opening |
| Christmas Eve | 24 Dec | Tuesday | |
| Christmas Day | 25 Dec | Wednesday | Public Holiday |
| Proclamation Day Holiday | 26 Dec | Thursday | Public Holiday |
| New Year's Eve | 31 Dec | Tuesday | Public Holiday 1st |

8. KEY STAKEHOLDER ENGAGEMENT

8.1 Salisbury Business Association has been approached regarding timing of their planned activities and to seek support to work in collaboration around those activities if they coincide with the Hub opening. The SBA Executive Officer has indicated a willingness to work in collaboration if this is the case. The time frames are dependent upon the overall project schedule however staff will need to begin planning in order to deliver on the style and level/ range of activities outlined in this report.

8.2 Critical to the success of the event is liaison with the following key stakeholders to secure their participation. It will be important part of the events co-ordination to ensure that community groups are engaged early and have the opportunity to showcase their clubs, culture and develop performances.

- Kurna and RAP working group
- Salisbury Business Association
- ParaBanks
- Community groups from Vietnamese, Butan, Cambodian, Italian, Greek, Irish, Philippine etc
- NASSA schools
- Sporting Clubs
- Businesses and associations across Salisbury
- Stall holders
- Local History groups
- Anglican Church and local Churches
- Past Councillors
- Current Councilors

- State Government (who fund Libraries)
- Community Centers Associations
- Service Clubs

8.3 Salisbury Business Association is a key partner and it is proposed to engage them with a view to combining the opening and the Christmas Parade and Christmas Markets. It should be noted that this may limit the capacity and involvement of staff in the parade as they may be required to assist with the Hub opening preparations.

9. MARKETING AND PROMOTION

9.1 A marketing and promotional campaign will be developed as part of the overall opening project which will involve all forms of media, but concentrating on social media in particular to develop excitement and anticipation of the opening events.

10. BUDGET

10.1 The Official opening program is quite extensive and will require event co-ordination scheduling and resources to manage. The budget has been estimated on provision for specific new activities to be around \$50,000 to support the opening. This estimate is based on experience from the Para Hills opening and includes additional weekend staffing required to co-ordinate and deliver the event as well as a provision for a moderate amount of purchased entertainment (business workshops, performers show).

10.2 To put these estimates in context the budgets for Salisbury Plays are \$21,000 for a 4 hour event and Salisbury Secret Garden event which has a budget of \$85,000 over a 2.5 day period, but which also includes co-ordination of activity across other venues as well as some infrastructure. Additional staffing costs over the weekend and evening periods, required to operate the library and other staff within Council to support the event (for example Polaris business advisory to assist with workshops) will be met through existing budget capability.

11. CONCLUSION / PROPOSAL

11.1 The opening of the Salisbury Community Hub will celebrate the transformation of Salisbury City Centre from the vision to reality, as a vibrant and modern precinct and a place for all to experience and enjoy.

11.2 Proposed draft program would be inclusive of a number of target groups, be multicultural, fun, educational and inspire the community. This program of activities, performances and information occur in the following format;

11.3 Note that feedback regarding the opening event was sought from elected members at informal strategy in May and this will be incorporated into the opening program.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 13/05/2019

| | | | |
|------------------------|--|-------|------------|
| ITEM | 2.5.1 | | |
| | WORKS AND SERVICES COMMITTEE | | |
| DATE | 20 May 2019 | | |
| PREV REFS | Works and Services Committee | 2.5.3 | 21/01/2019 |
| | Corporate Admin Committee | 5.6.3 | 21/05/2002 |
| HEADING | Land Transfer Portion of Bolivia Crescent Drainage Reserve | | |
| AUTHOR | Tim Starr, Coordinator Property, City Infrastructure | | |
| CITY PLAN LINKS | 2.1 Capture economic opportunities arising from sustainable management of natural environmental resources, changing climate, emerging policy direction and consumer demands. 3.2 Have interesting places where people want to be. 4.4 Embed long term thinking, planning and innovation across the organisation. | | |
| SUMMARY | This report is to advise Council that public consultation has been completed in relation to a proposal to revoke the Community Land classification of a portion of Bolivia Crescent Drainage Reserve, and that no objections were received. Further to this it has been determined that the subject land was previously revoked of the classification as community land and therefore the proposed land transfer may proceed without further Ministerial approval. | | |

RECOMMENDATION

1. This information be received and noted
2. Council authorise the Manager Property and Buildings to proceed with exchanging a portion of Bolivia Crescent Overflow Drainage Reserve as delineated on the attached plan Proposed Land Swap Item 2.5.1 Works and Services Committee 20 May 2019 for a similar sized portion of land located at 985 to 1013 Port Wakefield Road.
3. The owners of Highway One Caravan Park as the applicant be responsible for all costs associated with the land transfer.

ATTACHMENTS

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

1. Attachment 1 - Proposed Land Swap

1. BACKGROUND

- 1.1 A report was presented to Council in January 2019 advising Council of an encroachment over a portion of Council owned land known as Bolivia Crescent Overflow Drainage Reserve and provided options to resolve this matter.

- 1.2 As the land now forms part of the developed caravan park, removal of the encroaching infrastructure is not the preferred option. The park owner has therefore requested to either purchase the land or swap a similar sized portion of land which is currently in their ownership and is located on the other side of the Bolivar Crescent Overflow Drainage Reserve
- 1.3 Council staff were consulted and there were no objections with the preferred option being the land swap. This option will mean Council's pipelines on the Northern side of the reserve are further within the reserve and it will provide better access off of Port Wakefield Road rather than having to drive over private land.
- 1.4 Council authorised staff to undertake a public consultation program for the purpose of revoking the Community Land Classification of the portion of land subject to the encroachment. It was further proposed that Council endorse a land exchange, swapping a portion of Bolivia Crescent Overflow Drainage Reserve for a similar sized portion of land owned by Highway One Caravan Park.

