

COUNCIL AGENDA

Council Meeting

Notice is hereby given pursuant to the provisions of the Local Government Act, 1999, that the next Meeting of Unley City Council will be held via electronic means using Zoom with the meeting live-streamed on the City of Unley YouTube Channel on

Monday 25 May 2020 7.00pm

for the purpose of considering the items included on the Agenda.

Chief Executive Officer

OUR VISION 2033

Our City is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

COUNCIL IS COMMITTED TO

- Ethical, open honest behaviours
- Efficient and effective practices
- Building partnerships
- Fostering an empowered, productive culture – “A Culture of Delivery”
- Encouraging innovation – “A Willingness to Experiment and Learn”

ACKNOWLEDGEMENT

We would like to acknowledge this land that we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

PRAYER AND SERVICE ACKNOWLEDGEMENT

We pray for wisdom to provide good governance for the City of Unley in the service of our community.

Members will stand in silence in memory of those who have made the Supreme Sacrifice in the service of their country, at sea, on land and in the air.

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM

PAGE NO

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.

1.4 MINUTES

1.4.1 Minutes of the Ordinary Council Meeting held Monday,
27 April 2020

1.4.2 Minutes of the Special Council Meeting held Monday,
18 May 2020

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

Nil

3. REPORTS OF COMMITTEES

To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees

3.1 Minutes of Audit Committee 12 May 2020

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4. REPORTS OF OFFICERS

4.1	Final Tree Strategy for Endorsement	13
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5. MOTIONS AND QUESTIONS

5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.2 MOTIONS WITHOUT NOTICE

Mayor to ask the Members if there are any motions without notice

5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

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5.4 QUESTIONS WITHOUT NOTICE

Mayor to ask the Members if there are any questions without notice

6. MEMBER'S COMMUNICATION

6.1 MAYOR'S REPORT

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6.2 DEPUTY MAYOR'S REPORT

Nil

6.3 ELECTED MEMBERS' REPORTS

6.3.1 Reports of Members for Month of May 215

6.4 CORRESPONDENCE

6.4.1 Correspondence 218

7. CONFIDENTIAL ITEMS

Nil

SUGGESTED ITEMS FOR NEXT AGENDA

Draft Community Land Management Plans	
Active Ageing Strategy Document Update	
Initiation of Representation Review	
Review of Policies	
Trader Association Quarter 3 Reports 1 January to 31 March 2020	
Unley Central - Litigation Further Update	

NEXT MEETING

Monday 22 June 2020 - 7.00pm

Council Chambers, 181 Unley Road Unley

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF AUDIT COMMITTEE 12 MAY 2020
ITEM NUMBER:	3.1
DATE OF MEETING:	25 MAY 2020
ATTACHMENTS:	1. MINUTES OF AUDIT COMMITTEE - 12 MAY 2020

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee meeting held on Tuesday 12 May 2020 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 12 May 2020, be received and the following recommendations contained therein be adopted by Council:
 - (a) Item 2.1 - Draft 2020-21 Annual Business Plan & Budget for Public Consultation
 1. The report be received.
 2. The Draft 2020-21 Annual Business Plan and Budget, approved for Consultation purposes and as set out in Attachment 1 to this report (Item 3.1, Audit Committee Meeting 12/05/2020) be noted.
 3. Comments received from the Audit Committee relating to the Draft 2020-21 Annual Business Plan be presented to Council for consideration at the Budget Workshop to be held in early June 2020.
 - (b) Item 2.2 - Draft 2020-21 to 2029-30 Long Term Financial Plan for Public Consultation
 1. The report be received.
 2. The Draft 2020-21 to 2029-30 Long Term Financial Plan, approved for Consultation purposes and as set out in Attachment 1 to this report (Item 3.2, Audit Committee Meeting 12/05/2020) be noted.

3. Comments received from the Audit Committee relating to the Draft 2020-21 to 2029-30 Long Term Financial Plan be presented to Council for consideration at the Budget Workshop to be held in early June 2020.
 4. The Audit Committee noted that reference to the latest forecast CPI figures should be updated as part of the process of finalisation of the Long Term Financial Plan and presentation to Council in June.
- (c) Item 2.3 - Internal and External Audit - Agreed Actions Status Report
1. The report be received.
- (d) Item 2.4 - Strategic Risk Review - Quarterly update
1. The report be received.
- (e) Item 2.5 - Audit Committee Workplan - Update
1. The report be received.
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**Minutes of the City of Unley
Audit Committee Meeting
Tuesday, 12 May 2020, 6.30pm
via electronic means using Zoom**

1. PRESENT

Independent Member D Powell (Presiding Member)
Councillor K. Anastassiadis
Councillor M. Broniecki
Independent Member N Handley
Independent Member A Martin

2. OFFICERS PRESENT

Executive Manager Office of the CEO, Ms T. Norman
General Manager Business Support & Improvement, Ms N. Tinning
Principal Risk Management Officer, Mrs LC Cataldi
Manager Finance & Procurement, Mr M Wetherall

3. GUEST

Peta Mantzarapis, Project Director, Brown Hill Keswick Creek

4. ACKNOWLEDGEMENT

The Presiding Member welcomed Members to the meeting and opened the meeting at 6.30pm with the Acknowledgement.

5. 1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1

MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD TUESDAY, 11 FEBRUARY 2020

MOVED Councillor M. Broniecki

SECONDED Independent Member N Handley

That:

1. The minutes of the Ordinary Audit Committee held on Tuesday, 11 February 2020 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0009/20

1.5 DEFERRED / ADJORNED ITEMS

Nil

2. PRESENTATION

ITEM 2.1

BROWN HILL KESWICK CREEK SUBSIDIARY: PROPOSED BUDGET FOR 2020/21, MS PETA MANTZARAPIS, PROJECT DIRECTOR

The Audit Committee received a presentation on the Brown Hill Keswick Creek Subsidiary proposed budget for 2020/21.

3. REPORTS

ITEM 3.1

DRAFT 2020-21 ANNUAL BUSINESS PLAN & BUDGET FOR PUBLIC CONSULTATION

MOVED Councillor M. Broniecki

SECONDED Councillor K. Anastassiadis

That:

1. The report be received.
2. The Draft 2020-21 Annual Business Plan and Budget, approved for Consultation purposes and as set out in Attachment 1 to this report (Item 3.1, Audit Committee Meeting 12/05/2020) be noted.
3. Comments received from the Audit Committee relating to the Draft 2020-21 Annual Business Plan be presented to Council for consideration at the Budget Workshop to be held in early June 2020.

CARRIED UNANIMOUSLY

Resolution No. AC0010/20

ITEM 3.2

DRAFT 2020-21 TO 2029-30 LONG TERM FINANCIAL PLAN FOR PUBLIC CONSULTATION

MOVED Councillor M. Broniecki

SECONDED Councillor K. Anastassiadis

That:

1. The report be received.
2. The Draft 2020-21 to 2029-30 Long Term Financial Plan, approved for Consultation purposes and as set out in Attachment 1 to this report (Item 3.2, Audit Committee Meeting 12/05/2020) be noted.
3. Comments received from the Audit Committee relating to the Draft 2020-21 to 2029-30 Long Term Financial Plan be presented to Council for consideration at the Budget Workshop to be held in early June 2020.
4. The Audit Committee noted that reference to the latest forecast CPI figures should be updated as part of the process of finalisation of the Long Term Financial Plan and presentation to Council in June.

CARRIED UNANIMOUSLY

Resolution No. AC0011/20

ITEM 3.3

INTERNAL AND EXTERNAL AUDIT - AGREED ACTIONS STATUS REPORT

MOVED Independent Member N Handley

SECONDED Independent Member A Martin

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0012/20

ITEM 3.4

STRATEGIC RISK REVIEW - QUARTERLY UPDATE

MOVED Councillor K. Anastassiadis

SECONDED Independent Member A Martin

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0013/20

ITEM 3.5
AUDIT COMMITTEE WORKPLAN - UPDATE
MOVED Councillor M. Broniecki
SECONDED Independent Member N Handley

That:

1. The report be received.

CARRIED UNANIMOUSLY
Resolution No. AC0014/20

4. OTHER BUSINESS

NIL

5. NEXT MEETING

Tuesday 18 August 2020 - 6.30pm

6. CLOSURE

The Presiding Member closed the meeting at 8.35pm.

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PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	FINAL TREE STRATEGY FOR ENDORSEMENT
ITEM NUMBER:	4.1
DATE OF MEETING:	25 MAY 2020
AUTHOR:	KAT RYAN
JOB TITLE:	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
ATTACHMENTS:	1. SUMMARY OF ENGAGEMENT FEEDBACK 2. TREE STRATEGY

1. **EXECUTIVE SUMMARY**

The purpose of this report is to present the final Tree Strategy, updated in response to community feedback, for Council's endorsement. The Tree Strategy aims to ensure the City of Unley remains leafy for future generations.

At its meeting on 23 March 2020, Council endorsed the Draft Tree Strategy for community engagement. Community consultation closed on 11 May 2020.

There were 499 individual visitors to the Your Say Unley page and 146 formal responses were received, including six (6) direct emails and one (1) hard-copy letter to PO Box 1. Overall, the feedback for the draft Tree Strategy has been positive and no major changes are recommended.

Common elements of a number of the submissions related to setting higher or more ambitious targets, a stronger focus on native habitat provision, and the importance of advocating for improved planning legislation for better tree outcomes.

Feedback from the community consultation has been considered and minor amendments incorporated within the Tree Strategy to reflect the input from the engagement process. The finalised Tree Strategy is now presented to Council for endorsement.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Tree Strategy as set out in Attachment 2 to this report (Item 4.1, Council Meeting 25/05/2020) be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

2. Environmental Stewardship

2.1 Unley's urban forest is maintained and improved.

2.5 The City's resilience to climate change is increased.

The Tree Strategy is the lead document to guide Council's implementation of actions directed to maintaining and improving Unley's urban forest.

The 30 Year Plan for Greater Adelaide (2017) outlines key directions to create a greener city through an increase in green cover by 20% across metropolitan Adelaide by 2045. This represents an increase from 26% to 31% for the City of Unley.

Resilient East (regional climate adaptation) includes a canopy mission statement to increase green cover by a proportional 20% compared to 2013 levels to "create a cooler more liveable place for comfort, amenity and urban biodiversity".

4. BACKGROUND

At its meeting held on 23 March 2020, Council considered the Draft Tree Strategy and resolved:

1. *The Draft Tree Strategy as set out in Attachment 1 to this report (Item 4.4, Council Meeting 23/03/2020) be endorsed for the purpose of community engagement.*
2. *Following the conclusion of community engagement regarding the Draft Tree Strategy, a further report setting out the results of the engagement process and a final Tree Strategy be presented to Council for endorsement.*

Resolution No. C0208/20

Following Council's resolution, the Administration have completed the public consultation, incorporated feedback and prepared a finalised Tree Strategy.

5. DISCUSSION

Community consultation on the draft Tree Strategy was open from 20 April to 11 May 2020 in accordance with Council's Community Engagement and Consultation Policy. Due to COVID19 restrictions, the engagement adapted to virtual approaches including:

- A detailed online survey through the *Your Say Unley* website.
- Promotion across social media platforms, including a Facebook post using a short video feature which received 1,200 views.
- A direct email to the participants from the community workshops held in late 2019 during the development of the draft Tree Strategy.
- E-Newsletter to the 1,598 registered Your Say Unley users which had a 46% open rate with 242 clicking through to the information site.
- Emails with Elected Members, Council staff, relevant community groups and environmental organisations.
- A number of Elected Members also shared the consultation details to their community networks.

The consultation was centred around the establishment of a detailed Your Say page about the draft Tree Strategy, including introduction and background, Frequently Asked Questions, support video clip, as well as a detailed survey.

The Survey was structured around a restrained number of questions to determine the level of community understanding and support for the following key elements of the Tree Strategy:

- Vision and Objectives.
- Maintain and Manage Initiatives (A general question, as well as additional detail relating to Initiative M4.2 Investigate Living with Trees program to help support people to better manage and retain more trees on private land).
- Expand and Establish Initiatives (A general question, as well as additional detail relating to Initiative E4.4 Explore a range of financial measures and incentives to encourage retention and expansion of tree canopy on private land).
- Annual Tree Planting Target & Budget.

In addition to key questions, the community were also provided the opportunity to provide any additional comments they wished to share.

Despite social distancing limitations, there was an excellent level of interest and response with 499 individual visitors to the Your Say Unley page to access information about the Tree Strategy and/or provide feedback. Of the 499 visitors, 146 formal responses were received, including six (6) direct emails and one (1) hard copy letter. Over half of the survey responses included detailed free text comments. For comparison, 55 responses were received for the previous Tree Strategy consultation conducted in early 2016.

A summary of the results to the survey questions, and additional feedback provided as part of the engagement process has been assessed and the results summarised in Attachment 1.

Attachment 1

General Comments

Overall, the feedback for the draft Tree Strategy has been positive and no major changes are recommended. From the 146 responses received, the following is a summary of the results, and additional community responses:

- 98% of respondents are supportive of the vision and objectives.
- Strong majority support for the proposed initiatives under Maintain & Manage and Expand & Establish sections.
- Advocating for legislative change to both protect existing trees and ensure planting space for new trees was a consistent theme.

- A small number of respondents sought action or voiced dissatisfaction with past decisions that sit within the State Government jurisdiction (such as approving Significant Tree removals).
- There are some opposing views on trees evident, for example:
 - >10 responses seeking an increase in native plantings as a priority and five responses requesting specific removal of native trees.
 - Three compliments to the arboriculture staff work and three suggestions of improved pruning skills.
 - Five calls for tighter Significant Tree legislation and two seeking a reduction in controls.
 - 14 responses showed support for incentives towards private land and five responses with the sentiment that no public funding should be spent on private land.
- All but two responses agreed with the annual target to plant 540 trees. The two objections were concerned that the time frame was not fast enough.
- Some feedback was related to very site-specific requests, eg a particular tree or street, and these have been provided to Operations staff.

In response to the survey results and additional community responses, the following amendments have been made to the Strategy to improve understanding, community alignment or to address minor omissions. A summary of the recurrent improvement suggestions with response or amendment made are provided in Table 1:

Table 1: Recurrent Improvement Suggestions

Suggestion	Response / Amended Revision
Number of neutral responses and two (2) specific comments may suggest that the objective on innovation was not clear.	<i>Original: Adopt innovative technology, try new methods and apply adaptive management approaches to continually learn and improve.</i> <i>Amended to: Improve urban tree management practices through adopting innovative technologies, new methods, and adaptive approaches.</i>
Question was raised by two respondents that document is missing reference to trees and power lines.	Agreed. Overhead and underground assets are mentioned, but SA Power Networks are a key stakeholder. Clarification added to E1.3 section noting working with SA Power Networks.
Six respondents called for more frequent street sweeping, one mentioning that it would reduce opposition to trees.	Noted. Street cleansing program is currently being reviewed by the Operations team and they are looking at improving efficiencies such as coordinating maintenance pruning of deciduous trees to be programmed ahead of the leaf fall season.

Suggestion	Response / Amended Revision
Three comments specifically suggested that additional staff resourcing for tree management should be provided.	With an increased focus on tree management and asset expansion this need was identified and as part of the 2019 restructure of the Depot two staff members were added to the Arboriculture team. This did not result in an increase in overall Depot staff numbers but is a realignment of roles and responsibilities for 2019/20 and will be reviewed in the longer term.
Requests for trip hazards on the footpaths to be repaired were mentioned by a number of respondents generally.	Noted. City of Unley has a proactive maintenance program for footpaths to keep these assets within an agreed level of service. There is also a reactive process whereby residents can request street maintenance, which is then assessed based on urgency and risk.
12 Respondents thought that targets should be higher/bolder.	Noted. As the Strategy has been written to be achievable within current budget provisions, no change is recommended in the short term, particularly for 2020/21 in light of COVID19. The targets were set acknowledging that trees are a long-lived asset, and so a planned and careful planting and establishment approach is critical to long-term success and achieving a mixed age class of tree assets. The five-year targets within the Strategy will be monitored and reassessed, particularly towards the end of 2024 when a new set of targets will be required. If the first five years have been successfully met, more ambitious targets could be set for future plans.
13 comments in favour of advocacy for legislative change to ensure developments retain existing trees and include space for new plantings. Five comments were received for stronger penalties.	This is already reflected under <i>E3.3 Continue to advocate for improved legislative controls to improve outcomes for retaining and increasing trees wherever possible.</i> <i>Support State Legislation that protects existing trees and provides design standards for space for new trees on private land. Ongoing technical input and advocacy in relation to new legislation, particularly in the implementation of the new Planning and Design Code.</i>
Additional attention on promoting native species and habitat provision was suggested by 10 respondents.	Noted and agreed. Biodiversity and native habitat provision added to initiative E1.6. Continuation of Wildlife box program added to initiatives in Maintain & Manage to highlight Council's ongoing work in this area.
Support for pilot to focus on older residents for tree maintenance.	Agreed. Will be strongly considered by project team.
Minor formatting and grammar edits were identified.	Included.

The Administration is grateful for the level of interest, and the typically very constructive and considered feedback received from the community through the consultation. The finalised Tree Strategy (Attachment 2) is now placed before the Council for endorsement.

Attachment 2

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Tree Strategy as set out in Attachment 2 to this report (Item 4.1, Council Meeting 25/05/2020) be endorsed.

The final version of the Tree Strategy will be endorsed. This includes considerations from the findings of the community consultation outlined in Attachment 2.

Option 2 –

1. The report be received.
2. The Tree Strategy as set out in Attachment 2 to this report (Item 4.1, Council Meeting 25/05/2020) is endorsed with amendments.

Council endorse the Tree Strategy, pending adoption of minor amendments. These minor changes can be incorporated without the need to come back to Council for further consideration.

Option 3 –

1. The report be received.
2. The Tree Strategy as set out in Attachment 2 to this report is noted.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- 8.1.1 The development of the Tree Strategy has been undertaken internally and within the approved project budget for 2019/20.

The preparation of the Tree Strategy is one component of a range of funded projects underway in 2019/20 as part of the Annual Business Plan and Budget:

- a. \$90,000 for planting an additional 250 trees (currently underway).
- b. \$70,000 for the development of revised and expanded tree strategy, policy, toolkit, plans and engagement.
- c. \$25,000 for education and incentives for new trees on private land. This includes a small run of tree vouchers, tree species fact sheets and another round of informational tree tags (due by 30 June 2020).

8.1.2 Ongoing implementation and improvement of Council's Tree Strategy and any associated maintenance will be managed and approved through adoption of Councils' Annual Business Plan and Budget.