2. CONSULTATION / COMMUNICATION

- 2.1 Council staff from various divisions within Council were previously consulted with no objections received in regard to the proposal
- 2.2 External
 - 2.2.1 81 surrounding residents by direct mail out
 - 2.2.2 Advertisements placed in the Northern Messenger
 - 2.2.3 Advertisements placed in the State Government Gazette
 - 2.2.4 Notice appearing on Council's website

3. REPORT

- 3.1 At the conclusion of the public consultation no objections were received and an Application for Approval to Revoke Classification as Community Land was commenced for submission to the Minister.
- 3.2 When commencing the preparation of this application the land tenure was reviewed. The review determined that the current Certificate of Title Volume 5887 Folio 42 was issued on the 11th January 2003 which amended the title to include a notation that this land is subject to the easement(s) as provided for by Section 9 of the Natural Gas Authority Act 1967.
- 3.3 Prior to the issuing of the new title this land was described in Certificate of Title Volume 5434 Folio 427 which is now known as the parent title of Volume 5887 Folio 42 all matters affecting the land described in this title transfer to the new title.
- 3.4 At the commencement date of the Local Government Act 1999 (1 January 2000) all land (other than roads) owned by, or under the care and control of Council, became classified as Community Land (Section 193). Transitional opportunity however was also provided in the legislation (Section 193(1)(a)) to allow Council to exclude land from the classification, within a period of 3 years from the commencement date, subject to compliance with the following prescribed criteria:

- *Council may only exclude land from classification as Community land if “The land is unaffected by provisions of a reservation, dedication or trust or other instrument that would prevent or restrict its alienation” (Sect. 193 (1((b)))*
- 3.5 A Report was presented to Council in May 2002 which recommended that the land known as Bolivia Crescent Overflow Drainage Reserve as described in Certificate of Title Volume 5434 Folio 427 (the parent title) be excluded from classification as Community Land.
- 3.6 As the land known as Bolivia Crescent Overflow Drainage Reserve which is now described in Certificate of Title Volume 5887 Folio 42 was previously excluded from classification as Community Land there is no further requirement to report to the Minister and Council may now proceed to transfer the portion of land subject to the encroachment.

4. CONCLUSION / PROPOSAL

- 4.1 Having received no objections to revoking the subject portion of land during the recent public consultation process Council can proceed to transfer the portion of Bolivia Crescent Drainage Reserve as described in Certificate of Title 5887 Folio 42 in exchange for a similar sized portion of land situated at 985 to 1013 Port Wakefield Road as delineated on the attached plan Proposed Land Swap Item 2.5.1 Works and Services Committee 20 May 2019.

CO-ORDINATION

Officer: Executive Group
Date: 13/05/19

Attachment 1 – Proposed Land Swap



| | |
|------------------------|---|
| ITEM | 2.6.1 |
| | WORKS AND SERVICES COMMITTEE |
| DATE | 20 May 2019 |
| HEADING | Capital Works Report - April 2019 |
| AUTHOR | Christy Martin, Team Leader Project Support, City Infrastructure Works and Services |
| PREV REFS | 2.6.1 21/01/2019 Committee |
| CITY PLAN LINKS | 3.2 Have interesting places where people want to be. |
| SUMMARY | The following monthly status report and requests for amendments is presented to effectively manage the City Infrastructure Capital Works Program. |

RECOMMENDATION

1. Report be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

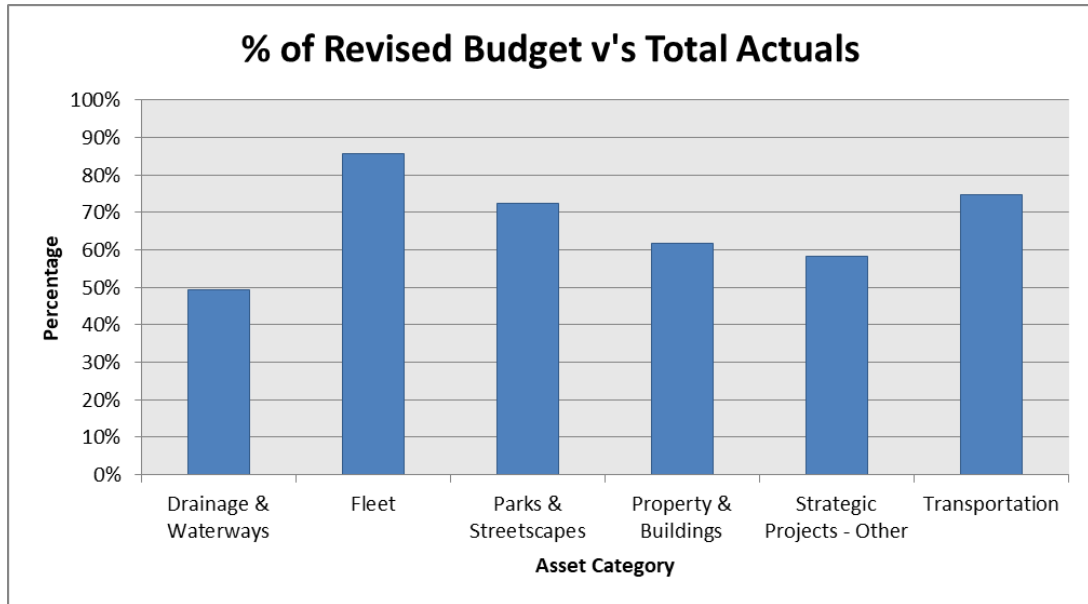
- 1.1 City Infrastructure is responsible for the capital works, associated plant and fleet, building, traffic and civil engineering services, landscape and environmental works. Specifically, these works involve project management, design specification development, construction and recurrent maintenance.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

2. CONSULTATION / COMMUNICATION



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

3. REPORT

3.1 The Capital Works Program continues to be progressively delivered resulting in achievements evident across the City. The scheduling of construction where possible is scheduled to minimize the impact. The following financial status is reflective of the current state of the program, which demonstrates the percentage of the current spent and/or commitments versus the revised budget, per asset category;



3.2 This level of financial activity can also be reflected as the following changes since the previous months status report;

| | | | | | | | |
|-------|---|-------------|-------|-------------|---|-------------|-------|
| Spend |  | \$5,715,811 | 14.3% | Commitments |  | \$1,257,382 | 14.6% |
|-------|---|-------------|-------|-------------|---|-------------|-------|

3.1 In total, in excess of 160 projects have been delivered and administered to project closure this financial year. With a further 80 scheduled for closure later this month. These values are consistent with this time of year and program delivery, with typically the last quarter of the financial year statistically demonstrating the most project movement.

Projects currently being delivered have moved from assets such as watercourse works to parks and streetscape in alignment with optimum weather conditions.

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

Amendment to Budget

PR22308 Walpole Road Residential Development

The Walpole Road Stage 3 (Boardwalk at Greentree) project budget contains a capital budget of \$124,000 for future monitoring and testing based on preliminary quotes provided by the Auditor. This budget requires transfer to City Infrastructure for ongoing management and conversion from capital to operating expenditure.

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

Include within the 2018/19 Third Quarter Budget Review a transfer of \$124k capital expenditure from Walpole Road Residential Development project to operating expenditure for ongoing site monitoring and audit.

Impact: Transfer of budget for ongoing monitoring and audit purposes.

Amendment to Budget

PR25059 Mawson Lakes Central CCTV

The application for 50% grant funding, \$40k, towards the Mawson Lakes Central CCTV, \$80k project was unsuccessful. Therefore it is proposed to include the associated budget adjustments within the 2018/19 Third Quarter Budget Review to reflect that this project no longer able to proceed.

Staff are currently reviewing community safety across the City of Salisbury and advice from SAPOL on community safety issues and measures for improving safety. Once this has been completed a policy position will be developed on CCTV provision and the priorities for delivery within the City which includes the Mawson Lakes area.

Noteworthy, CCTV cameras for the following community facilities still remain on track for delivery this financial year;

- Pooraka Farm Community Centre, Pooraka
- Pine Lakes Centre, Parafield Gardens
- Salisbury West Library, Salisbury Downs
- Jack Young Centre, Salisbury
- Salisbury Oval, Salisbury

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

Include within the 2018/19 Third Quarter Budget Review the budget adjustments due to unsuccessful funding associated with PR25059 Mawson Lakes Central CCTV.

Impact: Return of Council funds due to unsuccessful grant application

4. FOR INFORMATION

Recent Completions



AGH Cox Reserve,
Parafield Gardens,
Fitness Equipment



Malinya / Wildwood Drive, Salisbury Park,
Traffic Modification



Reg Groth Reserve, Parafield
Gardens, Fencing,
Club/Sporting Facilities
(Minor Capital Grants Program)

Recent Completion



Approximately 82 metres of boardwalk was replaced within Greenfields Wetlands



5. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: Executive Group
Date: 08/04/2019

| | | | |
|------------------------|--|-----|------------|
| ITEM | 2.7.1 | | |
| | WORKS AND SERVICES COMMITTEE | | |
| DATE | 20 May 2019 | | |
| PREV REFS | Works and Services Committee | 0.0 | 21/01/2019 |
| HEADING | Traffic Management Solutions - Jessie Road and Tracey Avenue, Paralowie | | |
| AUTHOR | Tony Calandro, Senior Traffic Engineer, City Infrastructure | | |
| CITY PLAN LINKS | 3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.1 Strengthen partnerships that enable us to better address our community's priorities. | | |
| SUMMARY | This report provides results of traffic investigation along Jessie Road and Tracy Avenue. | | |

RECOMMENDATION

1. That Council note the following:
 - a. Council's Transport Team to consult with residents of Paralowie regarding the installation of Pavement Bars at specific sites along Jessie Road during the next financial year.
 - b. Council's Transport Team will investigate the installation of Pavement Bars at the Tracey Avenue T-Junction, and also at the Lukin Avenue & Winston Avenue staggered T-Junction which is subject to the outcome of community consultation.
 - c. The work for road safety improvements along Jessie Road as shown on the attached Locality Plan will be undertaken as part of the Minor Traffic Program in 2019/20.
 - d. In the interest of general road safety, Council's Transport Team will continue to liaise with SAPOL to undertake surveillance of traffic behaviours at these locations.

ATTACHMENTS

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

1. A Locality Plan (Approximate Scale 1 : 2500 @ A4 Size) for Jessie Road and Tracey Avenue at Paralowie.
2. Example of the installation of a Pavement Bar Layout at a typical T-Junction.
3. Example of a Pavement Bar Layout installed along a curvilinear section of roadway.

1. BACKGROUND

- 1.1 This report arises from concerns expressed by local residents about the perception of vehicles speeding along both Jessie Road and Tracey Avenue at Paralowie.
- 1.2 Jessie Road between Burton Road & Caulfield Crescent at Paralowie is a typical long street circa 1970's, consisting of six (6) T-Junctions along a straight alignment of approximately 550 metres in length.
- 1.3 The overall road alignment of Tracey Avenue which starts at the Jessie Road T-Junction and ends with a cul-de-sac treatment is also similar in length, and consists of a right-angle road bend and a number of T-Junctions (please refer to the attached Locality Plan).
- 1.4 From a review of existing T-Junctions, sight-distance is not an issue which lends weight to the perception that there are no issues under normal circumstances other than "hoon driving" is leading to safety concerns along Council's road network.
- 1.5 As part of the investigation process staff in the Transport Team have undertaken the collection of traffic data for the purpose of reviewing the Annual Average Daily Traffic (AADT) Volumes & Vehicle Speeds along both these local roads.
- 1.6 This statistical information provides staff with the ability to determine the extent and nature of any specific problem along with the time of day when this occurs, which also enables Council to inform SAPOL of patterns around "hoon driving".
- 1.7 In turn this provides one of the means for delivering an appropriate level of traffic management for these local roads, if intervention is required.
- 1.8 In addition to action from SAPOL at this location, Council's Traffic Group will also select a suitable Local Area Traffic Management (LATM) Treatment based on the vehicle speeds recorded along both Jessie Road and Tracey Avenue.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 N/A
- 2.2 External
 - 2.2.1 South Australia Police (SAPOL) - Parks Police Station, Ottoway

3. REPORT

- 3.1 Based on analysis of the specifically collected traffic data it was identified that the general traffic operation does not give cause for concern and the majority of motorists are travelling along both Jessie Road and Tracey Avenue within an acceptable range of the default urban 50 km/h speed limit.
- 3.2 At present, Annual Average Daily Traffic (AADT) Volumes are in the order of 1032 to 1290 vehicles per day and the recorded 85th percentile speeds of vehicles along the length of Jessie Road was 56 km/h.
- 3.3 Similarly, Annual Average Daily Traffic (AADT) Volumes are in the order of 168 to 184 vehicles per day and the recorded 85th percentile speeds of vehicles along the length of Tracey Avenue were between 43 & 46 km/h.