8.1.3 It is worth noting that the establishment of a number of these initiatives will lead to ongoing and increased operating costs for Council. For example, for every new street tree, it costs approximately \$110 per tree per year for establishment, watering and formative pruning for a period of three years. Once established, each tree costs an average of \$24 per tree per year as part of the broader Street Tree Maintenance Program. Council will need to consider its capacity to meet such maintenance responsibilities within the context of its long-term financial plan. The maintenance costs for 2020/21 can be met from within existing budgets due to a re-prioritisation of work areas, and the Administration will undertake a review of the staffing levels and hence financial commitments required from 2021/22 onwards.

8.1.4 In summary however, the following key points should be noted:

- a. There is no need to continue with policy or strategy work beyond the current financial year. \$160,000 has been included in the draft budget for 2020/21 and fully allocated to planting new trees on Council land in future years, which would result in approximately 440 new trees being planted per year.
- b. \$25,000 has been added to the draft budget for 2020/21 for education and advocacy work related to planting and retaining trees on private land. This could result in an additional 100 trees each year being planted on private land.
- c. Aside from these two initiatives, Council has ongoing programs of streetscape renewal projects and street tree replacement projects (\$100,000 and \$195,000).

- 8.1.5 Please note the following assumptions in Tables 2 and 3:
- The estimated number of new trees on private land is conservative as it is beyond Council's control.
 - Cost to supply and install has been based on a 30L tree in a typical street verge vacant spot.
 - Costs do not include other works such as road cutting, kerbing or traffic control.
 - Maintenance factors in a 5% mortality rate of young trees.
 - The 2019/20 financial year has a higher amount on tree replacements as it includes the final year of the Second Generation Replacement Program (replacing backlog of over-mature trees).

Table 2: Indicative Costings of New Tree Initiatives

NEW INITIATIVES (Additional finance)	YEAR					Total over five years
	19/20	20/21	21/22	22/23	23/24	
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Develop strategy, policy, toolkit, plans and procedures	70	0	0	0	0	70
Planting new trees Council land	90	160	160	160	160	730
Education and advocacy for trees on private land	25	25	25	25	25	125
Total New Initiatives	185	185	185	185	185	925
Target Outcome = approximately 540 new/ additional trees per year						

Table3: Indicative Costings of Operational Tree Initiatives

OPERATIONAL BUDGET (Existing finance)	YEAR					Total over five years
	19/20	20/21	21/22	22/23	23/24	
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Renewal Streetscape Program (whole street upgrade)	100	100	100	100	100	500
Operating Street Tree Replacement Project	270	195	195	195	195	1050
Total Operational Budget	370	295	295	295	295	1550
Outcome = approximately 200 replacement trees per year to retain existing levels						

8.2 Legislative/Risk Management

- 8.2.1 Initiatives identified are consistent with the State Government's 30 year targets for Unley and with Council's Environmental Sustainability Strategy.
- 8.2.2 Once endorsed, the Tree Strategy forms the direction and guidance for the management, preservation and protection of urban trees.
- 8.2.3 Initiatives will be risk assessed and comply with relevant industry standards.
- 8.2.4 Tree Policy will be reviewed in response to the Final Tree Strategy and presented to Council for consideration in the subsequent months.

8.3 Staffing/Work Plans

- 8.3.1 Staff work plans have been considered as part of planning for the 2020/21 draft budget to support the implementation of the Tree Strategy.

8.4 Environmental/Social/Economic

- 8.4.1 A strategic plan for the maintenance of existing trees and increasing trees will positively contribute to Council's Environmental Stewardship objectives.
- 8.4.2 The tree strategy will be a leading tool in advocacy with State Government and ERA Councils, and the development of improved data management of trees in the urban environment, including use of LiDAR mapping.
- 8.4.3 The better retention of existing trees and the growth of tree canopy across the City will support a number of environmental, social and economic benefits, contributing to the local community's health and wellbeing and sense of place which is supported across a number of allied Council strategies, including Open Space Strategy, Active Ageing and Walking and Cycling Plan.

8.5 Stakeholder Engagement

- 8.5.1 Once endorsed, the Tree Strategy will formally replace the current version, be updated on the Council website and a print run for a small number of hard copies ordered.
- 8.5.2 An electronic link to the final Tree Strategy, along with a copy of the Feedback Summary will be sent to all consultation participants to close the loop on the community engagement.
- 8.5.3 A feature article on trees for Unley Life Magazine will be undertaken later in the calendar year.
- 8.5.4 During implementation, ongoing engagement will be undertaken relevant to the various initiatives.

9. REPORT CONSULTATION

Consultation has been undertaken with key internal stakeholders during the review of consultation feedback. This included a working group with representatives across the Operations, City Design, Strategic Assets and Planning teams.

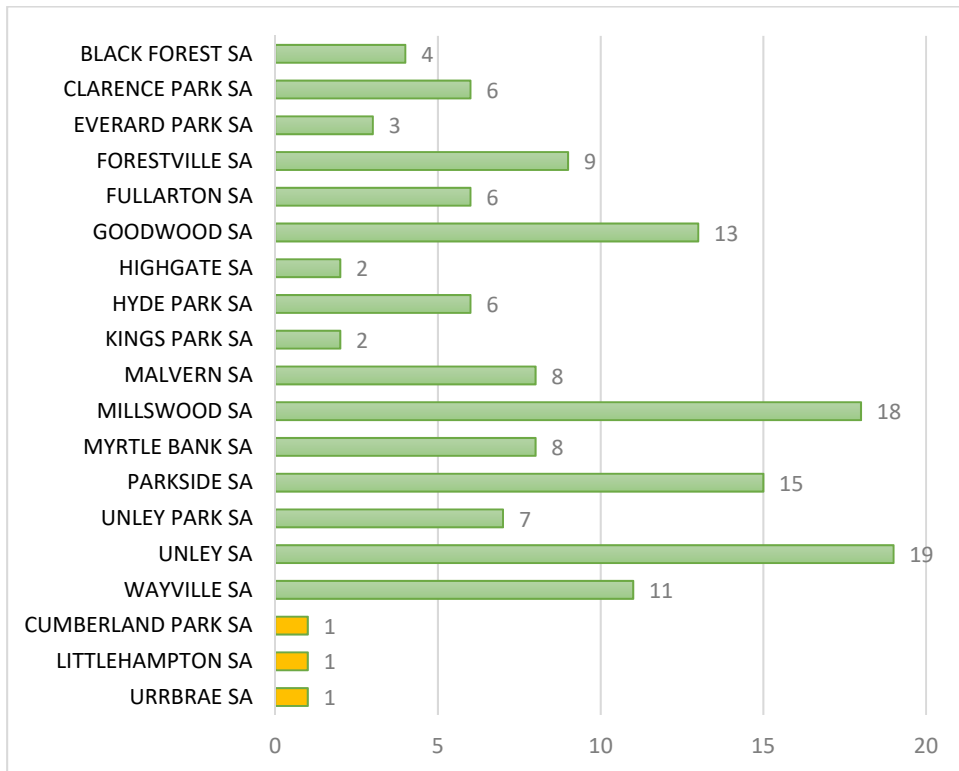
10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

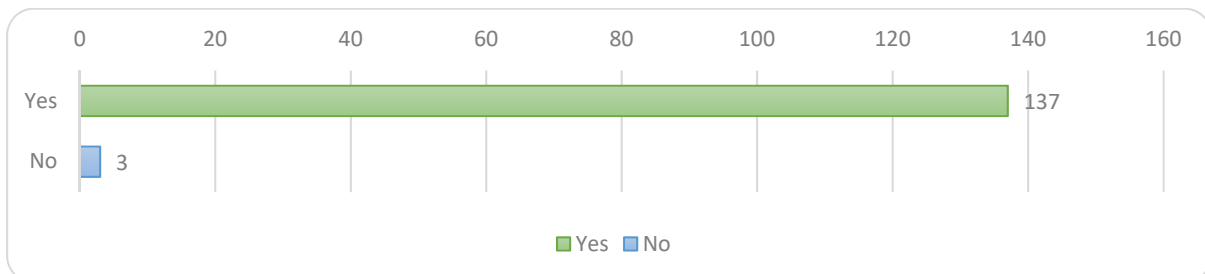
Attachment 1: Draft Tree Strategy Community Consultation Summary of Results, May 2020

Your Say Survey - 140 responses

Suburb Distribution of Survey Respondents

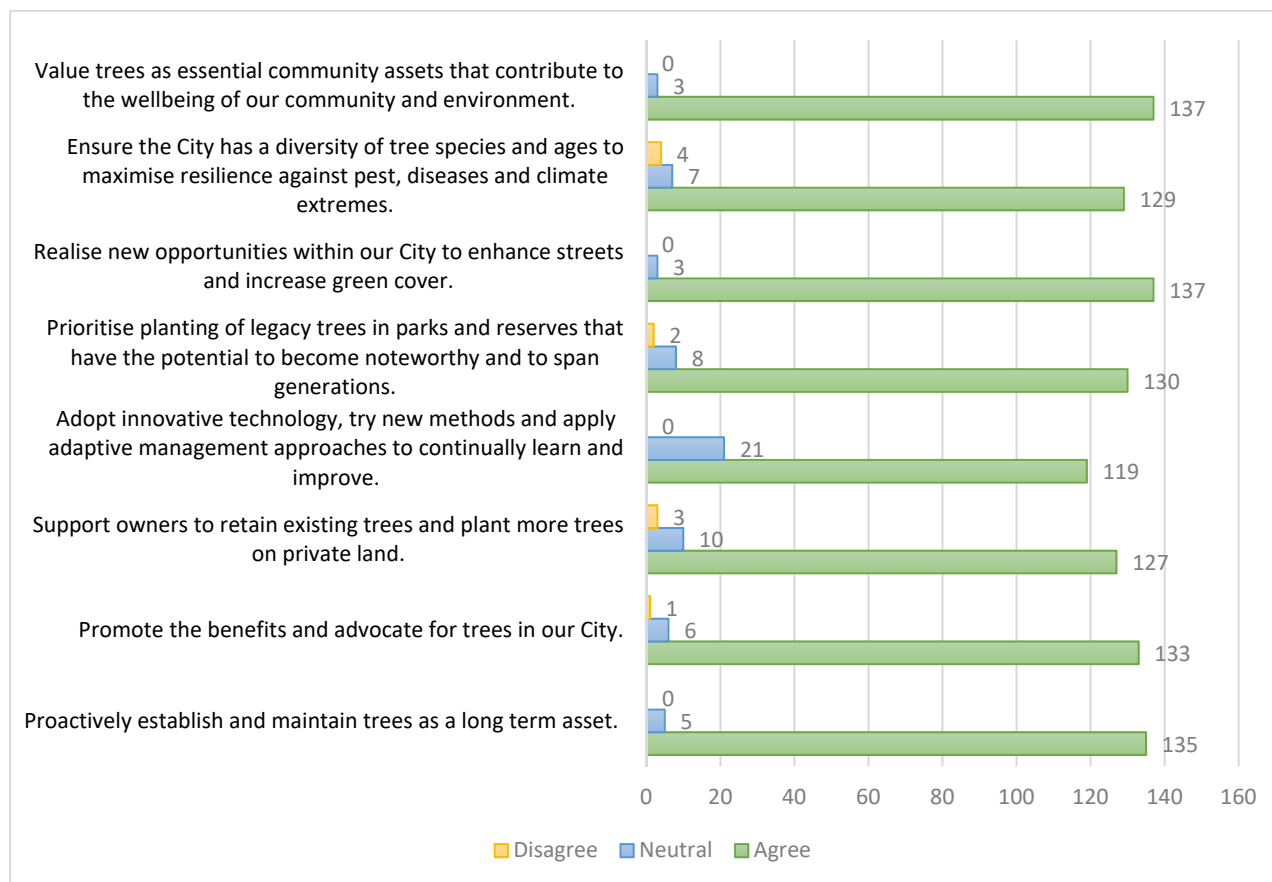


Question 1: Do you support the Council's vision to "Create a resilient, healthy and diverse urban forest to keep Unley leafy for future generations"?



- 97.8% supportive.
- Those opposed mention challenges with Significant trees on private land in other responses to the survey which may have influenced this response.

Question 2: The Draft Tree Strategy is guided by eight objectives. Please review your support for each objective:



- Overwhelming support for objectives, including the relatively new concept of Council having a role to support owners to plant more trees on private land.
- Slightly higher “neutral” response level to adopting new technology, possibly indicating the intent of this objective is less clear or familiar.

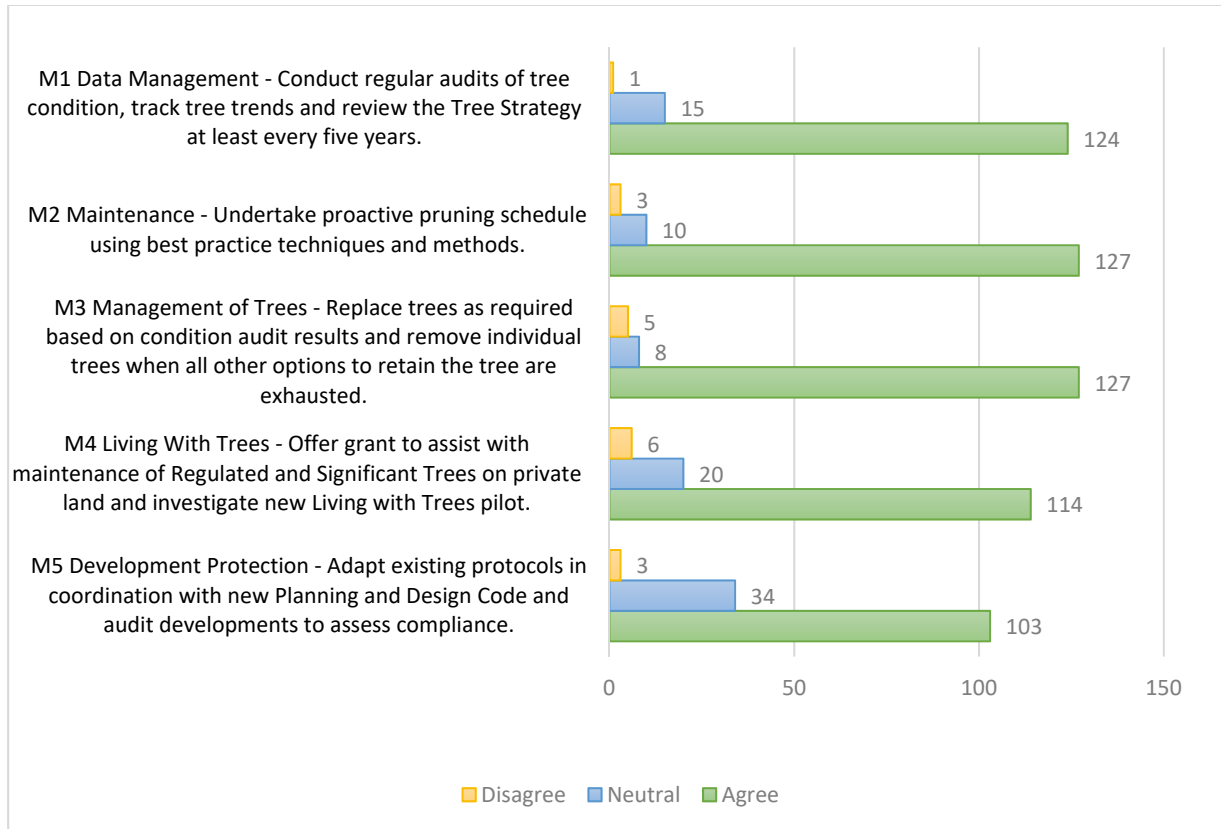
Question 3: Do you have any comments about the vision or objectives?

86 total text comments received – feedback summary:

Appreciation for objectives	18
Prioritise native species and habitat provision (eg koalas)	9
Stronger legislation controls to reduce development footprints	6
Agreement that private land is critical to achieving goals	8
Seek to remove gum trees (iron barks, lemon scented and Queensland box mentioned specifically)	5
Purchase more open public space	4
Seek stronger Significant Tree Legislation	4
Highlighted importance of species selection to suit locations	4
Request stronger or separate climate focus in objectives	3
Balance incentives with deterrents	2
Seek relaxation of Significant Tree Legislation	2
Increase / balance diversity in streets	2

We also heard feedback on a concern for less access to sunlight. Council needs to ‘walk the talk’ and enforce residents to maintain overgrown private trees. For street trees, comments were made on reducing slip hazards, prioritising food trees, listening to residents’ preferences, succession planning ahead of removals, increasing WSUD, allowing residents to manage street trees, improving pedestrian access on public streets and costs passed onto residents for the removal of street trees. Additionally, we heard a request to improve the objective around innovation and less proactive replacement. It was noted that greenery is especially important in pandemics.

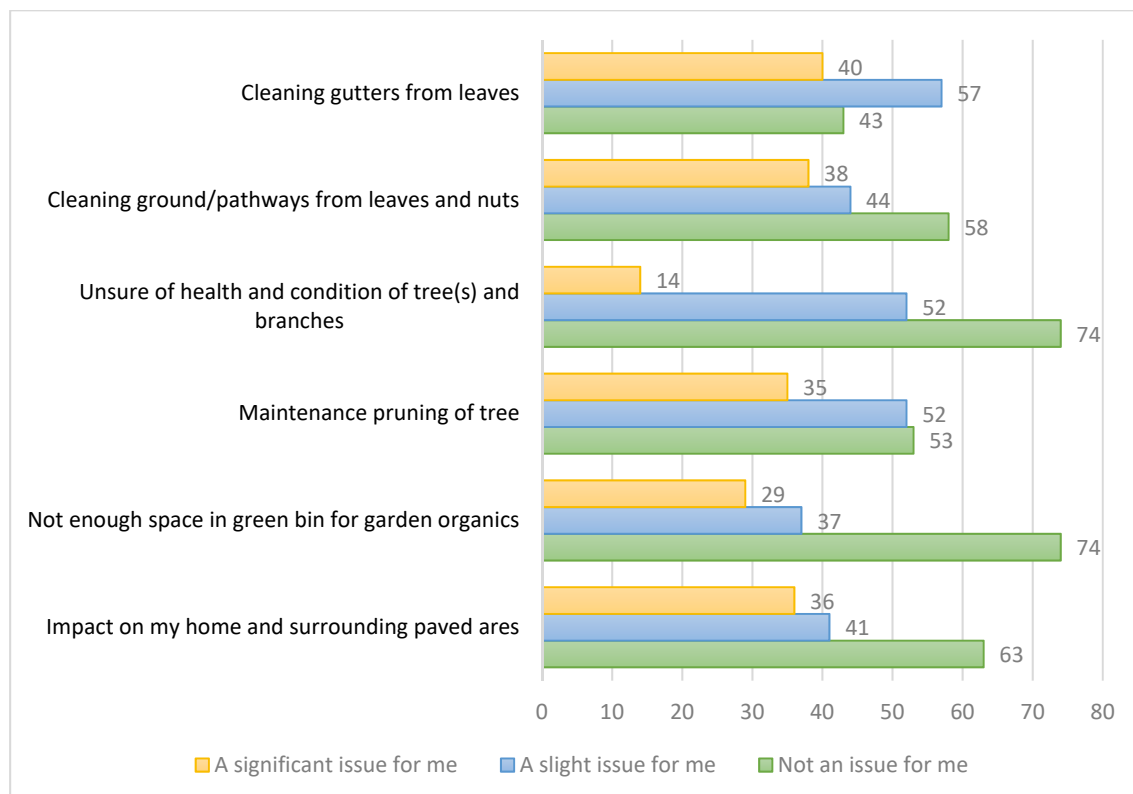
Question 4: Please indicate your support for the proposed Manage and Maintain initiatives:



- Strong support for initiatives
- 24% respondents were “neutral” to initiatives on Development Protection.