- 3.4 It is apparent that a minority group of irresponsible motorists, travelling at higher speeds, otherwise referred to as “hoon drivers” are present.
- 3.5 At present, Council’s Transport Team has already provided this data to SAPOL seeking their assistance in addressing the “hoon driver” activity.
- 3.6 SAPOL can be further assisted in this matter if residents report to SAPOL any incident of concern as this also assists in the intelligence gathering process.
- 3.7 However and in response to these results from the statistical data and for the purpose of regulating vehicle speeds along Council’s local roads network, it is recommended that Pavement Bars are used in this instance as a low cost type treatment.
- 3.8 Pavement Bars are generally used either at T-Junctions or along a curvilinear section of roadway.
- 3.9 In the case of a curvilinear road alignment a major benefit is that the vehicle speed is limited by controlling the width of road available around the curve.
- 3.10 Alternatively, at either a T-Junction or an Intersection they control vehicle travel paths ensuring that turns are predictable and on the correct side of the road.

4. CONCLUSION / PROPOSAL

- 4.1 Based on the results of the recently collected traffic data for both Jessie Road & Tracey Avenue, it has been identified that the general traffic behaviours do not give cause for concern and the majority of motorists are travelling within an acceptable range for the applicable default urban 50 km/h speed limit.
- 4.2 Because average vehicle speeds are within this acceptable range of between 50 km/h & 60 km/h, the installation of major traffic control devices in series as part of an overall traffic management strategy along both Jessie Road & Tracey Avenue are not required.
- 4.3 However given the long length of straight road along Jessie Road, Council’s traffic staff will investigate the installation of Pavement Bars at the Tracey Avenue T-Junction, and also at the Lukin & Winston Avenue Staggered T-Junction which will be subject to the outcome of community consultation.
- 4.4 It is expected that this road safety improvement work along Jessie Road, as shown on the attached Locality Plan, will be undertaken as part of the Minor Traffic Program in 2019/20.
- 4.5 Council is also continuing to liaise with SAPOL to monitor and enforce urban speed limits within the Paralowie area.

CO-ORDINATION

Officer: GMCI
Date: 08/05/2019

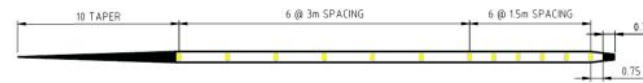


Item 2.7.1 - Attachment 1 - A Locality Plan (Approximate Scale 1 : 2500 @ A4 Size) for Jessie Road and Tracey Avenue at Paralowie.



INSTRUCTIONS:

1. INSTALL PAVEMENT BAR LAYOUT AS SHOWN
2. INSTALL - 125 METRES OF NEW CONTINUOUS YELLOW 'NO STOPPING' LINEMARKING



NOTES:

1. ALL SIGNAGE AND LINE MARKING TO BE IN ACCORDANCE WITH AS1742 AND THE CODE OF PRACTICE FOR THE INSTALLATION OF TRAFFIC CONTROL DEVICES IN SA.
2. ALL PAVEMENT MARKINGS TO BE REFLECTIVE FOR NIGHT TIME VISIBILITY.
3. ANY EXTRA LINE MARKING TO BE ADDED OR REMOVED IS TO BE DIRECTED BY THE SITE OPERATOR
4. SERVICE LOCATION TO BE CARRIED OUT PRIOR TO THE INSTALLATION (OR RELOCATION) OF NEW SIGNAGE

| LINE TYPE LEGEND | | | DIMENSIONS | | |
|------------------|----------------------|--------|------------|-----|-------|
| PATTERN | NAME | CLOUR | LINE | GAP | WIDTH |
| | NO STOPPING LINE | YELLOW | -- | -- | 100mm |
| | SEPARATION LINE | WHITE | -- | -- | 100mm |
| | RAISED PAVEMENT BARS | YELLOW | -- | -- | -- |

PLAN
SCALE 1:250

| REVISIONS AND ISSUES | | | |
|----------------------|---------------------|------------|----------|
| REV | ISSUE/DESCRIPTION | DATE | APPROVED |
| A | PAVEMENT BAR LAYOUT | 21/11/2017 | MM |

| DRAWING SHEET DETAILS | |
|-----------------------|--|
| ORIGINAL SHEET SIZE | A1 |
| SCALES USED | 1:250 |
| COORDINATE SYSTEM | MGA94 |
| CAD FILE NAME | SCHOLES AVENUE BUCKLAND STREET PARAFIELD GARDENS - PAVEMENT BAR LAYOUT.DWG |
| PR No. | ##### |



APPROVED _____
NAME **DAMEON ROY**
MANAGER TECHNICAL SERVICES
DATE _____



| DESIGN VERIFICATION | | | |
|------------------------------------|----------------|-----------|------|
| DESIGN TITLE | NAME | SIGNATURE | DATE |
| SURVEYOR | - | | |
| CIVIL DESIGNER | - | | |
| TEAM LEADER CIVIL DESIGN & TRAFFIC | JASON TAMAS | | |
| SENIOR TRAFFIC ENGINEER | TONY CALANDRO | | |
| TEAM LEADER LANDSCAPE DESIGN | CRAIG JOHANSEN | | |
| LANDSCAPE DESIGNER | | | |
| SENIOR ASSET & PROJECT ENGINEER | PETER STOKES | | |
| MANAGER PROJECTS | JOHN HUTTON | | |

SCHOLES AVENUE / BUCKLAND STREET
PAVEMENT BAR LAYOUT
PARAFIELD GARDENS

PLAN No. ##### SHEET 01 A REV

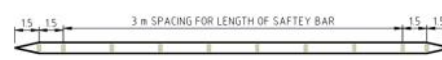


INSTRUCTIONS:

1. INSTALL PAVEMENT BAR LAYOUTS AS SHOWN
2. POSITION OF PAVEMENT BARS TO ACCOMMODATE EXISTING DRIVEWAYS
3. INSTALL 150 METRES OF CONTINUOUS YELLOW "NO STOPPING" LINEMARKING (INCLUDE DRIVEWAYS)
4. INSTALL 10 METRES OF SOLID WHITE "SEPARATION" LINEMARKING

NOTES:

1. ALL SIGNAGE AND LINE MARKING TO BE IN ACCORDANCE WITH AS1742 AND THE CODE OF PRACTICE FOR THE INSTALLATION OF TRAFFIC CONTROL DEVICES IN SA
2. ALL PAVEMENT MARKINGS TO BE REFLECTIVE FOR NIGHT TIME VISIBILITY
3. ANY EXTRA LINE MARKING TO BE ADDED OR REMOVED IS TO BE DIRECTED BY THE SITE OPERATOR
4. SERVICE LOCATION TO BE CARRIED OUT PRIOR TO THE INSTALLATION (OR RELOCATION) OF NEW SIGNAGE