Question 5: Maintenance can deter people from keeping trees around, especially as our residents become older. One initiative is to investigate a "Living with Trees" program to help support people to better manage and retain more trees on private land (M4.2).

Please let us know what issues associated with tree management on your property concern you?



- This question will help inform a potential “Living with Trees” program during implementation.

Question 6: Are there any specific Manage and Maintain Initiatives which you would like to provide further comment on? Or are there any other initiatives which Council should consider?

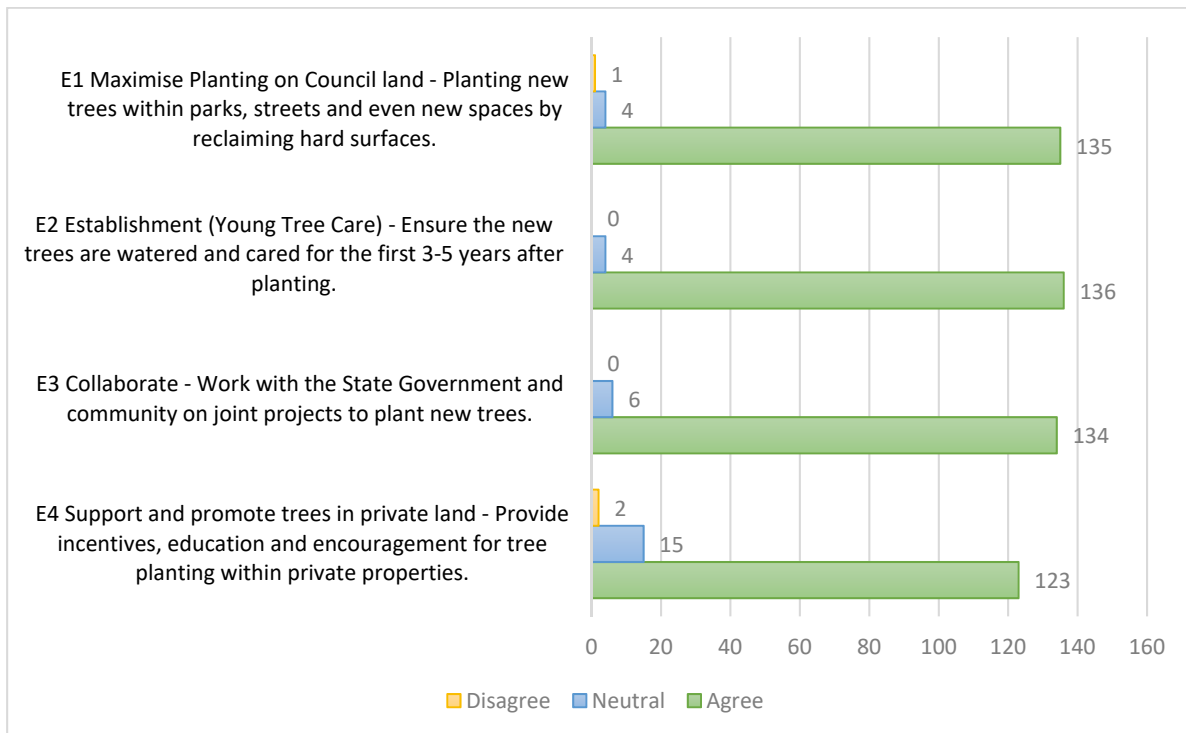
70 total text comments received – summary:

Replacement needed for Queensland box trees	6
More frequent street sweeping - should help reduce opposition to trees	5
Support project idea to assist older residents to maintain trees	5
Fix footpath trip hazards	4
Challenge with disposing larger/excess organics cuttings	4
Provide advice/education	4
Incentives (ie for renters, gutter cleaning, seedlings)	4
Stronger legislation controls to reduce development footprints, reduce removals, offset funds	4
Appreciation of Council resources (ie tree staff/street sweeper)	3
Appreciation of initiatives	3
Happy to pay for tree maintenance on private land for community benefits	3
Increase staff pruning expertise	3

Natives/habitat focus	3
Specific street request	3
Support for increased compliance landscaping private land/legislation changes	3
Support of assistance in maintaining Significant tree on private land	3
Succession planting in streets ahead of removals	2
Concern for nuisances	2
Tree inlets as standard practice/WSUD support	2
Advocate/support to increase trees in carparks	2

Many more comments were made, some of which were around increasing support for residents to help street trees, a call for Council to lead by example, pest/disease management, stronger Significant tree legislation, planting fruit trees in parks, support for or against specific species, tougher removal processes and to build up rather than out.

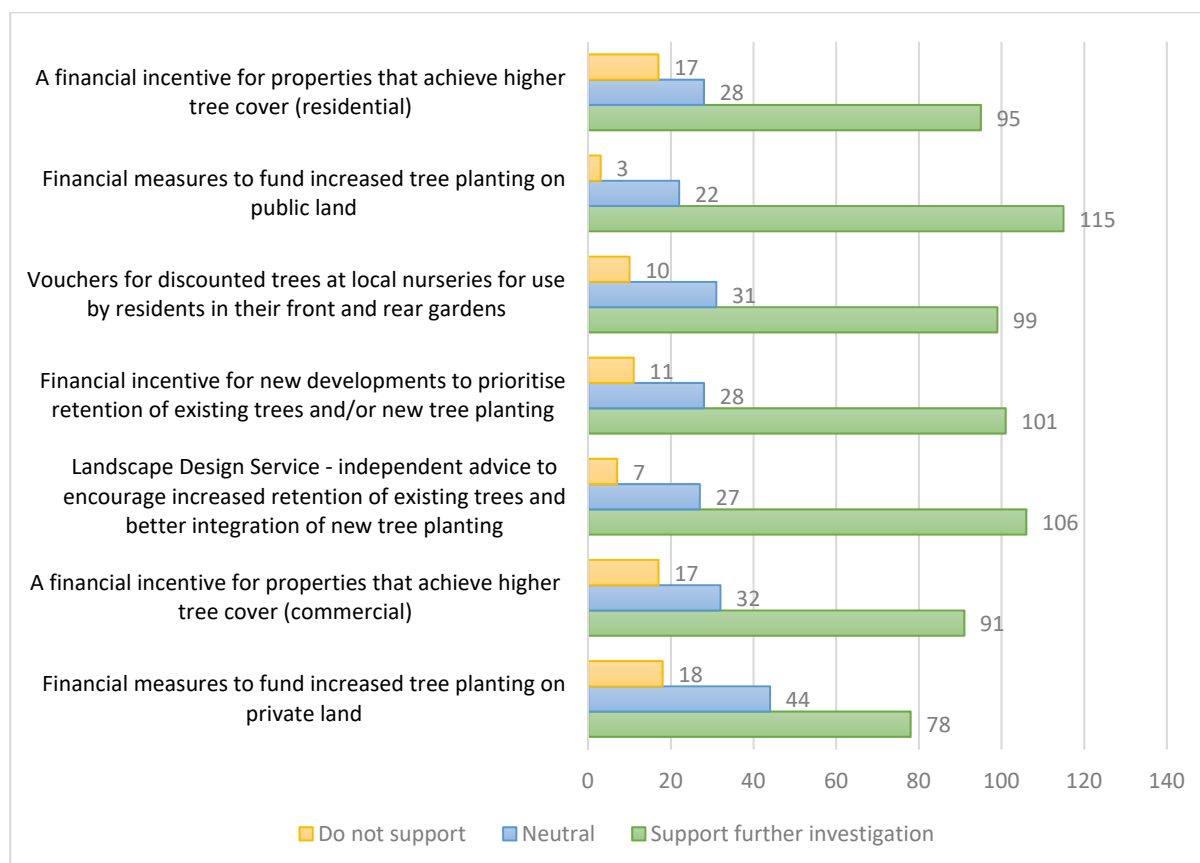
Question 7: Please assess your support for the Expand and Establish initiatives proposed:



- Overwhelming support for initiatives E1-E3.
- 10% respondents were “neutral” to initiatives on private land.

Question 8: To encourage greater tree planting on private lands, the Draft Tree Strategy proposes that Council explore a range of financial measures and incentives to encourage retention and expansion of tree canopy on private land (E4.4).

From a list of initial ideas, please indicate your level of support



All initial ideas have majority support for further investigation, noting that a higher percentage of neutral and not supported responses received compared to other questions asked.

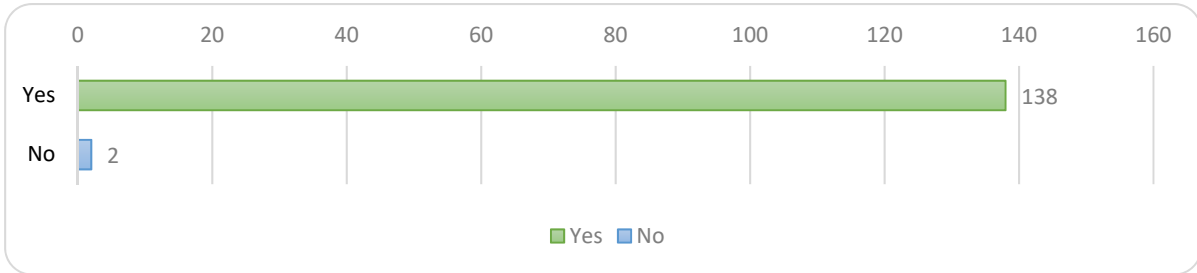
Question 9: Are there any specific Expand and Establish Initiatives which you would like to provide further comment on? Or are there any other initiatives which Council should consider?

58 total text comments received – summary:

Provide education and advice on planting, retaining, designing	14
Advocacy to change legislation for developments	15
Better species selection for public land	5
In favour of incentives	13
Against providing incentives	6
Increase public land planting	5
Increase qualified Council staff	3
Increase plantings on commercial land, ie carparks	2
Stronger penalties for developments/removal of trees	5
Remove pest and nuisance species	3

We also heard feedback around widening footpaths, favouring natives, planting Jacarandas, not reclaiming more public land for plantings, utilising volunteers more and looking towards more innovative ideas.

Question 10: Do you support the Council's annual target of 540 new trees per year to meet the long-term target of approximately 14,000 new trees by 2045?



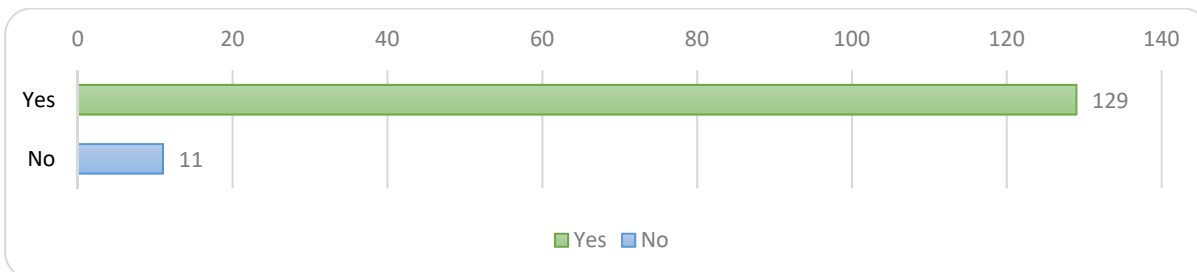
Question 10a: If you answered No, can you provide any comments for Council consideration?

2 total text comments received:

I think the number should be greater

Too slow

Question 11: Do you support an average increase of \$185,000 per year to implement the new initiatives proposed in the Draft Tree Strategy?



Question 11a: If you answered No, can you provide any comments for Council consideration?

9 total text comments received – summary:

1. Need more information to answer	2. 3
3. Rates are too high	4. 1
5. Support cost increases for Council land, not for private land	6. 2
7. Request we find economies within existing budget	8. 3

Question 12: Any other comments?

67 total text comments received – summary:

Well done	10
More trees sooner	10
Specific tree species suggestions	7
Frustration at past planning approvals (often noted as State led) that reduced tree cover and seeking greater protections from development	7
Question on budget or seeking works to fit within existing budget	5
Purchase more open space – one idea to encourage bequests or seek DPTI funds	3
Larger shade street trees (eg Plane)	3
Support community involvement	3
Suggestions for street design, including fitting more trees into streets	3
New trees must be planned carefully and maintained	2
SA Power networks are key stakeholders and need to be involved at a planning/selection stage	2
Support for trees to combat urban heat in city	2
Celebrate Unley trees and/or recognise private owners with high tree cover	2
More focus on biodiversity and natives	2
More Council funding needed towards these projects	2
Consider residents pay full cost for requested street tree replacements	2
Request for more green bins, one idea to sell compost/cutting to residents	2
Need to follow through with implementation and report on trees planted vs removed	2

We also heard feedback on considering helping renters plant trees, prioritising busy connector roads for greening, recycled water helping support trees and opportunity for planting in car parks. One comment called for focus on public land only, while another sought more action on reducing private tree loss. A system to help residents negatively impacted by neighbours' trees was requested, as was support for residents experiencing hardship from street trees. Placing a higher monetary value on trees to discourage removal was also suggested.

PO Box 1 Submissions – 7 total**Common themes/responses**

9. Support for community education initiatives, including one recognition idea of “leafy garden awards”	10.	3
11. Great work	12.	3
13. Increased focus on biodiversity, natives and habitat, including retaining dead trees	14.	3
15. Support diversity of trees in age, species and origin - including one caveat on avoiding mixed plantings within individual streets	16.	3
17. Call for purchase of more green space	18.	2
19. Increase climate focus, including request for specific climate objectives	20.	2
21. More trees sooner/bolder targets	22.	2

23. Support for compliance effort increase and one idea of using development bonds	24.	2
25. Support maintenance of Significant trees on private land	26.	2
27. Involve residents in tree planting/adoption/finding locations and seeking donations of trees	28.	2
29. Design principles of tree planning in street design and future species list needed	30.	2
31. Structure and language use comments	32.	2
33. Support for advocacy role to State Government legislation on Significant trees, value of trees and planning regulations	34.	2

We also heard feedback on a lack of Kaurua cultural knowledge, seeking ban on artificial turf in verges and a comment on ensuring priority is given to pedestrian and cycling access on narrow streets. A comment was also made on ensuring the CAP is briefed on tree strategy. Additionally, we heard a request to delay consultation until post COVID19. An idea was also noted to align planting programs on Council land with potential economic stimulus projects that may eventuate due to the pandemic.

CITY OF UNLEY



**Keeping Unley Leafy
for Future Generations**

Tree Strategy



MAY 2020



Investing in trees now will stop climate change and help our city feel cool. But also look great and we can enjoy walking and more green ways of transport. //

*- Rhys Livingston, age 13,
Highgate Primary School -*



ACKNOWLEDGEMENT OF COUNTRY

The City of Unley is located on the Adelaide Plains, the traditional lands for the Kaurna people. We acknowledge this land is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today. We also pay respects to the cultural authority of Aboriginal people visiting from other areas of South Australia and Australia.

DISCLAIMER

All information given in this document is believed to be factually correct and provided through our experience and local knowledge of the City of Unley conditions, given in good faith without prejudice. As information is subject to change, the City of Unley shall accept no responsibility for any loss or damage resulting from the use of, or reliance on, the contents of this document.

SPECIAL THANKS

A special thanks to our community members who contributed and participated in the consultation and shaping of this document.

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Foreword



The Council recognises the important contribution trees and vegetation make to the City and our community. These assets provide multiple benefits like supporting flora and fauna and reducing the impacts of climate change, while creating a liveable city that adds character to neighbourhoods and economic value to properties.

The Council commits significant resources to ensuring we have the best possible streetscape and park environments through the effective management of trees and understory planting, whilst encouraging our community to also play a role. The management of trees is an important function of Council, as urban infill, populations, the impacts of climate change and community expectations continually rise. Managing these important assets is becoming increasingly more challenging and complex.

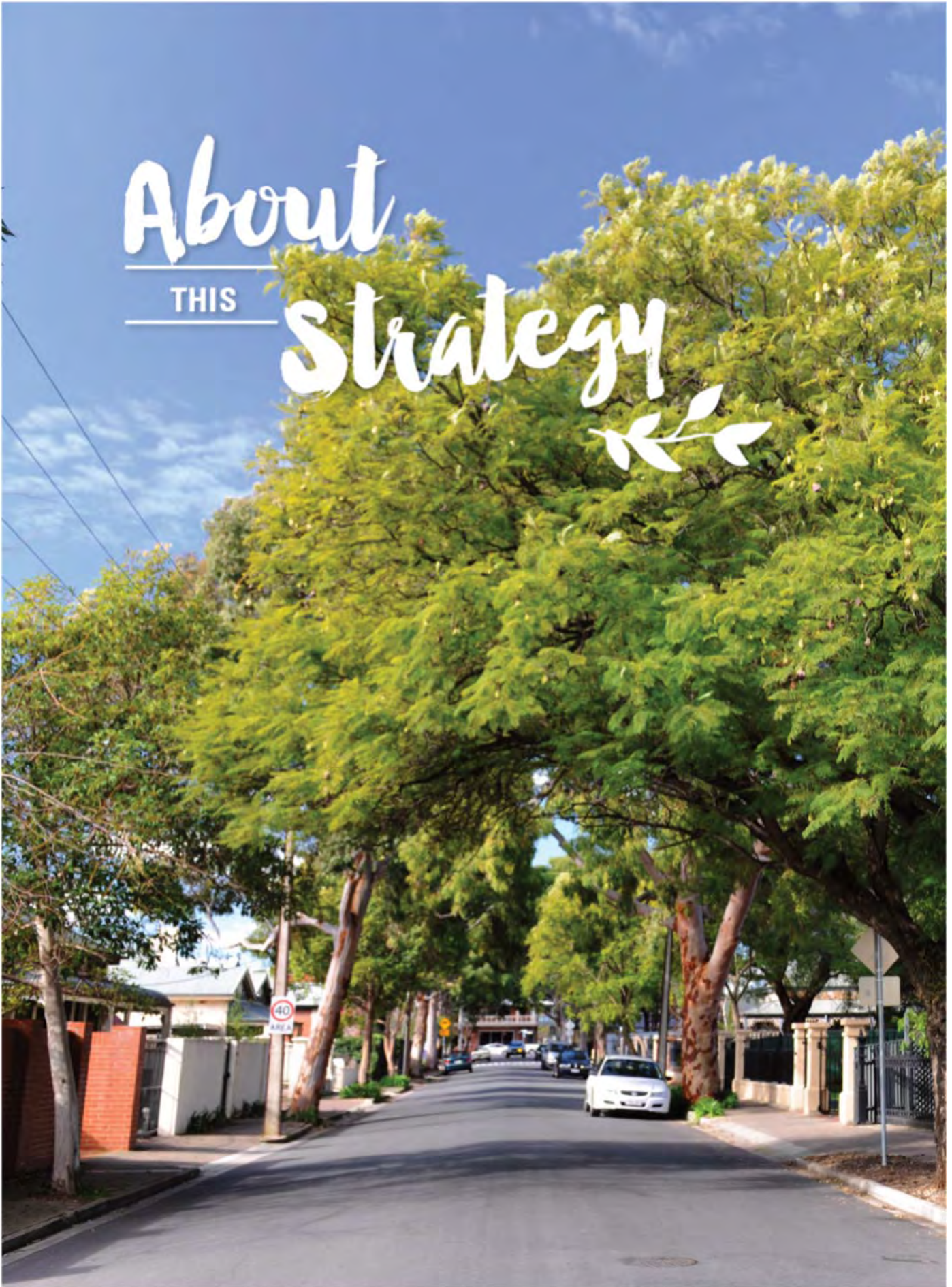
In 2020, The Food and Agriculture Organization of the United Nations (FAO) and the Arbor Day Foundation recognised the City of Unley with Tree Cities of the World designation for the care and planning of urban trees and forests.

This Tree Strategy sets out a vision of keeping Unley leafy for future generations. It provides a foundation for how the Council will continue to enrich our City through continual management of our most valuable assets, now and for future generations. It focuses on maintaining, managing and increasing trees on public land, and our role in educating, supporting and encouraging tree retention and expansion on private land.

Establishing a healthy, resilient urban forest requires sustained commitment. We recognise the past achievements of members of the community for their important contributions in establishing the diverse urban forest we enjoy today.

The City of Unley Tree Strategy has been developed in consultation with members of the community, staff and key stakeholders. It responds to the voice of our community and provides us with the guidance to effectively manage, protect and expand our leafy urban forest for generations to come.







TREE STRATEGY

Purpose

The purpose of this Tree Strategy is to ensure the City of Unley remains leafy for future generations through the retention and expansion of our urban forest. The Strategy aligns with the objectives of the City of Unley Community Plan 2033, the Environmental Sustainability Strategy and our community's values and vision. It builds on the significant work already undertaken and currently underway within our boundaries that complement trees and support their role in our community.

It is important to recognise the previous City of Unley Tree Strategy (2016-2019) was successful in outlining the value of our urban forest and challenges it faces with age, life expectancy, species diversity, competing resources and community expectations. This current Strategy builds on its past successes to meet new and changing priorities.

The City of Unley currently has approximately 26,000 Council owned trees within an area of 14 square kilometers. These trees, (and those on private land), constitute an important element of the rich cultural heritage of Unley and are highly valued by the community on many levels. Trees complement our liveability and enhance our enjoyment of streets, open spaces and backyards by making our City more comfortable and pleasant for residents, businesses and visitors.





At times, trees can be identified as presenting potential risk to adjacent properties, causing nuisance, interfering with underground or above ground services or affecting personal safety (for example, by dropping nuts/berries/branches or lifting paved walking surfaces). Like other assets, trees require effective and coordinated management in their planning, planting, establishment and ongoing care to maximise their benefits and minimise risks.

This Strategy sets out a plan to manage trees in a strategic and balanced way to deliver on Council and community aspirations, and the future development of the City. It supports a clear, long-term vision towards the evolution of a sustainable urban forest, with an intention of being reviewed approximately every five years to meet changing priorities and incorporate new technologies and innovation. Through the Tree Strategy, the Council is committed to nurturing, preserving, managing and developing trees as important community assets.

origin (native or exotic), location (street, park, school or backyard), or ownership (private or public). It is a component of a complex built environment that includes roads, car parks, footpaths, underground services, buildings and other structures, and provides those living in urban areas with a connection to nature.

Looking holistically at the urban forest and its ecosystem allows for better consideration of broad issues, like climate change, urban heat island effects and population growth.

The Urban Forest

WHAT IS AN URBAN FOREST?

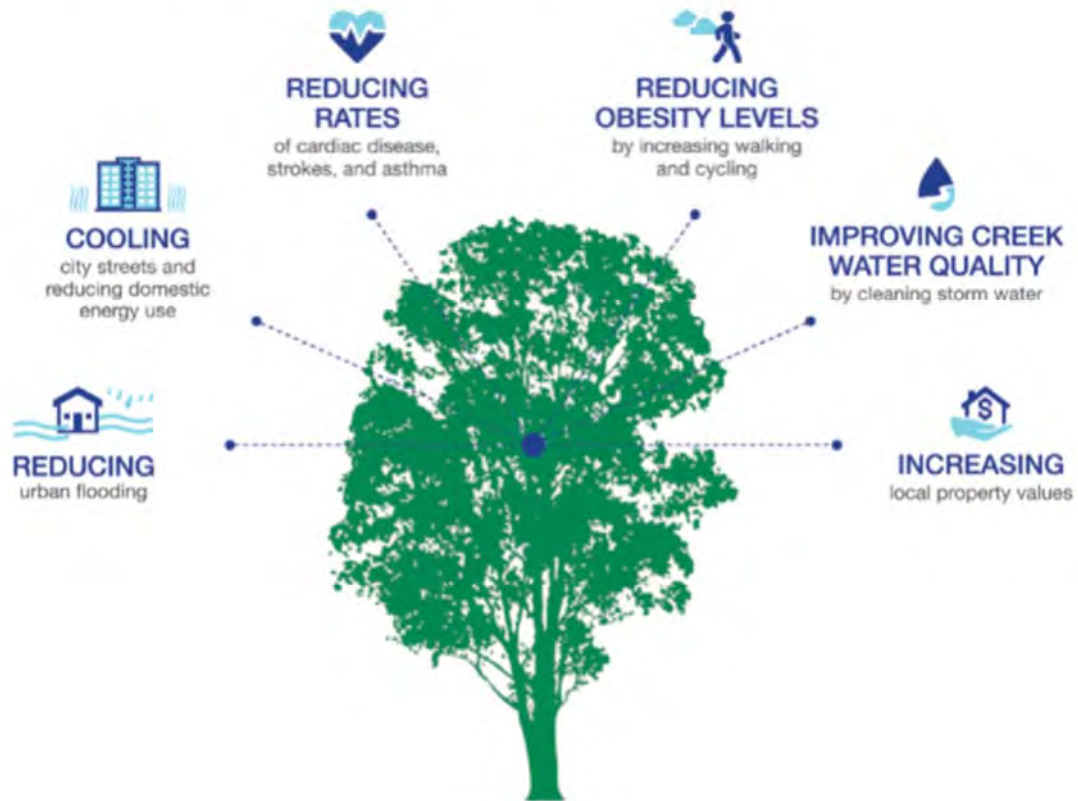
Healthy, resilient, liveable cities feature vibrant urban forests. The term 'urban forest' is broadly defined as trees, shrubs and other vegetation in an urban setting. It focuses on the whole 'community' of vegetation, rather than the 'individuals', regardless of species

PUTTING TREES IN CONTEXT

The City of Unley recognises the multiple economic, environmental and social benefits trees provide, such as:

- Habitat for fauna and flora
- Production of food
- Shade
- Removal of carbon dioxide from the air
- Reduction in urban heat and energy use
- Improvements in air and water quality
- Stormwater management and flood reduction
- Connections to nature and place
- Improvements in mental and physical health
- Provision for social interaction and recreation
- Seasonal changes and visual amenity
- Increases in tourism, business and investment
- Increases in property values.

PROVEN BENEFITS OF URBAN TREES¹



CREATING A RESILIENT URBAN FOREST

To maintain a resilient urban forest it is essential that planning considers a diverse mix of tree species to reduce the risk of widespread loss of one (or more) species to pests or disease and tolerance to anticipated changes in our climate (less water, higher temperatures). As a result, the traditional make up of our City may change as those species planted in the past may be less suitable for the future.

Additionally, it is important to ensure there are new generations of trees growing to take the place of older trees coming to the end of their life, or those that are removed for health or structural reasons. This ensures and maintains a continuous and 'full' urban forest,

while providing better financial sustainability. Planting so there is diversity in ages allows the cost to be staged out over time as the most expensive stages of a tree's life are in early establishment, and at the end of life. A variety of different species and age classes can better resist the impacts of stresses through genetic diversity, individual vitality and differing defence mechanisms, as well as diversity of neighbourhood character.

While traditional avenue or street plantings commonly consist of one species, introducing a greater diversity of species is important for long-term resilience of these areas, especially in a changing climate.

¹ Adapted from The Nature Conservancy 'Benefits of Urban Trees', available at: https://www.nature.org/en-us/what-we-do/our-insights/perspectives/funding-trees-for-health?src=r.v_trees4health

Strategic Context

SOUTH AUSTRALIA

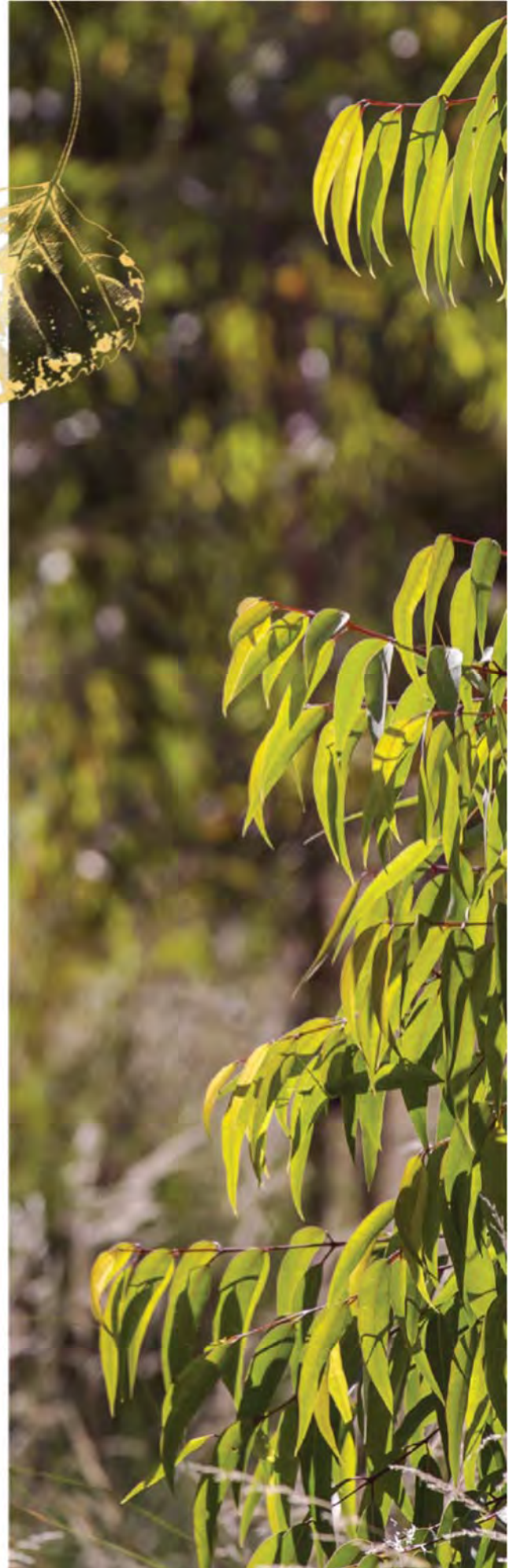
Adelaide is known to be one of the world's most liveable cities and is continually evolving. In 2010, the Government of South Australia developed a strategic plan to guide the long-term growth of Adelaide and its surroundings to ensure it remains liveable, competitive and sustainable over the next 30 years. This plan is called the 30-Year Plan for Greater Adelaide and was updated in 2017 to reflect progress and respond to new opportunities and challenges.

The 30-Year Plan has six high level targets that guide and measure progress towards Adelaide's growth:

1. Containing our urban footprint and protecting our resources
2. More ways to get around
3. Getting active
4. Walkable neighbourhoods
5. A green liveable city
6. Greater housing choice.

The 30-Year Plan acknowledges that urban development has fragmented and disrupted natural systems, resulting in significant loss of biodiversity, and that protection and re-establishment of healthy biodiversity is vital to maintaining functioning ecosystems and making our environment more resilient to climate change. The Plan describes how the roles of public open spaces are becoming increasingly important for social interaction, physical and mental health, access to nature and cooling landscapes as many people move towards apartments or houses with smaller backyards. Protection and better management of water resources is highlighted to ensure long-term water security, as well as creating greener, cooler urban environments to mitigate the effects of climate change and ensure greater liveability in warmer, drier climates.





Target 5: A green liveable city

Urban green cover is increased by 20% in metropolitan Adelaide by 2045

The 30-Year Plan's Target 5, 'A green liveable city', sets an ambitious target to increase urban green cover by 20% in metropolitan Adelaide by 2045. This target came after a National research on canopy in 2014 found that Adelaide has the least tree cover of any Australian capital city, almost half of that of the country's highest, Hobart.¹

Under this National survey, the City of Unley was measured as having 26% of our whole area covered in trees as at the baseline year in 2013. Therefore to meet the target 20% increase, our goal is to reach 31% tree cover by 2045.

The Tree Strategy is the key document guiding the delivery of how trees are managed on Council land and how we can contribute to increasing canopy cover. The Strategy is supported by a number of related documents including the Tree Policy which sets out the rules, definitions and conditions as to how trees are managed across the city and the Tree Management Procedure which sets out the methods applied in delivering the Strategy.

¹ Benchmarking Australia's Urban Tree Canopy: An i-Trees assessment, Institute for Sustainable Futures, 2014.



Change Over Time

A dense area of bush known as the Black Forest once covered the Unley region of the Adelaide Plains as an open woodland with a mixture of grey-box, blue-gum, red gum, native pines and sheoak trees. Before European settlement, the Kaurna people would camp along the creeks lined with River Red Gums (known by the Kaurna as 'karra'), relying on the area for food, shelter and water.

We are fortunate to have many large trees which pre-date European settlement and were part of the landscape when the Kaurna people moved through the Unley area in autumn, travelling inland from the summer camps that were along the coast.² These remnant trees are further complemented by private land owner tree plantings, many of which date back to the early 1900s.

The City of Unley's European settlement dates from 1840 when the first subdivisions were made. At this time, land was used mainly for farming, orcharding, grazing and dairying. Expansion took place from the 1870s into the early 1900s, spurred by improved access to the City of Adelaide and the establishment of several villages. The population grew from about 11,000 in 1891 to approximately 22,000 in 1906. Significant development occurred during the early 1900s, with the area almost completely subdivided by the end of the 1920s. The City of Unley's population peaked at 47,000 in 1947, and then declined until the 1970s.

Many of our street's boulevards were established by environmental pioneers in the early 1900s. The majestic Plane Trees of Victoria Avenue and Northgate Street in Unley Park owe their existence to early arborists and city planners who

delivered on a 'green vision' for the City. These early plantings were complemented by a Council decision in the late 1970s to plant every street, where possible, with street trees.

Individual trees from the original Black Forest still exist within the City of Unley but only one remaining patch of grey-box woodland can be found in Heywood Park at Northgate Street, Unley Park.

The City is fortunate that property sizes within much of Unley are large, enabling trees of a significant size and canopy to have been planted and managed within the private realm. Large trees have been shown to provide greater benefits compared to multiple small trees totalling the same canopy area.^{3&4} These trees, along with those in Council ownership, contribute significantly to the aesthetic and 'feel' of a leafy City.

Since the 1980s the population has been relatively stable, with an increase in recent years, rising from under 35,000 in 2001 to over 39,000 in 2018. Recent population growth has been mostly a result of planning policies that have encouraged further sub-division of land and medium density housing at selected locations.

² Darrell Kraehenbuehl (1996) 'Pre-European Vegetation of Adelaide: A Survey from the Gawler River to Hallett Cove'.

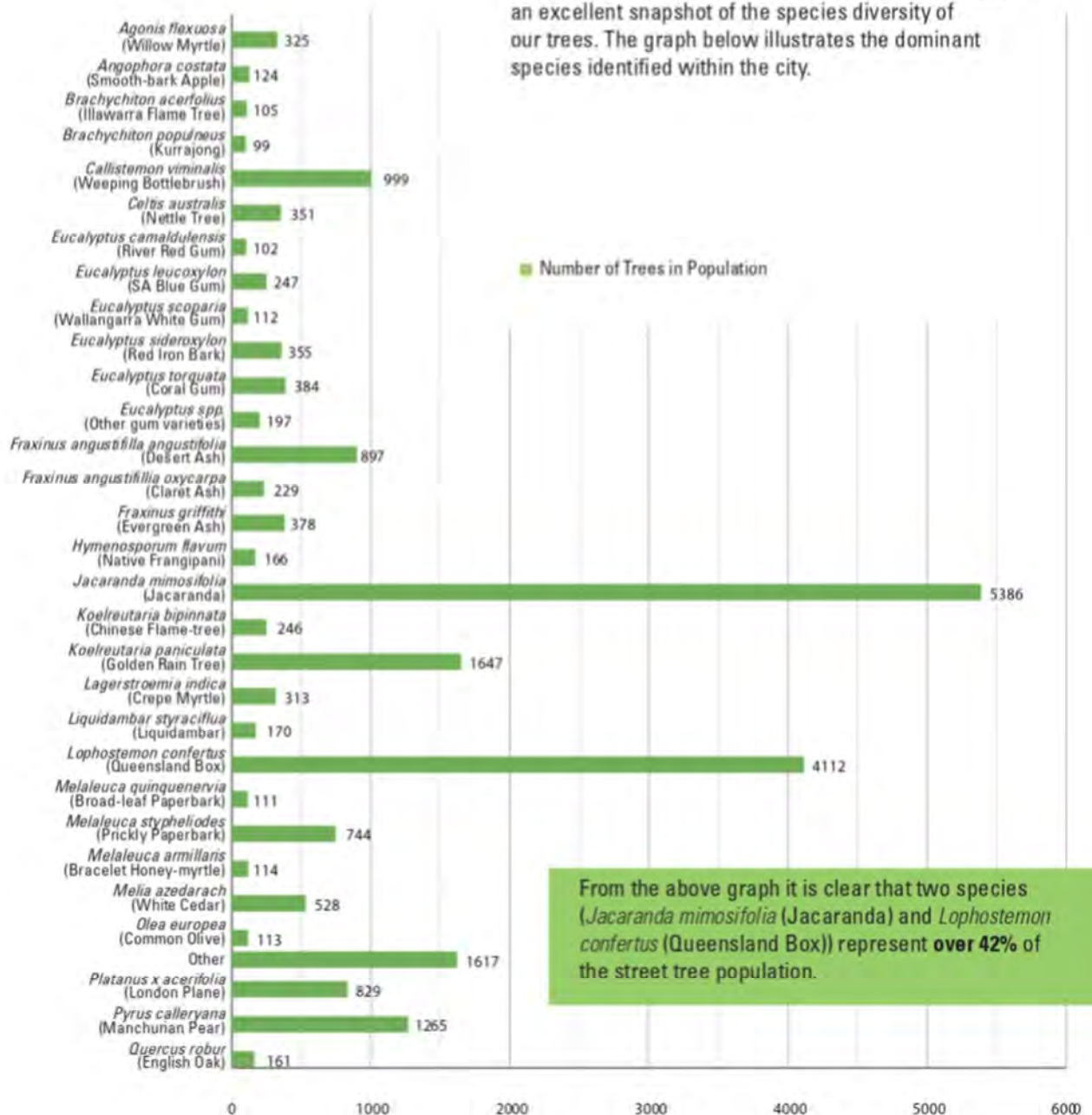
³ Jim Geiger. (2004) 'The large tree argument: The case for large trees vs. small trees.' *Western Arborist*: 14—15

⁴ Stephenson, N., Das, A., Condit, R. et al. (2014) Rate of tree carbon accumulation increases continuously with tree size. *Nature* 507, 90–93



STREET TREE POPULATION

In 2015 a detailed audit of all street trees within the City of Unley was undertaken which was crucial to the Council's transition from reactive to proactive tree management. As part of an ongoing digital transformation, Unley is converting this information to an online mapping layer that can be updated in real time as trees are planted, pruned, audited and/or replaced. In the meantime, the 2015 audit still provides an excellent snapshot of the species diversity of our trees. The graph below illustrates the dominant species identified within the city.