TYPICAL PAVEMENT BAR DETAIL
NOT DRAWN TO SCALE

| LINE TYPE LEGEND | | | DIMENSIONS | | |
|------------------|----------------------|--------|------------|-----|-------|
| PATTERN | NAME | CLOUR | LINE | GAP | WIDTH |
| | NO STOPPING LINE | YELLOW | -- | -- | 100mm |
| | SEPARATION LINE | WHITE | -- | -- | 100mm |
| | RAISED PAVEMENT BARS | YELLOW | -- | -- | -- |

PLAN
SCALE 1:250



| REVISIONS AND ISSUES | | | |
|----------------------|---------------------|------------|----------|
| REV | ISSUE/DESCRIPTION | DATE | APPROVED |
| A | PAVEMENT BAR LAYOUT | 21/04/2017 | MM |

| DRAWING SHEET DETAILS | |
|-----------------------|---|
| ORIGINAL SHEET SIZE | A1 |
| SCALES USED | 1:250 |
| COORDINATE SYSTEM | MGA94 |
| CAD FILE NAME | ST CLAIR AVENUE PARA HILLS - PAVEMENT BAR.DWG |
| PR No. | ##### |

APPROVED _____
NAME **DAMEON ROY**
MANAGER TECHNICAL SERVICES
DATE _____



| DESIGN VERIFICATION | | | |
|------------------------------------|----------------|-----------|------|
| DESIGN TITLE | NAME | SIGNATURE | DATE |
| SURVEYOR | - | | |
| CIVIL DESIGNER | - | | |
| TEAM LEADER CIVIL DESIGN & TRAFFIC | JASON TAMAS | | |
| SENIOR TRAFFIC ENGINEER | TONY CALANDRO | | |
| TEAM LEADER LANDSCAPE DESIGN | CRAIG JOHANSEN | | |
| LANDSCAPE DESIGNER | | | |
| SENIOR ASSET & PROJECT ENGINEER | PETER STOKES | | |
| MANAGER PROJECTS | JOHN HUTTON | | |

ST CLAIR AVENUE
PAVEMENT BAR LAYOUT
PARA HILLS

PLAN No. ##### SHEET 01 A REV

| | | | |
|------------------------|---|------|------------|
| ITEM | 2.7.2 | | |
| | WORKS AND SERVICES COMMITTEE | | |
| DATE | 20 May 2019 | | |
| PREV REFS | Council | NOM1 | 23/04/2019 |
| HEADING | Bin Stickers - Speed Limits | | |
| AUTHOR | Tony Calandro, Senior Traffic Engineer, City Infrastructure | | |
| CITY PLAN LINKS | <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>4.1 Strengthen partnerships that enable us to better address our community's priorities.</p> | | |
| SUMMARY | <p>This report is in response to a recent Council resolution seeking Administration to investigate and report back to Council on the printing of stickers designed to remind motorists of a range of speed limits in local areas and alert them that children are present in the vicinity. The report includes advice on costs for printing and distribution of the "50 km/h when Children are Present" Bin Stickers.</p> | | |

RECOMMENDATION

1. That Council endorse a wider road safety campaign incorporating the re-printing of four (4) types of bin stickers with a "50 km/h urban speed limit in local streets" graphic design to remind motorists that children are present together with an appropriate social media campaign for a cost of \$25,000 to be funded from the 2020/21 budget.
2. Should Council endorse the rollout of this wider road safety campaign, appropriate communication strategies are to be used to promote the campaign.

ATTACHMENTS

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

1. The graphic design layouts for the four (4) types of bin stickers.

1. BACKGROUND

- 1.1 This report has been prepared regarding Council to consider the printing of stickers designed to remind motorists of a range of urban speed limits in local areas and alert them that children are present in the vicinity.

- 1.2 The following Motion on Notice was endorsed at the 27 April 2019 Council Meeting:

7.1 Motion on Notice – Bin Stickers

A report be prepared for Council to consider the printing of stickers designed to remind motorists of a range of speed limits in local areas and alert them that children are present in the vicinity. The report includes advice on costs for printing and distribution of the “50 km/h when Children are Present” Bin Stickers.

Resolution No. 0146/2019

- 1.3 This report includes advice on the cost for printing and also the process for the distribution of these bin stickers with the graphic design road safety message of “50 km/h when Children are Present”

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 The graphic design layouts of the four (4) types of bin stickers with various road safety messages are to be presented to the Elected Members.

2.2 External

- 2.2.1 Subject to approval from Council’s Elected Members, these bin stickers are to be distributed to the residents of the City of Salisbury in the interest of improving both cycling/pedestrian & road safety.

3. REPORT

- 3.1 The City of Salisbury has had a keen interest in local road pedestrian & road safety, and developed our own waste bin sticker and distribution program during the 2010/2011 financial year.
- 3.2 This combined pedestrian & road safety initiative involved the development of an A3 size waste bin sticker featuring four (4) types of graphic design layout in Council’s corporate colours which are blue, white and yellow as attached.
- 3.3 In regards to the original distribution and use of these waste bin stickers which commenced during 2010/2011, please be advised that:
- 3.3.1 Each residential household was supplied one (1) sticker only per standard “wheelie” waste bin.
- 3.3.2 Because these stickers do not have legal significance, they provide a road safety message only.
- 3.3.3 These stickers were available to residents with properties along Council’s local roads network which are subject to the default urban 50 km/h speed limit.
- 3.3.4 These stickers were to be attached to waste bins placed out on roads where the 50 km/h speed limit is applicable, and were not used along major or sub-arterial roadways where higher speed limits apply.