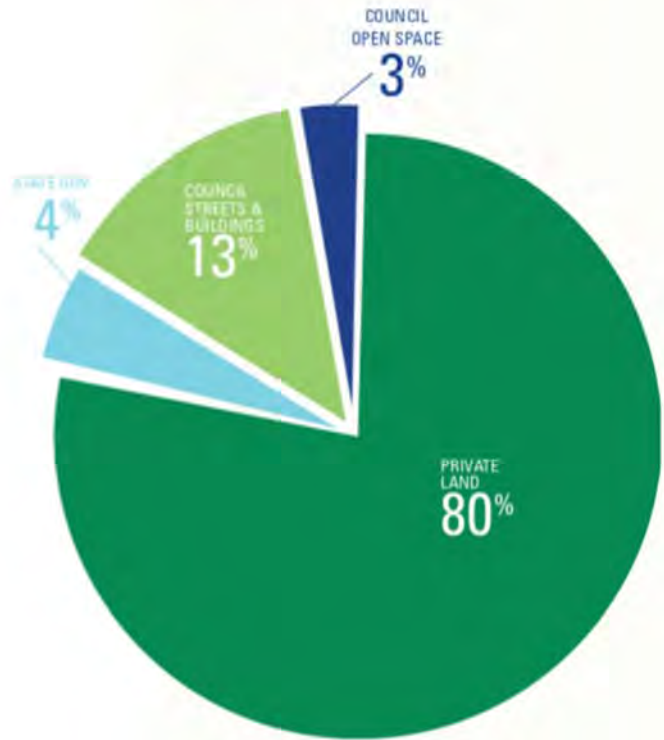
From the above graph it is clear that two species (*Jacaranda mimosifolia* (Jacaranda) and *Lophostemon confertus* (Queensland Box)) represent over 42% of the street tree population.

SHARED RESPONSIBILITY

With 80% of The City of Unley's land area privately owned, the Council cannot meet the State Government target to increase green cover by focusing on the public realm alone. It is essential that Council strengthens and increases programs and initiatives that help retain and increase canopy cover on private land.

Council wants to ensure trees continue to be a feature of the urban environment, while encouraging the community to take an active interest in their own land and support the work that Council and the Government of South Australia is undertaking.

LAND AREA IN THE CITY OF UNLEY⁵



⁵ Adapted from Martinez & Bachar (2018) City of Unley Tree Canopy Cover Change 1979-2017, i-Tree Canopy Analysis

WHAT DOES A 20% INCREASE LOOK LIKE FOR THE CITY OF UNLEY?

26% = 3.7km²
BASELINE CANOPY COVER IN 2013



31% = 4.4km²
TARGET CANOPY COVER BY 2045





RECENT TRENDS

In 2018, the Council undertook a detailed tree canopy assessment to understand trends over time and the current situation of the City. Results are summarised in the graph below.

Tree cover on public land gradually increased following Council tree planting initiatives of the late 1970s and early 1980s. It is worth noting that this program worked but took approximately 20 years to see the full impact of these tree planting efforts.

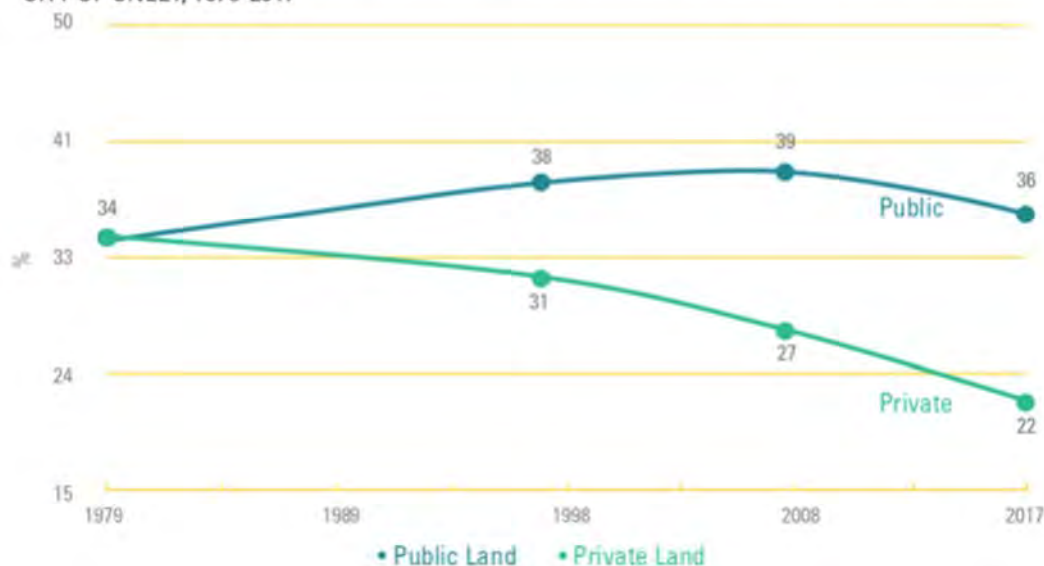
The most recent decade has recorded a decrease in tree cover on public land. This is likely due to a combination of the street tree replacement program (short-term canopy reduction from replacement planting with younger, and therefore smaller, tree canopy), and loss of street trees when additional crossovers (driveways) are installed to accommodate increased urban infill.

The City of Unley has been losing tree cover across private land at an increasing rate since 1997. Since private land represents 80% of the total area, this is of significant concern to future neighbourhood character and urban heat impact.

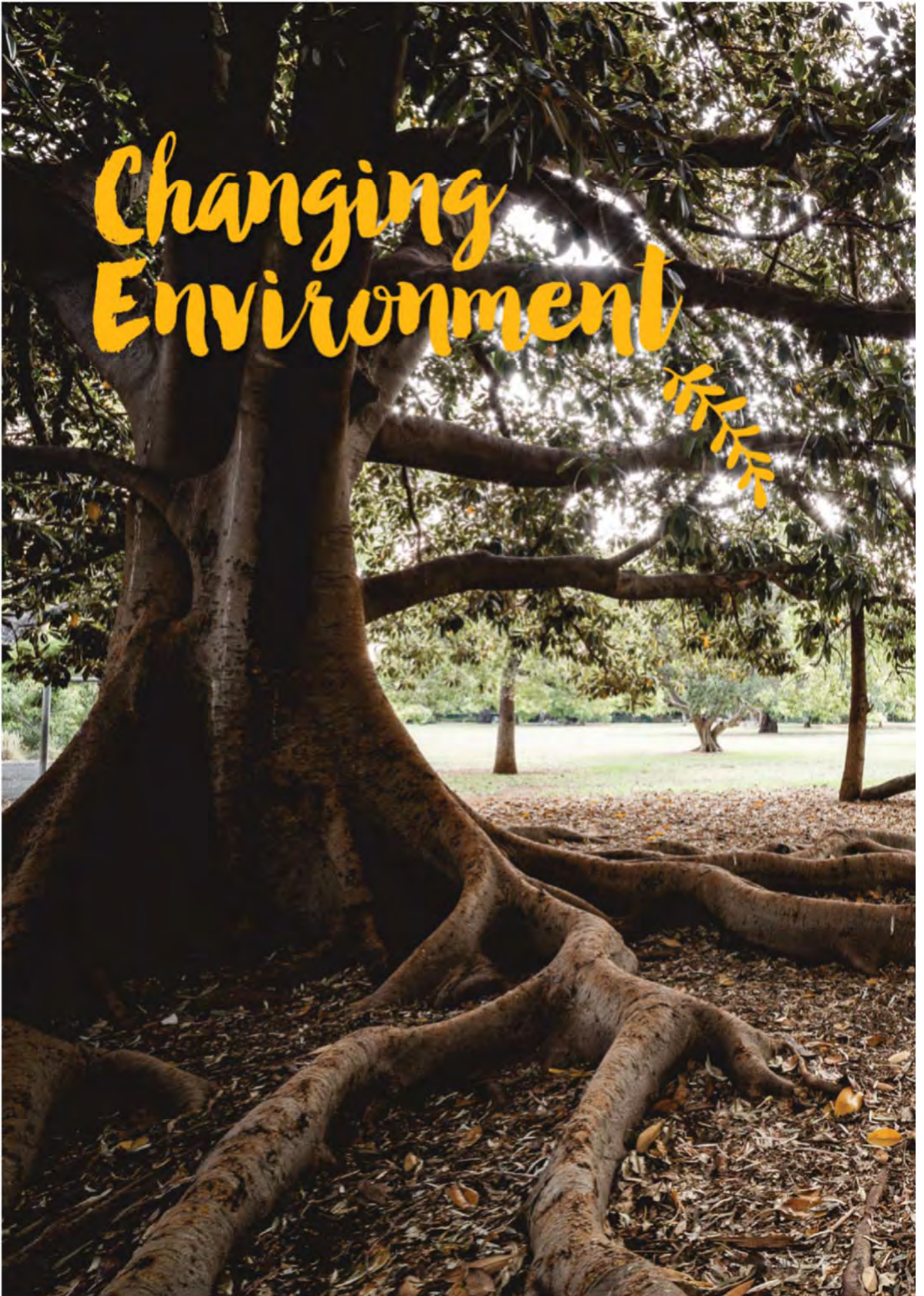
Overall tree canopy cover is declining, with the removal of trees on private land being a key driver of this trend. If this trend continues, there will be a reduced ability for the Council to build neighbourhood resilience to the effects of climate change, particularly with projected rates of ongoing urban infill.

CANOPY COVER CHANGE ACROSS LAND TENURE

CITY OF UNLEY, 1979-2017



⁶ Adapted from Martinez & Bachar (2018) City of Unley Tree Canopy Cover Change 1979-2017, i-Tree Canopy Analysis





Climate Change

We are already experiencing the effects of climate change. The Intergovernmental Panel on Climate Change's (IPCC) Special Report (2018) details the impacts of global warming of 1.5°C above pre-industrial levels. It reports that impacts on natural and human systems from global warming have already been observed and many land and ocean ecosystems, and the services they provide, have already changed due to global warming. It states that under current policies, we are on track for a 3-4°C warming by 2100, however the Report recommends that attempts should be made to limit warming to 1.5°C if we are to avoid catastrophic changes. Increases in average air and ocean temperatures, increased bushfires, widespread melting of snow and rising average sea level are some examples of current changes the world has experienced.

While South Australia's climate has always been variable, a strong warming has been observed since the 1970's, and according to the Bureau of Meteorology, average temperatures across the state have warmed by almost 1°C during the past century, with overall rainfall declining⁷.

Trees directly help build our resilience and reduce the impacts of climate change in two ways:

1. Mitigating the causes of climate change by absorbing carbon dioxide from the air; and
2. Adapting to changes in the climate already locked in by helping to cool our city.

⁷ Bureau of Meteorology as at Jan 2020

Increasing Temperatures

Urban Heat Island (UHI) is a term used to describe a city or metropolitan area that is significantly warmer than its nearby suburban and regional areas, as a result of human activities and modification of land surfaces.

There are many factors that contribute to a city's UHI. For example:

- dark surfaces (like asphalt) that absorb solar radiation;
- hard surfaces (like buildings) that prevent water infiltration into the ground for cooling through evaporation and transpiration;
- densely constructed buildings that trap heat;
- people and their activities that generate heat (like driving, air conditioning etc); and
- low vegetation cover that prevents shading and natural cooling (transpiration).

The temperature difference of a UHI is usually larger at night because the heat remains trapped in the urban environment and is prevented from releasing into the cooler night, therefore there is limited opportunity to cool down. This phenomenon occurs all year round, but it is more severe during hot weather.

In periods of prolonged heat, the UHI effect increases pressure on the city and its liveability. It exacerbates heat stress, particularly for vulnerable people such as the elderly, the young, and those with pre-existing medical conditions. It also decreases air quality, increases energy use and costs needed to keep our buildings cool, and intensifies global warming. People living in high-density areas are at greater risk during heat events as a result of the UHI effect.

Additionally, as our climate changes, the number of days over 40°C in eastern Adelaide is projected to double by 2050, and the frequency and duration of heatwaves is projected to increase.⁸ Heatwaves lead to many deaths in our cities and are known to kill more Australians than any other natural disaster.

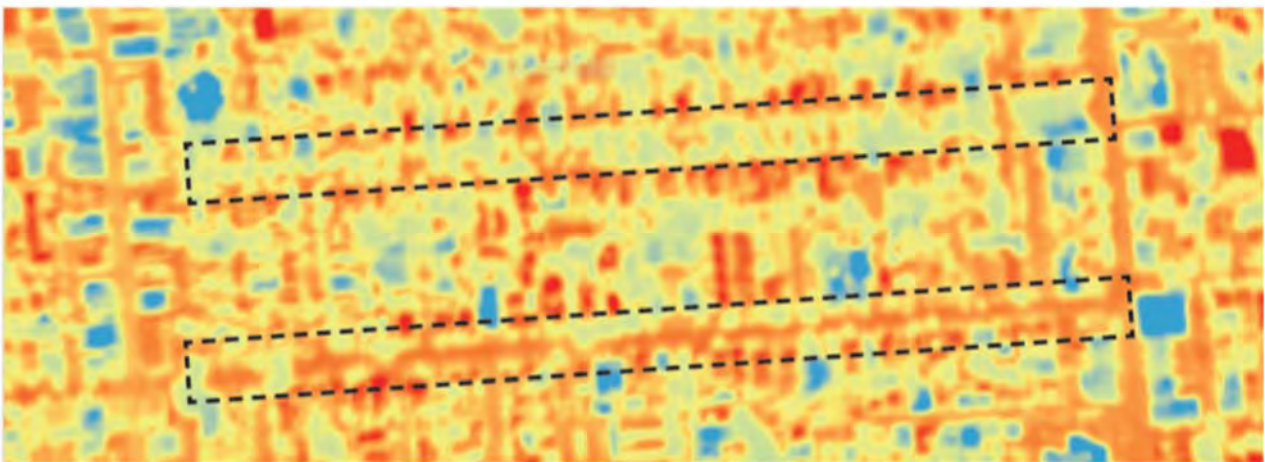
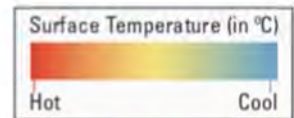
Urban forests are one of the most effective methods for mitigating heat in urban areas and reducing the effects of climate change, though, it can take 20 years for a tree to grow to a size that will effectively assist in mitigating the UHI effect. The use of tree planting and greening in streets, parks and private gardens in the City of Unley will help to increase the resilience of our City to climate change.

Heat mapping highlights the cooling impact trees have. The Urban Cooling example of Hyde Park taken on a hot day in March 2018, illustrates that the surface temperatures in Opey Avenue, with a good canopy of tree cover, are 10 degrees cooler than nearby Park Street, with sparser tree growth. This cooling and shading effect not only benefits road users, but also cools adjacent houses (reducing energy cooling costs) and increases the life of assets (like roads, houses, footpaths and other infrastructure), as well as reducing maintenance costs (protecting from extreme heat).





Urban cooling effects of street trees
comparing two parallel streets in Hyde Park,
Opey Avenue and Park Street.⁸



⁸ Resilient East – Regional Climate Change Adaptation Plan (2015),
URPS for the Eastern Region in association with the government of
South Australia and the Australian Government

⁹ Heat map from Eastern and Northern Adelaide Collaborative Heat
Mapping Project, 2019

Water

Trees need water to survive and urban trees are requiring more supplementary watering due to a number of reasons.

The amount of water a tree requires varies a great deal. Rainfall, supplementary watering and climate change influence water availability and the species, stage of development, drainage and local conditions impact on water demand.

Less rain is predicted with climate change, with reductions of 7% to be experienced by 2050.¹⁰ Extreme heat, particularly when combined with low soil moisture, causes the loss or decline of trees and vegetation. Better planning of our cities is needed to allow for increases in rainwater capture and use onsite (as opposed to hard surfaces that create runoff).

The capture and reuse of stormwater is an important way to decrease reliance on potable water, particularly given the quantity

of stormwater flowing through creeks in the City. The Council is committed to becoming a water sensitive city which means using water to enhance sustainability, liveability and resilience. The implementation of Water Sensitive Urban Design (WSUD) techniques integrated into traditional Council assets is one such approach which will contribute to achieving this outcome.

Since 2009, recycled water options have been provided to most of the parks and reserves through the Glenelg to Adelaide Parklands Recycled Water Project (GAP and Managed Aquifer Recharge (MAR) schemes.

While larger scale WSUD opportunities may not always exist in a highly urbanised area like the City of Unley, there are smaller scale initiatives that support water retention within the City including stormwater inlets and waterwell installations.



TreeNet inlets capture stormwater from water runoff and utilise the water to support tree growth.



Stormwater diversion pits capture rain water from property overflow and store the water in a pit slowly dispersing into the nature strip supporting tree growth.

¹⁰ Regional Climate Change Adaptation Plan (2015), URPS for the Eastern Region in association with the government of South Australia and the Australian Government

Plants & Animals

Trees provide habitat for many other plants and animals that live in the city. A good variety and abundance of plants and animals creates a healthy biodiversity and urban ecosystem. There are many mutually beneficial relationships between plants and animals that help make our environment balanced and healthy. For example different plants and fungi can cycle nutrients in the soil and certain birds help keep insect levels in check.

Many of our animals rely on hollows in large old trees to nest or den in, such as birds and possums. As the number of large trees with hollows decline, the native wildlife that depends on them for food and shelter are also in danger of disappearing. Aside from impacting the wildlife itself, loss of nature in cities has a detrimental effect on people and sense of place. This is of particular concern for younger generations with concepts such as the "nature deficit disorder" defined in 2005.¹¹

The City of Unley has multiple native biodiversity corridors and plantings, such as Windsor Street Linear Reserve, to help preserve wildlife and rebuild important natural relationships.

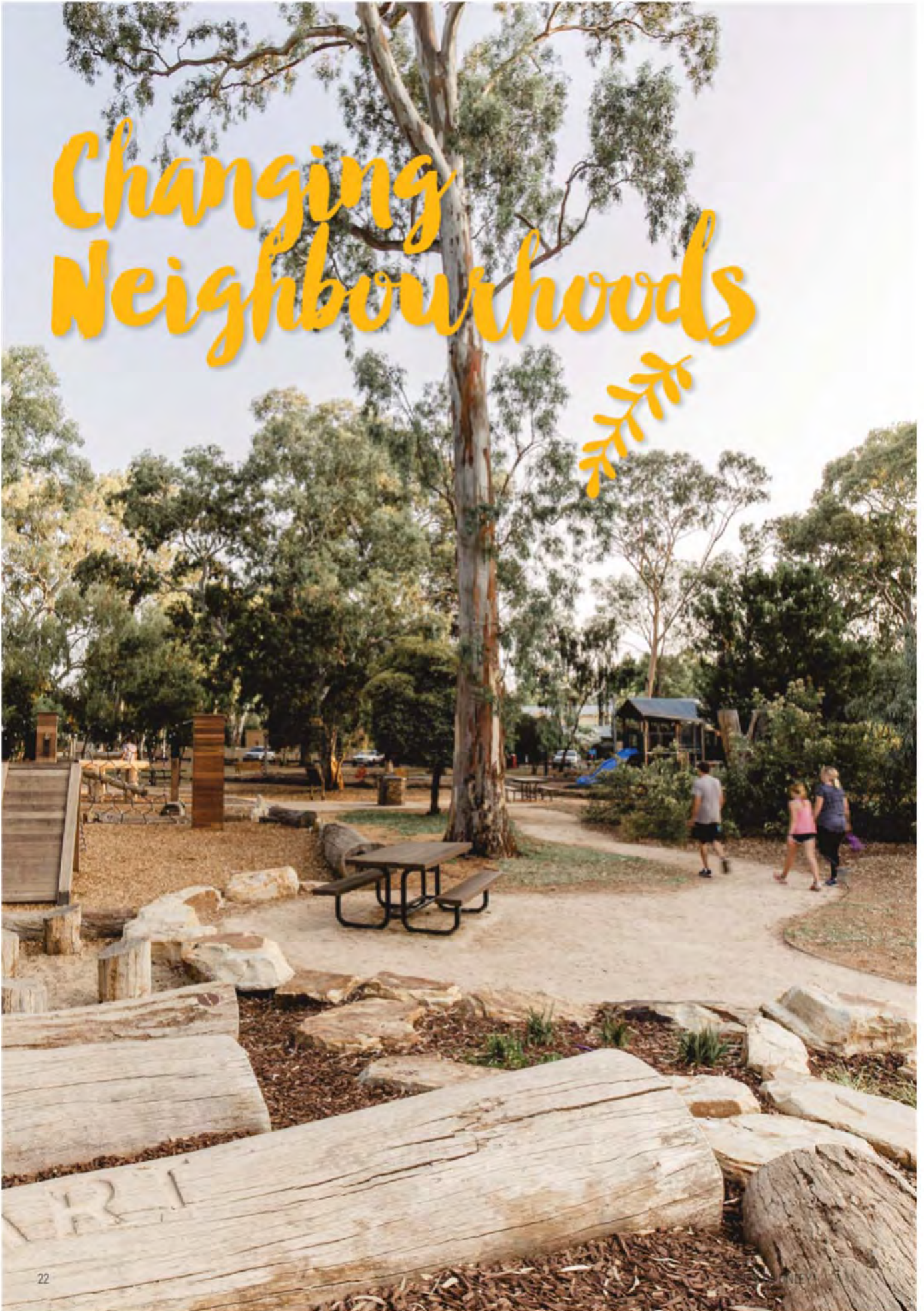
To support the loss of natural tree hollows, the Council has an artificial wildlife box program with over 173 installed across the city. Boxes are different shapes and sizes to accommodate a variety of wildlife including parrots, possums, kookaburras, pardalotes (native wrens) and bats. Each year, the boxes are serviced and surveyed to record wildlife activity. The boxes are cleaned, if required, and new nesting material is added. The mechanisms that secure the boxes are safety checked and adjusted to allow tree growth.



¹¹ Richard Louv (2005) Last Child In The Woods - Saving Our Children From Nature-deficit Disorder. Chapel Hill

Inset photo © fauNature

TREE STRATEGY



Urban Infill and Lifestyle



The State Government's commitment to managing growth within the existing urban footprint has seen a significant increase in the ratio of infill development compared to fringe development in Greater Adelaide. Currently, approximately 76% of Greater Adelaide's new housing growth is within established suburbs. The 30 Year Plan for Greater Adelaide suggests that 85% of all new housing in metropolitan Adelaide will be built in established urban areas by 2045.

The City of Unley is not insulated from this ever-increasing consolidation associated with urban development. The reality of the legislation and associated policy is that the number of family homes offering a large allotment with a modest dwelling, fruit tree, large patch of grass, vegetable garden and large native and/or exotic trees are declining.

As such, sub-division with multi dwelling allotments come with less open space, little room for a large tree, increased impermeable surfaces and excessive stormwater requirements.

Most new dwellings and allotments require additional vehicle driveways which removes large sections of Council nature verges within the road reserve. They usually also feature decreased set-backs from the road and allow less room for large shade trees. They require additional utilities above and below ground in the form of gas, electricity, communications, sewerage and stormwater. This impacts on both existing tree health and future planting space.

Other common activities resulting in tree loss include large extensions to the rear of existing properties, preference for low maintenance gardens and private business and commercial developments.

This private development increases the pressure on available street tree planting opportunities and subsequently canopy cover throughout the city. Examples of some of these typical changes to trees on private land can be seen below.



Tree loss examples in Fullarton from both development, partial extensions and landscaping changes.

Living with Trees

The City of Unley has a wide and varied population of residents, business owners, employees and visitors with different perspectives and interaction with trees. As such, the City encompasses many people with an extremely diverse range of interests and attitudes toward trees.

Trees are an important element of the rich cultural heritage of the City and a valued asset to the community. Conversely, the rate of canopy loss on private land clearly tells us there are changing perceptions towards the value of trees that are contributing to their loss.

Along with the many benefits of trees comes a range of concerns which are part and parcel of living with trees in our urban environment. These can include perceived safety concerns

of trees, nuisance being created by leaf debris, sight obstructions, roots impacting on properties causing a financial or physical burden. There is also an emerging trend of tree removal by older residents that are finding it harder to keep up with maintenance requirements and costs.

“I love trees but not the one in front of my house” is a phrase heard often by Council staff.

While the Tree Strategy strives to support and maintain the existing urban forest and increase canopy cover over future years, it must be acknowledged that with this increase will come more concerns from the community around risk, nuisance and the balance of the benefits of trees versus the concerns they can present.

Appropriate maintenance and pruning can often alleviate concerns, and suitable repair or redesign of infrastructure can also be undertaken with little impact to the tree meaning that the tree can continue its valuable contribution for many decades to come.

The Tree Strategy will act as an over arching support mechanism to advocate for the retention and increased planting of trees where they are not presenting a clearly defined unacceptable risk and/or a substantial nuisance of value.

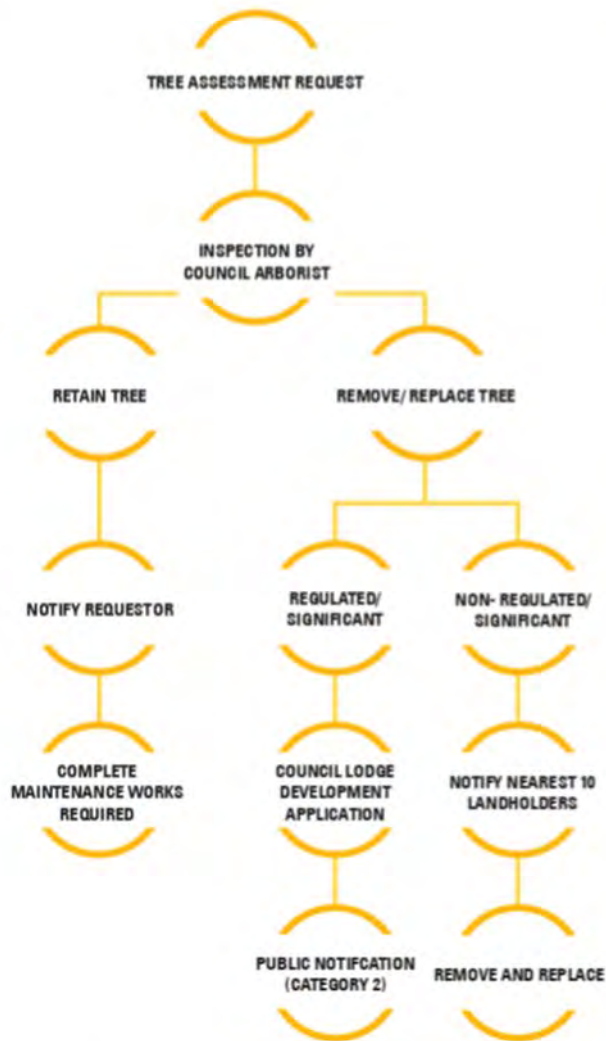


Tree assessment

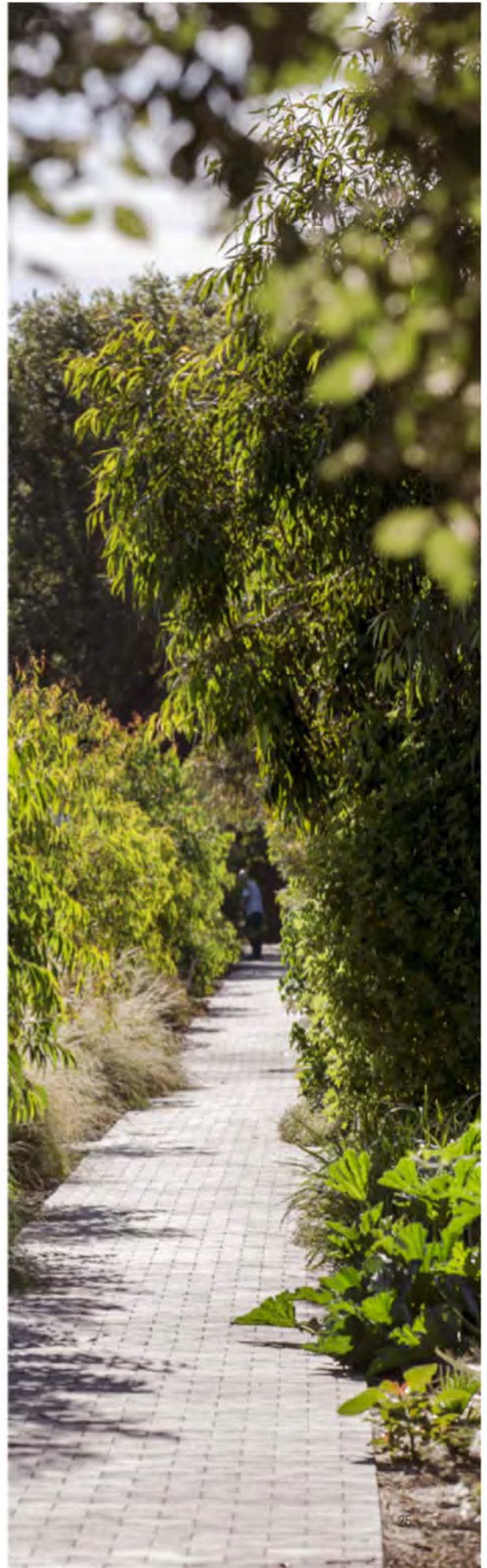
In delivering a Tree Strategy it is important to understand who has the decision making authority for trees, particularly for tree removal requests.

This varies depending on the landholder and if the tree is protected under legislation as a Regulated or Significant Tree. The following three flowcharts provide a summary of the most common tree assessment processes.

COUNCIL OWNED TREES



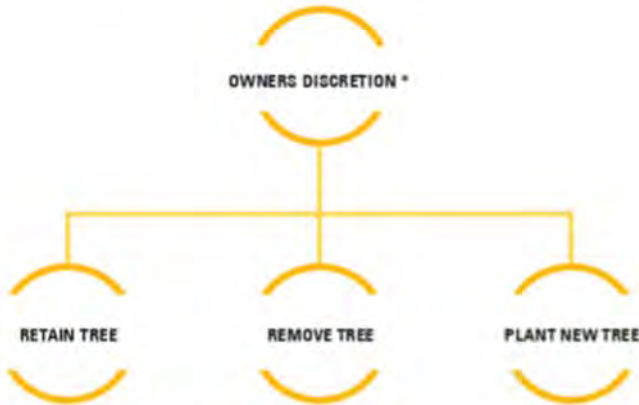
TREE STRATEGY



25



PRIVATELY OWNED TREES (NOT REGULATED / SIGNIFICANT)



*Exception is if the land owner has an approved Development Application which includes landscaping provisions which they are obligated to plant and maintain.

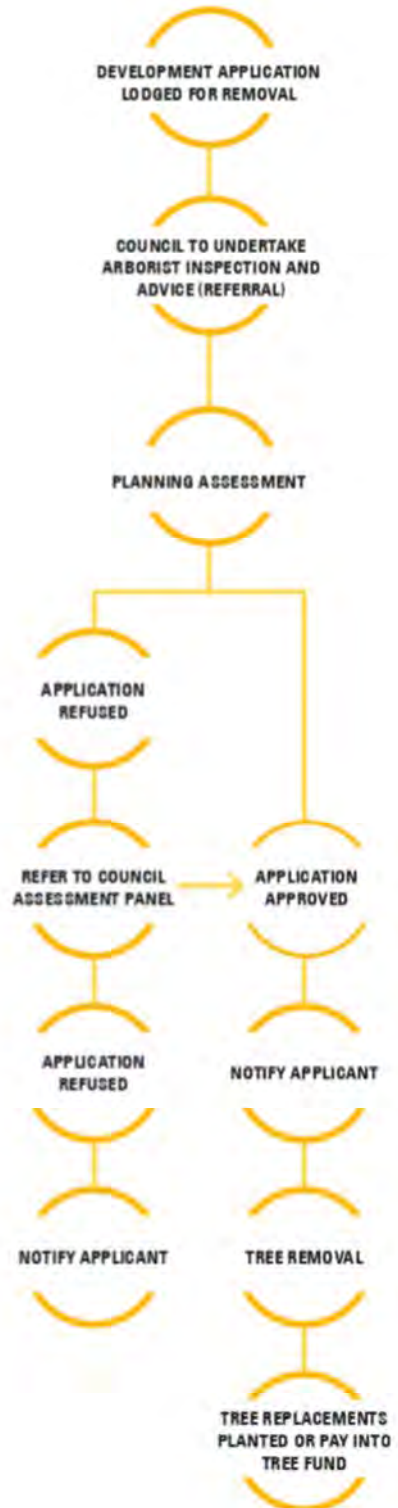
REGULATED / SIGNIFICANT TREES (ON PUBLIC OR PRIVATE LAND)

Trees that are Regulated or Significant have state legislative protection and a Development Approval is required to undertake Tree Damaging Activity (pruning or removal of Regulated or Significant Trees).

A Regulated tree is any tree within the City of Unley with a trunk circumference of 2.0 metres or more (measured at a point 1.0 metre above natural ground level). In the case of trees with multiple trunks, Regulated trees are those with trunks having a total circumference of 2.0 metres or more and an average circumference of 625 millimetres or more (measured at a point 1.0 metre above natural ground level).

A Significant tree is a Regulated tree with a trunk circumference of 3.0 metres or more (measured at a point 1.0 metre above natural ground level). In the case of trees with multiple trunks, Significant trees are those with trunks having a total circumference of 3.0 metres or more and an average circumference of 625 millimetres or more (measured at a point 1.0 metre above natural ground level).

Some trees may be exempt from Regulated and Significant tree controls because of their location or their species.



People Friendly City



“Ageing is a cause for celebration in the City of Unley - our people are living longer and healthier.

The City of Unley has a key role to play in helping our community to get the most out of their lives.

We need to ensure that our City is accessible for everyone, promotes health and wellbeing and provides opportunities for connection, inclusion and contribution. We want our people to live fulfilled lives throughout their lifetime and never feel like they need to leave the City of Unley”

This summary quotation from the current City of Unley Active Ageing Strategy highlights the opportunity facing the future design of local streetscapes. The City promotes that within each neighbourhood, every street that can be planted with street trees has and will continue to be planted. Our community expects tree-lined streets with a height and canopy that provides shade and amenity to an otherwise harsh streetscape.

As an urbanised inner city council, many of the streets are narrow from property boundary to kerb. Trees require space to grow, mature and survive. Within limited space they often come into conflict with the street infrastructure. Large trees potentially impact on the accessible width of a footpath carriageway and regularly lift the pavement as they mature. This provides challenges as we strive to reach the goal of creating an environment that is pleasant, safe and accessible through Age Friendly pathways.

A balanced approach will be required to reach the Age Friendly goals with the community potentially being asked to accept a modified streetscape or more innovative solutions being explored such as narrowing roadways to provide more space for trees.

Example in Mary Street, Unley where footpath width narrows due to tree trunk. The challenge is to decide if the tree remains or the need for a legislative age friendly footpath takes priority.





Community Values

The City of Unley is known for its leafy streets which greatly add to the character of our streetscapes and local property values. There is an intangible quality about the connection between community and trees – a visual sense of place that is tree lined and leafy. Many of our local parks are identified by the scale and character of a number of large legacy trees. This leafy neighbourhood character isn't made up from one tree but the combined look and feel of the whole urban forest.

Before developing the Tree Strategy, three workshops were held to better understand community perceptions and values relating to trees in late 2019. To reflect our future generation, one of the workshops was with students from across six local primary and high schools.

Participants provided views on what they value now, would like to see in the future and ideas on actions to get there.