- 3.3.5 It was observed by staff during the distribution of the bin stickers to residents that wheelie bins placed at the road kerb side displaying these stickers with the “50 km/h urban speed limit in local streets” were being placed on roads with sign-posted speed limits of 60km/h or greater causing driver ambiguity in relation to speed limits along a particular road or street, so care has to be taken in the education program and the distribution.
- 3.3.6 Residents were advised that this type of road safety message sticker should be placed on the right-hand side of their bin when facing the road so that it is visible to vehicles approaching from the right.
- 3.3.7 The local residents of the City of Salisbury were responsible for applying these A3 size stickers to their domestic waste bins with over 5000 distributed.
- 3.4 In response to this request from the Elected Members, Council could consider the re-printing of the bin stickers which had four different design types including reminders of 50 km/hr, and children present.
- 3.5 An indicative cost is \$5.00 per self-adhesive vinyl A3 size sticker, which is a digital print with a clear over-laminate for external use/outdoor applications.
- 3.6 This value per A3 size bin sticker equates to a total amount of \$25,000 + GST for an order of 5,000 units.
- 3.7 Once printed and similar to the first release of this road safety initiative, the distribution of these bin stickers to local residents will be advertised in relevant print media, e.g. the “Northern Weekly” Messenger Newspaper and also Council’s “Salisbury Aware” Magazine and also on Council’s Social Media.
- 3.8 Distribute the bin stickers, could be to Council’s Customer Services Unit at the main office, and also at various Community Centres’.
- 3.9 Because wheelie bins are typically at road kerb side on designated “bin days” only and for a short time period, it is likely that the advertising of this road safety message has minimal impact on driver behaviour going past certain locations. However, the sticker does reinforce the message to the resident and associated family that are putting the stickers on, and may have some value for the community.
- 3.10 Due to the number of bins placed at the road kerb side on designated bin days along any road or street where a high number of stickers were on display, it was reported back to Council that this caused drivers to experience “information overload” in some cases with the road safety messages displayed on these bin stickers becoming “saturated”, reducing their effectiveness to influence driver behaviour and remind motorists of the default urban 50km/h speed limit that operates along local roads.
- 3.11 If Council decides to progress with this bin sticker idea it is considered that it should be done as an additional road safety initiative, rather than a replacement of existing initiatives.
- 3.12 It is also important to note that there was a very slow up-take of the last batch of these advisory stickers by local residents. Consequently, additional or regular promotion of the availability of these stickers may be required.

4. CONCLUSION / PROPOSAL

- 4.1 Reinforcement of Traffic Safety messages is important to the local Community. Bin stickers have been shown to have limited effect and should be considered as an additional initiative on top of a range of other initiatives to improve road safety.
- 4.2 A range of different design options for the bin stickers were prepared some years ago, and it is suggested that these would be as effective as other design options, while saving the cost of redesign.
- 4.3 The very slow up-take by local residents for the distribution of Council's waste bin stickers some years ago demonstrated a lack of interest from the community in participating, or a low level of awareness. Consequently, a greater marketing effort is suggested if Council decides to proceed with this initiative.

CO-ORDINATION

| | | |
|----------|--------|-----------------|
| Officer: | GMCI | Executive Group |
| Date: | 8.5.19 | 13.05.19 |



Item 2.7.2 - Attachment 1 - The graphic design layouts for the four (4) types of bin stickers.

Item 2.7.2 - Attachment 1 - The graphic design layouts for the four (4) types of bin stickers.





Item 2.7.2 - Attachment 1 - The graphic design layouts for the four (4) types of bin stickers.

Item 2.7.2 - Attachment 1 - The graphic design layouts for the four (4) types of bin stickers.



| | |
|------------------------|---|
| ITEM | 2.9.2 |
| | WORKS AND SERVICES |
| DATE | 20 May 2019 |
| HEADING | Salisbury Community Hub Cafe Lease - update on commercial negotiations |
| PREV REFS | Works and Services Committee 2.9.1 18/03/2019 |
| AUTHOR | Karen Pepe, Manager Property and Buildings, City Infrastructure |
| CITY PLAN LINKS | 1.2 Be the place of choice for businesses to invest and grow within South Australia, nationally and internationally. 1.3 Have a thriving business sector that supports community wellbeing, is globally oriented and creates job opportunities. |
| SUMMARY | Council had previously resolved Blanco Horner as the preferred café operator for the new Salisbury Community Hub (SCH). This report outlines the outcomes of further negotiations undertaken with them including commercial terms and recommends that Council enters into a lease with them to operate the café at the Community Hub. |
| RECOMMENDATION | <ol style="list-style-type: none">1. The report be received and noted.2. That Council enter into a lease agreement with Blanco Horner under the terms and conditions outlined in sections 3.3 and 3.4 of this report.3. That consistent with commercial retail leasing practice and to ensure longer term retention of café fixtures by Council, the café fit out be funded by Council as outlined in section 3.5 of this report.4. Pursuant to Section 91(7) of the Local Government Act 1999, it is recommended that the report, attachments, presentation, discussion, recommendations and minutes for this item will remain confidential and not available for public inspection until 15 May 2020.5. Pursuant to Section 91(9)(c) of the Local Government Act 1999, the power to revoke the order under Section 91(7)(a)&(b) prior to any review or as a result of any review is delegated to the Chief Executive Officer. |

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 Colliers International (Consultant) was appointed in line with the procurement framework to undertake the Request for Proposal (RFP) process on behalf of the

City of Salisbury to select the most suitable café operator for the Community Hub, based on Council endorsed criteria. They were engaged to use their expertise and contacts in the market to undertake the process, negotiation and appointment of a café operator.

- 1.2 An open market approach was undertaken by the Consultant. A 'Request for Proposal Commenced on the 21 November 2018 for a period of 53 business days and closed on the 1 February 2019.
- 1.3 Evaluation criteria used during the assessment is as follows:

| Evaluation Criteria | Weighting |
|--|--------------|
| Social Enterprise & Social Outcomes/Northern Benefit - contributors to social inclusion, generators of employment, provide value to the community (see RFP item 6) | 20.0% |
| Capability - history and experience as an operator, any current or previous cafes they have run, continuity of providing café services, their brand/business | 30.0% |
| Café offering - product, menu, marketing, fit out design and the operating business model | 20.0% |
| Commercial lease terms being offered including the lease fee and the ability to meet Council's time frames | 15.0% |
| Financial position of the café operator business | 15.0% |
| TOTAL SCORE | 100% |

- 1.4 Initial negotiations with selected Café Operator(s) were based on the following information and documents:
- The vision of the Salisbury Community Hub café operation to be in line with the City of Salisbury's desired outcomes
 - Willingness and ability to cohesively work with the City Of Salisbury during the design phase and can demonstrate a design/fit-out that will complement the Salisbury Community Hub building
 - Offers a variety of food and beverage items of a high standard with quality customer service to staff and the community who visit the hub;
 - Can offer the appropriate opening/trading hours;
 - Endeavours to utilise ecologically sensitive containers and minimize waste
 - Can ensure the long-term sustainability and viability of the café
 - Can provide details on social benefit and Northern Adelaide outcomes
 - Ability to commence fit-out late July 2019 and open for trade on the commencement of Council's operations
 - Acceptance of Agreement for Lease Document
 - Ability to provide required Public Liability Insurances