The students (aged 9-17), showed a solid understanding of the many benefits of trees, particularly how they make the city look and the connection to climate action. Similar to the students, the adults values were strong with aesthetics, cooling and habitat most prominent. These responses aligned with the findings from a National survey¹² on Green Spaces, with aesthetics also the number one value mentioned.

What do you value about trees in Unley now?

Adults Response Nov 2019



Student Response Oct 2019



¹² Greener Spaces Better Places (2019) Who's With Us? Bringing community along on the green space journey.





Keeping Unley Leafy

Due to the many years it takes for trees to mature, action taken today will set the future legacy. The Council has committed to the following vision and long term target.

VISION:
Create a resilient, healthy and diverse urban forest to keep Unley leafy for future generations.

TARGET:
20% increase in green cover by 2045 which is the equivalent of 14,000 new trees

The number of trees target is based on a representative tree with an 8m diameter canopy spread. This is an average sized tree found in the back yard of typical properties across the City to make it easier to visualise what a 20% increase in canopy means. In reality of course trees vary greatly and a variety of sizes should be planted to suit each location.

A tree target (rather than percentage), also enables a way to track progress annually in the intervening years between canopy assessments. Trees are a long term investment and it will take a sustained commitment over more than 20 years to see the full impact of actions taken today.

ACHIEVING OUR TREE CANOPY TARGET

14,214
NET
INCREASE
IN TREES BY
2045

= 546
PER YEAR
ACROSS THE
26 YEARS TO
2045

18,918
RATEABLE
PROPERTIES

IF **3 in 4**
HOMES PLANTED A
NEW TREE WE WILL
ACHIEVE THE TARGET

Objectives



The Tree Strategy is guided by eight key objectives to ensure trees throughout the City are managed in a responsible and systematic manner to meet the needs of the community.

1. ESSENTIAL

Value trees as **essential** community assets that contribute to the wellbeing of our community and environment.

2. DIVERSITY

Ensure the City has a **diversity** of tree species and ages to maximise resilience against pest, diseases and climate extremes.

3. GREEN COVER

Realise new opportunities within our City to enhance streets and increase **green cover**.

4. LEGACY

Prioritise planting of **legacy** trees in parks and reserves that have the potential to become noteworthy and to span generations.

5. INNOVATIVE

Improve urban tree management practices through adopting **innovative** technologies, new methods and adaptive approaches.

6. SUPPORT

Support owners to retain existing trees and plant more trees on private land.

7. PROMOTE

Promote the benefits and advocate for trees in our City.

8. MAINTAIN

Proactively establish and **maintain** trees as a long term asset.

Working Together

Keeping the City of Unley leafy is achievable through the whole City's involvement.

A key factor in the considerations and role Council undertakes in tree management is based on location and land owner, particularly between trees located on our streets, within parks and reserves, on other government land and those on private land.



COUNCIL PARKS & OPEN SPACE TREES

As the urban population grows and private green space becomes less available, public open space increases in social and community value. The City of Unley has significantly less open space (<3%) than most local government authorities within metropolitan Adelaide.



OTHER GOVERNMENT LAND

Approximately 4% is managed by State Government Agencies including the Department for Education (public schools) and Department for Planning, Transport and Infrastructure (DPTI) (transit corridors and arterial roads). Much of this non-Council public land has existing canopy or the potential for additional plantings that could be achieved through existing partnerships with these agencies.



COUNCIL STREET TREES

Street trees in the City of Unley have an important function and role to improve the micro-climate and liveability of the City, and contribute to its diverse inner urban, heritage, environmental and social character. Due to limited open space, streets are the main opportunity to expand the urban forest on Council land.



PRIVATE LAND (RESIDENTIAL & BUSINESS)

With private land making up 80% of the whole City area, it is an essential component to meeting the target of 14,000 new trees by 2045. Backyards, front gardens and corporate landscaping make significant contributions to urban greenery and the broader community. Actions that aim to support retention of existing trees are just as crucial as any that encourage new planting.

Council is limited in its ability to directly influence private land owners. Legislative control resides with the State Government through the *Planning, Development and Infrastructure Act 2016*, which councils administer. However, the Council can play an important leadership role in advocacy, education and support to negotiate better outcomes for retaining and/or increasing canopy wherever possible.

Future Directions



ACTION PLAN 2020 - 2024

Established trees require very different management actions and objectives compared to the planting and establishing phase of new trees. Therefore, management of trees within the City of Unley urban environment has been classified into two key sections:

- **Manage and Maintain (Existing Trees)**
- **Expand and Establish (New Trees)**



Manage & Maintain

Trees take many years to mature and provide shade, canopy and amenity. As the City of Unley already has an established urban forest, the highest priority is to protect and maintain these existing assets.

INITIATIVES

The City of Unley will continue its proactive approach to tree management, following asset management principles, arboriculture standards, guidelines and procedures. The following is a list of key and new strategic initiatives to be implemented that will assist to collectively meet the 2045 objectives.



OPEN SPACE



STREETS



GOVERNMENT LAND



PRIVATE LAND



M1. DATA MANAGEMENT

M1.1 Review the Tree Strategy at least every five years to provide strategic planning, guidance and regular reporting on tree investment.

Regular review of the Strategy will act as an evaluation mechanism to assess Councils progress towards managing and maintaining its urban forest.

M1.2 Canopy cover trend analysis comparing public and private land tenure change will be undertaken in conjunction with the Strategy review as an evaluation mechanism.

Changes in canopy cover are gradual, so while annual numbers of trees planted vs removed can be tracked, actual canopy trends should only be assessed approximately every five years. A five year reporting cycle will reveal progress towards the whole of area target.

M1.3 Tree Condition Assessment Audits will be conducted on all street trees at least every five years and a dynamic mapping layer will be maintained.

City of Unley street trees will have a condition audit in a rolling five year program to assess their health and if any maintenance action needs to be scheduled. The aim is for 95% of all trees assessed to meet prescribed Level of Service requirements.



M2. MAINTENANCE - TREE MANAGEMENT

M2.1 Undertake a proactive approach to cyclic pruning.

A planned maintenance pruning schedule allows for preventative measures to be taken in managing the existing street and park trees to keep them healthy and ensure their form suits the individual locations, addressing potential nuisance issues before they arise.

M2.2 Use best practice techniques and methods in the maintenance of trees.

Skilled and experienced staff will be supported to manage and maintain the urban forest through the Policy, Tree Management Procedures and industry network such as TreeNet.



M3. MANAGEMENT OF TREES

M3.1 Replace trees as required based on condition audit results.

Council will continue to replace trees as they reach the end of their useful life expectancy to ensure current tree numbers on Council land are retained. The replacement species will be chosen to best suit local conditions and may not reinstate the original species.

M3.2 Remove individual trees when all other options to retain the tree are exhausted.

Staff will apply Council's Tree Policy when determining requests for tree assessment from the community noting the priority to retain and protect existing trees wherever possible.



M4. LIVING WITH TREES

M4.1 Offer a Conservation Grant to private residents to assist with the ongoing maintenance of Regulated and Significant Trees on private land.

The existing biannual Conservation Grant Scheme will be continued to offer assistance with costs associated for supporting tree health and maintenance for Significant and Regulated trees.

M4.2 Investigate a new Living with Trees pilot program which could include discounts towards gutter cleaning, additional green waste options, safety audits and/or pruning of trees on private land.

When reviewing the drivers for tree loss on private land, one area identified was the perceived safety concerns or increased maintenance time and costs. If these could be addressed, it is much more likely trees would be retained on private property. Investigate a trial project to test effectiveness of incentives and support for maintaining existing tree canopy on private land to reduce tree loss. The project will also promote existing schemes like the Commonwealth Home Support Program which includes heavily discounted gutter cleaning to eligible applicants.

M4.3 Promote existing information and support available from internal and external sources relating to tree maintenance.

This initiative involves the provision of information and advice on living with trees in urban areas including maintenance suggestions. It could explore some “myth busting” of common perceptions of trees. Information available from government and non-government sources will be considered based on its relevance to the City of Unley.



M5. DEVELOPMENT PROTECTION

M5.1 Update and apply clear procedural protocols for dealing with Development Applications involving the removal of Regulated and Significant trees.

In coordination with the introduction of the new Planning and Design Code, Council will adapt existing protocols and information to reflect any changes in dealing with Regulated and Significant trees in the development application process.

M5.2 Develop a proforma or checklist to assist and guide developers in addressing relevant Development Plan tree environmental criteria to enable Council administration to make informed assessment decisions.

In coordination with the introduction of the new Planning and Design Code, adapt existing information to reflect any changes and provide clearer information to support good outcomes for tree health and improved customer experience for development applicants.

M5.3 Audit developments to assess compliance with landscaping (during or post construction) and identify any damage to Council trees or Regulated or Significant trees on private property.

Under this initiative Council will focus effort on compliance with development approvals in accordance with legislative requirements that supports the retention of trees. This includes both during construction (eg site inspection of tree root protection zones) and post construction.



Expand & Establish

This Tree Strategy advocates for a greater focus on tree selection and planting design to increase opportunities for new trees across the City. The Strategy recognises the importance of increased tree care in early years to become established, healthy trees that suit their surrounds.

INITIATIVES

Meeting the 14,000 new trees by 2045 target will require a combination of planting by both Council and other land owners. The following is a list of key and new strategic initiatives to collectively meet the 2045 objectives.



E1. MAXIMISE PLANTING ON COUNCIL LAND

E1.1 Implement an accelerated tree planting program for additional trees on Council land using Precinct Plans to prioritise planting locations.

Council will take a leadership approach in improving canopy cover by maximising public planting, including within parks, streetscapes and other public places. Planting locations will be based on Precinct Plans that aim to increase shaded trails along streets to link residents and visitors with schools, shops, parks or public transport. Decisions on individual species selection will be made on a case by case basis to ensure the right tree in the right location approach is followed.

E1.2 All new capital or infrastructure renewal works will consider and appropriately budget for trees and greening where practical.

Combining Councils annual streetscape renewal works with greening initiatives can create multiple long-term benefits and build greater efficiencies. Opportunities for trees and increased landscaping will be identified at the start of a project to support more sustainable built outcomes.

E1.3 Trial, test and refine new planting methods, including reclaiming hard surfaces and tailored integrated streetscape designs.

Maximising tree planting on Council land will focus on filling vacant spots along streets, however it will also need to utilise newer methods that reclaim hard surface such as on-road planting. These techniques are still being refined and need to balance the competing needs for wide footpaths, bicycle lanes, on-street parking spaces and underground/overhead assets. Ongoing testing and trialling in collaboration with neighbouring councils and partner organisations, such as Tree Cities of the World and SA Power Networks will allow Council to be progressive in this space.



E1.4 Prioritise planting of legacy trees in appropriate locations within parks and reserves that have the potential to become significant long-term features.

Council will identify suitable locations within parks and reserves, and plant new specimen trees that have the potential to grow very large and become noteworthy landmarks in the future, contributing to the identity and amenity of local parks and the City's canopy aspiration.

E1.5 Target an urban forest composition of no more than 5% of one tree species, and 10% of one genus.

A reliance on dominant species leaves the City vulnerable to pests and disease and the potential loss of the tree asset. Council will move towards a healthy, environmentally sustainable and resilient tree population by increasing its diversity of species. This is a long-term process that will only be completed through the natural succession of existing trees.

E1.6 Maintain a toolkit that includes a palette of species suitable for street planting which considers varying infrastructure situations, service and footpath requirements, and considers climate change.

This initiative provides a range of species options for arboriculture staff, that can be used in line with site specific locations taking into account community use, neighbourhood character, transport functions, biodiversity, native habitat provision, open space, available space, utilities and environmental considerations.



E2. ESTABLISHMENT (YOUNG TREE CARE)

E2.1 Advance guidelines and programs to support the early establishment of trees to maximise canopy potential.

Council will review and update young tree care practices in line with industry standards to ensure new trees are provided with the best development potential over the first three to five years.

E2.2 Ensure watering programs and schedules meet new tree requirements during establishment phase.

Review and update watering programs to support new trees including water retention initiatives, use of recycled stormwater and need for additional watering during extended periods of low rainfall.

E2.3 Resource and schedule a young tree care program for three to five years post planting.

New saplings need more care and support in the first few years after planting and it is crucial this is planned into operating budgets and work plans. Council aims for an annual survival and health achievement target of 90% or higher in the first 12 months of a tree's life.



E3. COLLABORATE

E3.1 Revitalise and monitor the "adopt a tree" program to encourage residents to provide supplementary watering to new street trees.

Build on the success of the original "adopt a tree" program aimed to care for stressed street trees during the drought, with a focus on adopting new street trees. Council will continue to provide water truck services to all new trees, however there is strong anecdotal evidence that suggests where residents take ownership and provide supplementary water to trees planted in front of their homes, the likelihood of the tree's success and rate of growth is greatly enhanced.

E3.2 Investigate partnerships with State Government agencies to collaborate on education, managing risk and new plantings.

Approximately 4% of land in the City of Unley is managed by State Government Agencies. This includes the Department for Education (public schools) and Department for Planning, Transport and Infrastructure (DPTI) (transit corridors and arterial roads). Much of this non-Council public land has existing canopy or the potential for additional plantings which we could partner with on delivery. For example any upcoming works with DPTI on arterial roads or transit corridors should include discussions for retention and/or addition of trees.

E3.3 Continue to advocate for legislative controls to improve outcomes for retaining and increasing trees wherever possible.

Support State Legislation that protects existing trees and provides design standards for space for new trees on private land. Ongoing technical input and advocacy in relation to new legislation, particularly in the implementation of the new Planning and Design Code.



E4. SUPPORT & PROMOTE TREES ON PRIVATE LAND

E4.1 Provide support and incentives for the community to become engaged in the planting and ownership of trees within private properties to adapt to the impacts of Urban infill and assist in preserving the urban forest.

Council will provide an advocacy role for new trees on private land through some new pilot initiatives including providing information on popular tree species in the City of Unley to assist private landholders in tree selection. Council will trial new tree incentives, such as a discount voucher, to encourage new residents to plant trees on private land. Council will also trial a "Landscape Design Service" to be available at Council approximately 2 days per month to provide independent advice to residents and businesses.

E4.2 Explore partnership opportunities with commercial developments to increase trees within public interface zones (eg private open carparks)

Investigate partnerships with owners of open car parks and other hardspaces for opportunities to increase greening through planning, design and/or management of commercial land. Collaborate to seek substantial co-contributions and improve canopy and amenity as opportunities allow, including more trees around buildings, within gardens, along rear boundaries and across carparks.

E4.3 Provide activities for the community to celebrate and value trees.

An expanded urban forest relies on our community valuing and supporting the role of trees. Education and awareness raising events will be held to increase understanding the benefits of trees in urban areas. Exact initiatives will vary year to year but may include tree planting with schools on National Tree Day, heritage tree tours, adopt a tree program, temporary "tree tag" installations, nature play school holiday activities and community presentations.

E4.4 Council will explore a range of financial measures and incentives to encourage the retention and expansion of tree canopy on private land.

Council will investigate policy options that consider minimum requirements for canopy cover on private land. These investigations may also consider financial or other incentives for existing properties to achieve a target canopy cover level and establishing partnerships with commercial property owners to increase tree canopy.



Implementation

INCREASED PLANTING & MAINTENANCE

Successfully growing and managing our urban forest will require support from the public sector, developers, businesses, wider community, the elected members and Council staff. To effectively increase and maintain a healthy functioning urban forest requires an increased resilience to nuisance and risk, support financially, administratively and legally with long term funding commitments and organisational change.

Ongoing implementation and improvement of Councils' Tree Strategy and any associated maintenance is managed in accordance with, and subject to, adoption of Councils Annual Business Plan and Budget. An increase in planting and projects relating to trees will require additional and ongoing maintenance funding, including administrative support.

The financial life of a tree is defined with two major events that bookend its existence. The costs of purchasing, planting and establishing and the cost of removing the tree at the end of its life. The long period between these events is where the tree provides so many benefits and asks for so little in return.

As such, an increased planting program to drive increased canopy cover will require a significant shift in resourcing. 'Young Tree Care' must become the prime focus as successful tree establishment drives

decades of benefits at relatively low cost. Young Tree Care applies for the first 3-5 years after initial planting and typically includes formative pruning, annual inspections and more frequent watering. It is important that Young Tree Care keeps pace with planting rates to ensure they grow and thrive.

Further implications of an increased urban forest will be realised insofar as Council's operational costs with respect to tree removal, pest and disease control, tree watering, street sweeping, civil infrastructure repairs associated with root growth, as some examples.

It is worth noting that costs to plant new trees vary depending on species selection, size of tree planted and complexity of planting location (eg any realignment of kerb/reclaiming hard surface).

As our urban environment becomes more compact, finding space for trees and tree roots will become harder, and require greater investment (including supporting infrastructure) to create sustainable growing environments.



TRACKING 14,000 TREES TARGET

To meet Council's long-term canopy target, it is estimated that approximately 14,000 trees will need to be added into the City in the next 26 years (2019 to 2045), in addition to Council's removal and replacement program. This target equates to an average of 540 new trees planted per year. As outlined in this Strategy, it is recognised that with limited public space, a large number of these trees will need to be planted on private land.

To meet this long-term target, a sustained commitment is required from the Council to investment in the introduction and maintenance of new trees across the City. Opportunities to increase planting will vary annually, be influenced by Council's capital and renewal programs, grant funding and partnership opportunities, as well as public involvement with tree planting incentives. Based on the 2019/20 program of works, the following is a demonstration of how a variety of funded initiatives can work together to achieve at least 540 new trees per year.

NEW TREES PLANTED	INDICATIVE TREES/YR
New street trees in vacant spots between existing trees.	400
New trees planted as part of annual capital projects works.	20+
New large species trees in parks and reserves.	10
Trial or refine at least one tree planting approach each year (eg on road plantings or in collaboration with carparks and/or schools).	10+
Provide small discount voucher towards a new tree for residents.	100+
Total indicative new trees per year	540

INDICATIVE COSTINGS OF NEW TREE INITIATIVES						
NEW INITIATIVES (Additional Finance)	19/20	20/21	21/22	22/23	23/24	Total over 5 years
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Develop strategy, policy, toolkit, plans and procedures	70	0	0	0	0	70
Planting new trees Council land	90	160	160	160	160	730
Education and advocacy for trees on private land	25	25	25	25	25	125
Total New Initiatives	185	185	185	185	185	925
Target Outcomes - Approximately 540 new trees per year						



Glossary

Arboriculture: The management and cultivation of trees.

Biodiversity: The variety of all life forms on earth: the different plants, animals and micro-organisms and the ecosystems in which they form a part of.

Capital Works Program: A program of works conducted by Council which renews, upgrades or creates new infrastructure to support the delivery of services to the community, including roads and footpaths.

Carbon sequestration: Amount of carbon dioxide removed from the atmosphere and stored by trees and other biological or chemical processes.