- Ability to provide to the City of Salisbury Police Checks for all staff members and operators; and
 - Ability to provide appropriate guarantees for the performance of the lease.
- 1.5 Two submissions were received and were evaluated by the panel using the criteria outlined in section 1.3. BH scored more highly overall by the panel. A recommendation was made to Council in March 2019 to continue negotiations with BH.
- 1.6 At the meeting held on 25th March 2019 Council resolved:
- 1.6.1 *This report be received and noted.*
- 1.6.2 *Endorse Blanco Horner as the preferred café operator for the Salisbury Community Hub and that negotiations continue with them including commercial terms and present this back to Council for final endorsement.*
- 1.6.3 *These negotiation principles will be:*
- *Hours of operation*
 - *Social benefits provided*
 - *Fit out costs and ownership of fit out*
 - *Environmental benefits from operations*
 - *Financial terms, such as share of revenue from a base fee, or just a set fee*
 - *Operational on Day 1 of the Hub*
 - *5 year lease term*

Resolution Number: 0129/2019

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
- 2.1.1 Executive Group
- 2.2 External
- 2.2.1 Colliers International
- 2.2.2 Blanco Horner

3. REPORT

- 3.1 As reported to Council in March 2019 Colliers have advised that the current retail market conditions, as well as other considerations for the new hub, are as follows:

The market is currently a tenants market and this will mean that incentives such as rent free periods, contributions full or some towards the Lessee's fit out or rent payable that is not at the full market rate will need to be considered

For a kiosk type tenancy of approximately 25 square metres a market rent will be in the vicinity of \$20k pa (gross lease).

The café operator would be looking to achieve sales of \$5,000 to \$7,000 per week to support this rental

Rent free period whilst fitout being undertaken

The size and type of the operation is limited due to the tenancy size and lack of full commercial kitchen facilities within the leased area. This in turn limits the sales that are achievable and the viability / rent for the space

The alfresco area is considered essential

A servery window to the tenancy to serve externally is considered a benefit

The entry points and access to the tenancy and proposed counter areas must be good – no point in creating barriers

- 3.2 Further discussions have taken place between the Consultant and Blanco Horner (BH) with input from staff to further negotiate commercial terms of the lease as well as the expected social outcomes which was one the café principles endorsed by Council in July 2018.

3.3 Commercial Negotiations

- 3.3.1 Base Rental - \$26,000 per annum plus GST (net lease plus all outgoings) with the rental to be paid monthly in advance on the 1st day of each month. It is noted that if the lease commences on a different day of the month this will be calculated at a daily rate (pro-rated) and charged until the end of the month so rent can commence on the 1st of each month and so on. This will commence when BH commence trading which will be the day the building becomes fully operational.
- 3.3.2 The rent that has been negotiated is considered to be above current market rental conditions and what had been advised by the Consultant. This was further tested by the Request for Proposal process and going out to the open market.
- 3.3.3 BH did not want to offer a gross % of turnover as their rent. This type of rental is not normal practice with this type of tenancy and generally within the retail industry unless there is some uncertainty on income generation or there is larger retail spaces being leased such as department stores and they don't want to pay a per square metre rate.
- 3.3.4 Rent review – annual CPI increases.
- 3.3.5 Lease term – 5 years with no right of renewal. Please note that under the Retail & Commercial Leases Act 1995 if the Lessor (in this case Council) proposes to re-let the premises it must reoffer a lease to the existing lessee (BH) if they want a renewal or extension of the term. Council would have to give preference to BH over other possible lessees of the premises. However Council is not obliged under the act to if:
- (a) Council reasonably wants to change the tenancy mix in the retail shopping centre; or
 - (b) BH has been guilty of a substantial breach or persistent breaches of the lease; or
 - (c) Council requires vacant possession of the premises for the purposes of demolition or substantial repairs or renovation; or

- (d) Council:
- does not propose to re-let the premises within a period (the *relevant period*) of at least 6 months from the end of the term; and
 - requires vacant possession of the premises for the Council's own purposes during the relevant period (but not for the purpose of carrying on a business of the same kind as the business carried on by BH); or
- (e) the renewal or extension of the lease would substantially disadvantage the Council; or
- (f) BH's right of preference is, in the circumstances of the case, excluded by regulation.
- 3.3.6 Outgoings – BH will pay their proportionate share of outgoings (as assessed). This includes council rates, SA Water Rates, ESL (if applicable) and the Salisbury Business Association levy. This is based on the lettable area occupied.
- 3.3.7 Utility charges – BH will be responsible for the payment of direct costs, including but not limited to electricity, gas, water, telephone and other consumables.
- 3.3.8 Lease Commencement is expected to be the handover date to them or the commencement of trade whichever is sooner. The date is to be confirmed. Rent will not be charged during the fitout period which is normal market commercial conditions.
- 3.3.9 Fitout – (more detail in 3.5). A fit out includes all the joinery and equipment. Council to install all the joinery only in the café area (not marshalling room) and BH will be responsible for all other equipment for example fridges, display cabinets, oven etc. This was to be expected as not only did BH indicate their preference from the outset but it is also common practice in the commercial retail market for Lessees to receive incentives as part of their lease arrangements.
- 3.3.10 Signage – BH have dedicated signage as per the RFP document but is still subject to Council approval.
- 3.3.11 Cleaning – BH is responsible for cleaning of its leased areas together with cleaning of the tables used by patrons in the building and a proportionate share of rubbish removal.
- 3.3.12 Air conditioning – Council will be responsible for the costs of servicing and maintenance, as well as the operating costs as the air conditioning services the whole building and there is no area exclusive to the café lease.
- 3.3.13 Core trading hours – these will be as outlined in the RFP document but commencement at 8.30am rather than 8.00am. BH have agreed to closing at the requested time in the RFP of 5:00pm Monday to Friday and 4:00pm on Saturday and Sunday. BH may trade longer hours by negotiation and with Council's approval. BH have also asked that a

clause be included in the lease agreement providing them with the ability to negotiate with Council to reduce or amend the trading hours on the weekend if sales performance do not warrant being open after a minimum of 3-6 months trading history. This is considered to be a reasonable request. BH have indicated that if sales are viable they will open extended hours over the weekend. In many respects this will be partly dependent on Council ensuring that the Civic Square and Hub are open and activated during weekends.

- 3.3.14 Payment of an unconditional bank guarantee equal to 6 months rent. After a period of 12 months and if BH have not had any breaches of the lease this can reduce down to 3 months rent.
- 3.3.15 Lease documentation to be prepared by Council's lawyers with each party paying 50% of the costs.

3.4 Social Benefits

- 3.4.1 A key requirement of the café has been the requirement of the operator to contribute social benefits and not just run a commercial operation.
- 3.4.2 It was expected that the café operator will create social benefits underpinned by goals around participation and inclusion and they were asked to provide sufficient details in their proposal to demonstrate this.
- 3.4.3 BH when putting in their submission and the subsequent interview spoke in detail to the evaluation panel regarding their social responsibility to the catering industry; citing local recruitment, traineeships, school based work experience opportunities which they provide at venues that they operate from. In addition to this they were able to confidently speak about long term employees who started with the company and are now in management or have progressed to higher levels within the company over time. They were keen to explore working with local suppliers, and service clubs through the region. They had already thought about and had identified management staff to operate the café and who were also from the northern region. They understood the need to link with the local community in terms of marketing and product development. They were keen to look at locally based partnerships that would promote the business as well as provide opportunities for local engagement. In addition to this they had many corporate partners which they could bring to the City of Salisbury in partnership with them which is a value add to the SCH.
- 3.4.4 A meeting was held with Manager Property & Buildings, GM City Infrastructure and Community Development and BH to further explore the social outcomes and both parties agreed to undertake the following:

3.4.4.1 Local Employees

- Labour to be utilised from the Northern region with preference given to City of Salisbury residents and to target at least 50% of the operating hours of the café. Operationally this may not be met due to sick leave or other absences.

- Northern region can be defined as broader region taking account the areas of Playford/Gawler and Port Adelaide Enfield.
- This to be reported on quarterly including reasons why the target of 50% has not been met (if applicable).

3.4.4.2 *Local supply of product*

- Demonstrated sourcing of products from local suppliers or northern region.
- Sourcing of produce from Community Gardens within the City of Salisbury area (City of Salisbury will set up introductions with key people).
- They can be used at times to run certain promotions or sustainable food practices such as preserving/pickling or anything else.
- Allow a settling in time period of 12 months.
- This is to be reported quarterly and to include types of suppliers, promotions or sustainable food practices.
- This can be included for Blanco Horner to provide a positive message of promotion to the media

3.4.4.3 *Commitment to Training*

- Identification of training and development opportunities, with local high schools within 6 months of operations (VET).
- Identification of work experience opportunities (including youth), offering and commitment to undertake within 12 months (from operations commencement/ coincide with school year). This can be in partnership with organisations such as TAFE.
- Identification and promotion of job opportunities elsewhere in the business to people within the northern region.
- Inclusion of at least 1 trainee to the operations within 12 months of commencement.
- Assistance for training of Twelve 25 baristas (City of Salisbury to facilitate/ assist in co-ordination).
- City of Salisbury can assist to provide contact details of private training provider/s.
- This is to be reported on quarterly.

3.4.4.4 General

- Promote positive media opportunities
- BH is to provide contacts/facilitate good news stories for local suppliers, local employment and training.

3.4.5 These requirements match the social benefits principles set by Council and will be included in the lease agreement and have clear performance indicators with reporting requirements.

3.5 Fitout

3.5.1 A fit out of the leased area includes all the joinery and equipment, as well as service connections. As part of the BH's original submission they requested that Council provide the complete fit out at Council's full cost.

3.5.2 Further discussions have been held in relation to the fit out and it was further negotiated with BH that they pay for the purchase and installation of all equipment. This includes fridge/s, freezer/s, coffee machine/s, display cabinets, cutlery, glassware etc. BH as part of the design will need to provide details of this for approval and before commencing any works. They will own all the equipment and are liable for ongoing maintenance/replacement.

3.5.3 BH has requested that Council pay for the fit out design and installation which includes the joinery, plumbing and electrical works. BH will work with Council to design a functional fit out that will work cohesively with the Community Hub and Civic Square. Council will own this fit out (not BH's equipment) which will mean a seamless transfer to a different café operator if required and less interruption to service. Consequently, it is not unreasonable for Council to pay for the joinery. If a Lessee owns the fit out it can be removed if they vacate for any reason which would leave a bare space adjacent to the front entrance.

3.5.4 The request made by BH is not an unreasonable request considering the current market conditions and that the lease is only for five years, as well as the premises and trading levels being unproven.

3.5.5 The fit out does not include the marshalling room which will be at the full responsibility of BH to fit out.

3.5.6 There is provision in the Hub project budget to cover the expected café design and installation costs. Actual costs will be finalised once a more detailed design has been completed.

3.5.7 It's important that the café is operational when the doors first open to the public. The fit out design and installation will need to be commissioned and coordinated by Council with the building contractor, Hansen Yuncken (or an alternative contractor post practical completion and prior to occupation), and the tenant. This will commence as soon as approval is given.

4. CONCLUSION / PROPOSAL

- 4.1 Since the Council meeting held in March further discussions have taken place with Blanco Horner to further negotiate commercial terms of the lease as well as the expected social outcomes which was one the café principles endorsed by Council in July 2018.
- 4.2 Details of those negotiations are outlined in sections 3.3, 3.4 and 3.5 of the report.
- 4.3 Negotiations that have been undertaken are what was expected, in line with the current market, and normal and accepted commercial arrangements. The consultant had initially advised that the market is currently a tenants' market whereby incentives such as rent free periods, contributions toward the Lessee's fit out, or rent payable that is not at the full market rate, would need to be considered.
- 4.4 It is recommended that Council enter into a lease agreement with Blanco Horner under the terms and conditions outlined in sections 3.3 and 3.4 of this report. It is further recommended that Council resolves to pay for the fit out as outlined in section 3.5 of the report.

CO-ORDINATION

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|----------|------------|--------------------|
| Officer: | GMCI | Executive Group |
| Date: | 10/05/2019 | 13/05/2019 |