Ecological resilience: The amount of disturbance an ecosystem could withstand without permanently changing or damaging it.

Ecosystem: A community of organisms interacting with each other in their environment.

Genus: A scientific term for a group of related animals or plants, eg *Eucalyptus* (Gum Trees).

Green space: An area of grass, trees or other vegetation for aesthetic or environmental purposes within an urban environment.

Legacy tree: Trees which are significantly larger and older than the average trees on the landscape and typically have cultural and/or historic value.

Liveability: An assessment of what a place is like to live in, taking into account environmental quality, crime and safety, education and health provision, access to shops and services, recreational facilities and cultural activities.

Open space: An outdoor area of vegetation and/or hard surface(s) that is open to the public, used often for recreational and environmental purposes.

Remnant vegetation: The patches of native trees, shrubs and grasses that remain in the landscape relatively undisturbed or cleared by human activity (pre-European settlement).

Species: A scientific term for a specific type or closely related organisms (plant or animal), eg *Eucalyptus camaldulensis* (River Red Gum).

Stormwater interception: Stopping or reducing water flowing into the stormwater drainage system.

Urban density: The number of people living in a given urbanised area.

Urban forestry: Care and management of trees and woody shrubs in an urban environment recognising them as providing social, environmental, economic and aesthetic benefits.

Urban Heat Island Effect (UHI): When urban areas are warmer than surrounding rural areas due to heat retention in hard surfaces. This build-up of heat is re-radiated at night time, increasing air temperatures which can have serious human health consequences particularly during heatwaves. The UHI effect can be mitigated by a range of factors. The most cost effective and efficient mitigation tool is an increase in tree canopy cover.



“ _____
**Unless someone like you cares a whole awful lot,
nothing is going to get better. It's not.** **”**
— Dr Seuss, *The Lorax*, 1971 —





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DECISION REPORT

REPORT TITLE:	INVESTIGATION INTO FEASIBILITY OF INTRODUCING E-SCOOTERS WITHIN THE CITY OF UNLEY AND EASTERN REGION ALLIANCE COUNCILS
ITEM NUMBER:	4.2
DATE OF MEETING:	25 MAY 2020
AUTHOR:	BEN WILLSMORE
JOB TITLE:	MANAGER CITY DESIGN
ATTACHMENTS:	<ol style="list-style-type: none">1. CITY OF ADELAIDE E-SCOOTER TRIAL AREA2. SHARED MOBILITY DEVICES - MODEL PERMIT AND OPERATIONAL CONDITIONS

1. **EXECUTIVE SUMMARY**

At its meeting held on 24 February 2020, Council resolved to investigate the feasibility of introducing e-scooters within the City of Unley.

E-scooters are a new form of shared mobility device and are typically offered and operated by private operators. They offer a low-emission mobility option and contribute to a more diverse, convenient and accessible transportation network that can lead to reduced emissions and congestion, and a healthier and connected community.

In response to the lessons learnt from the first private bike share companies, Ofo and Obike, in South Australia in 2017, the Local Government Association (LGA) has developed an Issues Paper and Model Permit and Operational Conditions guideline regarding shared mobility devices (endorsed in July 2019). This provides the framework for the current Adelaide CBD and North Adelaide and Coastal Park Trail e-scooter trial implementations and provides a framework for future initiatives by other local Councils.

This report provides a summary of the existing e-scooter trials in South Australia; the e-scooter trial use case submission that the City of Norwood, Payneham & St Peters and Campbelltown City Council are currently developing; and discusses the feasibility and opportunities for an e-scooter trial in the City of Unley area.

The introduction of e-scooters into the City of Unley is considered feasible and the Council's 'in principle' endorsement is sought to develop an Expression of Interest (use case) to trial e-scooters, in collaboration with the Department of Planning, Transport and Infrastructure (DPTI), the City of Adelaide and the Eastern Region Alliance (ERA) councils.

If supported, a further workshop would be held with Elected Members to discuss the details of the trial, with a further report to come back to Council before formal engagement of operator(s) and use case being submitted to the Minister for approval.

2. RECOMMENDATION

That:

1. The report be received.
2. Council staff investigate e-scooter trial options, in collaboration with the Department of Planning, Transport and Infrastructure, the City of Adelaide and interested Eastern Region Alliance councils and develop a use case with the intent of an e-scooter trial taking place in the City of Unley area, subject to approval by the Minister for Transport, Infrastructure and Local Government.
3. A workshop be held with Elected Members to discuss e-scooter trial options and specific permit condition matters, including application for all other shared mobility devices

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living
- 1.5 Our City is connected and accessible.

4. BACKGROUND

In South Australia there are currently two e-scooter trials in progress in the Adelaide CBD and North Adelaide (managed by the City of Adelaide) and the Coastal Park Trail (managed by the Western Region Alliance comprising of the Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens).

The first e-scooter trial in the City of Adelaide commenced in March 2019, and the Western Region Alliance e-scooter trial commenced in March 2020. DPTI has been supportive of these trials, as they provide the opportunity to monitor and evaluate e-scooter use and will be instrumental in determining the future of e-scooters in South Australia.

In September 2019, the ERA Council members, comprising the Cities of Norwood, Payneham & St Peters, Prospect, Unley and Campbelltown sent a letter to the Minister for Transport, Infrastructure and Local Government seeking support to undertake a regional trial of e-scooters across the respective council areas. The letter was sent by the City of Norwood Payneham & St Peters (NPSP) on behalf of the other interested ERA councils.

DPTI responded to the ERA councils on behalf of the Minister in November 2019 indicating that they are willing to consider further trials of e-scooters by interested councils following the submission and assessment of a “use case”.

At the Council meeting held on 24 February 2020, Council resolved that:

Staff investigate the feasibility of trialling access to e-scooters within the City of Unley, including but not limited to connectivity within the City of Adelaide and the level of interest from Eastern Region Alliance councils in participating in a trial.

Resolution No C0199/20

5. DISCUSSION

E-scooter schemes generally involve a global positioning system (GPS) tracked device that allows people to hire the device from various street locations by using an application (app) on their smart phone. The app enables the user to locate a nearby e-scooter device, unlock it, and pay for the hire (per distance / time used). The app also shows the user preferred parking zones, restricted areas and enables the user to lock the device at the end of the journey completing the ‘hiring’ transaction. Once locked, the device is available for the next user.

At present, the Road Traffic Act 1961 does not permit the use of e-scooters to be driven on or over a road, footpaths or other public spaces in South Australia. Approval for the use of e-scooters needs to be granted through a Gazette Notice by the Minister for Transport. Approval to date has only been granted for a trial period (typically six months) and for a specific designated geographical area. The only e-scooters allowed to be used in the trial areas are those operating subject to a business permit issued by the relevant local council.

A summary of the current regulations for e-scooters is provided below.

Riders:

- Must be at least 18 years old.
- Must wear an approved bike helmet.
- May ride on footpaths and shared paths unless otherwise prohibited.
- May ride on a road only when crossing, or to avoid an obstruction, for up to 50m.
- Must not ride on a road with a dividing line or median strip, where the speed limit is 50km/h or more and/or which is one-way with more than one marked lane.
- Must not ride in a bike lane or bus lane.
- Must use a warning (e.g. bell, horn or verbal) to avert danger.
- Must have proper control at all times and ride with due care and reasonable consideration for other persons.
- Must use a flashing or steady white light at the front and a flashing red light and reflector at the back when riding at night or in hazardous conditions.
- Must not exceed 15km/h.
- Must not ride abreast.
- Must not carry passengers.
- Must not have a blood alcohol concentration of 0.05 or more, or the presence of drugs in their blood or oral saliva.
- Must not use a mobile phone whilst riding.
- Must not carry scooters on public transport.
- Must park e-scooters used in the designated trial area before the trip can be ended.

Existing e-scooter trials

Prior to the COVID-19 pandemic, two e-scooter trials were approved in South Australia by the Minister for Transport, Infrastructure and Local Government. These trials were within the Adelaide CBD and North Adelaide and along the Coastal Park Trail.

The City of Adelaide held the first e-scooter trial in South Australia in March 2019 over a four-week period (during the Fringe Festival) with Lime Scooters. The trial area was only permitted within the Adelaide CBD area. This trial was subsequently extended for an extra four weeks following the Fringe Festival, while the City of Adelaide put out an expression of interest for operators to participate in a further six-month trial permit. Beam and Ride were the successful operators.

From 1 February 2020, the Adelaide CBD area of e-scooters was expanded to include the Adelaide CBD and North Adelaide, as shown in Attachment 1.

Attachment 1

It should be noted that currently the geographic area where e-scooters can operate in the City of Adelaide does not include the South Park Lands roads or shared use paths that connect to the City of Unley.

At the end of the six-month trial permit, the City of Adelaide undertook another expression of interest process and issued a further two-year permit with Ride and Neuron, with each operator permitted up to 700 e-scooters each.

- On Friday 13 March 2020, another six-month e-scooter trial commenced on parts of the Coastal Park Trail. This trial included the Western Region Alliance councils. A separate expression of interest process was undertaken for this trial, and Ride and Neuron were also the successful operators.
- The City of Adelaide and the Western Region Alliance councils permitted to use e-scooters are required to monitor and evaluate the outcomes of their respective trials. The learnings and data gained from these trials will be instrumental in determining the future of e-scooters in South Australia.

Preliminary outcomes of the City of Adelaide trial, between 15 April 2019 and 1 September 2019, include:

- Approximately 141,000 trips were undertaken by 33,000 unique users (this equates to an average of about 1,010 trips daily).
- Average distance travelled per ride was between 1.7km and 2.2km, with the average time per ride approximately 10 minutes.
- 44 complaints were received, which was considered low noting the high daily usage.
- 6 minor incidents took place, with 3 involving a pedestrian.
- Due to the COVID-19 pandemic, and the need to suspend all e-scooter and bike share operations, it is anticipated that both these e-scooter trials may be extended to allow adequate data/information to be captured to inform the evaluation.

Eastern Region Alliance e-scooter trial use case

The City of Norwood, Payneham & St Peters (NPSP) has an existing 'in principle' endorsement from their Elected Members to pursue a trial of e-scooters (August 2019).

Following the letter from DPTI in November 2019, NPSP has been working with DPTI on the development of an e-scooter 'use case' for its Council area.

Since that time, the City of Campbelltown has also expressed an interest as it shares its boundaries with NPSP and consequently a “use case” submission for an e-scooter trial in NPSP and Campbelltown City Council areas is currently in the process of being developed, in collaboration with DPTI. The intent is to seek ministerial approval for an e-scooter trial in mid to late 2020.

NPSP has given an ‘in principle’ indication that, should Council support further investigation into an e-scooter trial for the City of Unley area, they would be willing to work with us in its development. However, noting that at this time, the City of Burnside has not indicated interest in undertaking a trial, the preference may be for City of Unley to develop its own use-case submission to the Minister, noting that the NPSP and City of Unley boundaries do not meet.

Feasibility of e-scooters in City of Unley

E-scooters are a relatively new concept nationally and internationally and, as such, despite the benefits that e-scooter schemes offer, their implementation globally has not come without some teething problems arising with governance, operational and monitoring matters.

Like all new technologies, e-scooter schemes can pose significant challenges with regard to appropriately managing permits to operate, public safety and adapting old regulations to fit new business types. Some of these challenges were observed when private bike share operators first commenced operations in South Australia.

To facilitate the future success of this emerging shared transport sector in South Australia, and to support local government in embracing shared mobility schemes (such as bike share, e-bike share or e-scooters) in April 2018, the LGA resolved:

That the LGA works with all South Australian Councils to develop, where appropriate, a consistent policy and procedure for Bike Share Schemes operating in South Australia.

A Steering Committee of officers from several metropolitan Councils and a representative from DPTI oversaw the preparation of an Issues Paper and developed a regulatory framework to assist Councils considering such schemes.

The LGA Steering Committee engaged a consultant to undertake the work and advised that research and associated documents that were to be prepared should not be limited to bike sharing but should also examine the use of e-scooters and be of potential application to any shared mobility devices that may come into the market in the future.

In July 2019, the LGA Board endorsed the share mobility Issue Paper and recommended framework Model Permit and Operational Conditions for publication and use by South Australian Councils.

All current e-scooter trials have been established based on the LGA shared mobility devices Model Permit and Operational Conditions guideline (Attachment 2), This model permit is based on Section 222 of the *Local Government Act 1999*, a Permit for Business Purposes. The proposed operating conditions attached to the model permit considers matters such as safety and insurance, maintenance, parking and deployment of mobility devices, timeframes for removal of damaged devices and data collection. These conditions have been developed based on experience from the City of Adelaide's permit conditions, and trials / learnings with previous bike share and e-scooter share operators since 2017.

Attachment 2

Having a consistent approach to operating e-scooters and other shared mobility devices across council boundaries has greatly assisted in achieving better outcomes and experiences for shared mobility schemes. Significant improvements have already been observed in how both e-scooter and bike share operators function as a result of this more consistent approach, especially compared to when the first bike share operators 'Ofo' and 'Obike' started in South Australia.

Although the LGA has provided a recommended framework model permit, each Council still has to add their own council-specific permit conditions to deal with matters such as:

- The number of permits issued.
- Commencement date and term of trial.
- E-scooter fleet and conditions (number of devices per operator / per population).
- Geographical area of operation (geofencing) subject to Minister for Transport approval.
- Any exclusion areas or reduced speed limit areas.
- Preferred device parking areas.
- Applicable fees.
- Performance monitoring and data requirements.
- Compliance and enforcement actions.

E-scooters can offer the City of Unley community a sustainable, alternative and integrated transport option for short, flexible journeys in the future. It could make the 'first and last mile' transportation more attractive and reduce short car journeys. Trialling e-scooters within the City of Unley area will allow Council to test the performance, quality and suitability of these dock-less mobility devices and apply any learnings into a holistic review at the end of the trial period (combined with all other trials).

One of the key differences within City of Unley compared to other Council areas is its existing and extensive 40 km/h local street network, on which e-scooters are permitted to travel (as long as the road is single-lane in each direction, and there is no dividing line / median strip).

Understanding how e-scooters function in this environment would provide DPTI and other councils with some invaluable insights.

Within the City of Unley, the opportunities and constraints of local streets and precincts should be considered in the development of specific permit conditions, including:

- Connection to popular public transport stops / stations and appropriate storage areas.
- Preferred routes for connection between main street and business precincts, community facilities and open spaces.
- Preferred routes for connection beyond the City, to the Adelaide Park Lands and CBD.
- Coordination with the Council's Walking and Cycling Plan.
- Integration into main streets, side streets and other destinations to ensure safe and efficient DDA access is maintained at all times.

Taking into account all the work that has already been undertaken by the LGA to develop a consistent framework for shared mobility devices to operate in South Australia, the lessons learnt from the existing trials being managed by the City of Adelaide and the Western Region Alliance, and the strong interest from NPSP and Campbelltown City Council to participate in an Eastern Region Alliance trial, it is considered an opportunistic time to further investigate an e-scooter trial in the City of Unley area.

Council's 'in principle' endorsement is sought to commence investigations into an e-scooter trial and the development of a use case, in collaboration with DPTI, the City of Adelaide and any interested ERA councils. If supported, a further workshop will be held with Elected Members to discuss the details of the trial, including the development of specific permit conditions, with a further report to come back to Council before formal engagement of an operator(s) and use case being submitted to the Minister for approval. These further investigations should consider e-scooters as well as other shared mobility devices (e.g. bike share, e-bike share).

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Council staff investigate e-scooter trial options, in collaboration with the Department of Planning, Transport and Infrastructure, the City of Adelaide and interested Eastern Region Alliance councils and develop a use case with the intent of an e-scooter trial taking place in the City of Unley area, subject to approval by the Minister for Transport, Infrastructure and Local Government.
3. A workshop be held with Council Members to discuss e-scooter trial options and specific permit condition matters, including application for all other shared mobility devices.

This option confirms Council's support for the Administration to develop an Expression of Interest (use case) to carry out a trial within the City of Unley, which may be in isolation or in partnership with other South Australian Councils.

The Expression of Interest would be presented to the Minister for Transport, Infrastructure and Local Government for consideration.

This option also directs the Administration to present further detailed investigations about the specific parameters for use of e-scooters and other shared mobility devices (e.g. bike share, e-bike share) across the City of Unley and appropriate permit conditions for Council's consideration.

Option 2 –

1. The report be received.

The Council can choose to receive the report and not take any further action relating to the introduction of e-scooters into the City of Unley at this time.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- There are no known immediate financial or budget implications for Council to prepare the Expression of Interest (Use Case). If the trial is approved and subsequently successful, permits to e-scooter companies could provide Council with a source of additional income. The amount of income is unknown at this time and will be indicated as part of the further report to be presented to Council.

8.2 Legislative/Risk Management

- A model permit and operational conditions has been developed by the LGA, in consultation with DPTI, following research and the review of relevant case studies nationally, internationally and within the City of Adelaide.
- Regulation of e-scooters and other shared mobility devices in terms of the number of operators permitted in the City, the areas within which they are permitted to operate, and the conditions of operation is proposed to be managed by way of a Permit to be issued under Section 222 of the *Local Government Act 1999* to each operator. Breach of the conditions of a Permit can lead to cancellation of the Permit and imposition of penalties or expiation fees.
- With respect to management of abandoned mobility devices on public roads and footpaths, this may be dealt with by way of Section 234 of the Act and/or by way of the Council's Roads By-Law, both of which provide for removal of unapproved objects on Council roads and footpaths by Council officers, and recovery of the costs of doing so.

8.3 Staffing/Work Plans

- The development of an Expression of Interest (Use Case) for DPTI consideration, including working in partnership with other ERA or other Local Government will require staff resources to develop, test and document the Council's position. Staff work plans will be required to be adjusted in the short term to accommodate for additional reporting to Council, the development of the submission, and any further follow-up clarification with DPTI.
- Working in collaboration with another ERA Council would provide efficiency in the development of the required submission.
- The introduction of an e-scooter or other shared mobility device scheme within the Council area is not expected to have any significant resource issues for the organisation, once established. It is anticipated that Council's Customer Experience staff may receive increased new enquiries, as well as Regulatory Services or Assets teams in the event that the operator fails to comply with permit conditions (e.g. move an abandoned or unsafely parked device(s)).

8.4 Environmental/Social/Economic

- Shared mobility device schemes offer a convenient and affordable alternative for people to travel across the City instead of travelling by private car. These devices provide increased flexibility and accessibility for our community to access main streets, community services, open space and public transport, encouraging a healthier, more connected and more active community.
- It is understood that most shared mobility device trips are quite short; approximately 40% of trips are just 5-15 minutes long and nearly 70% of trips are under half an hour. The opportunity to avoid many of these shorter trips traditionally undertaken by private vehicles will provide important environmental benefits, as well as reduce the demand for parking within and surrounding our popular main street precincts, and other community facilities.
- The availability of all forms of public transport through the City of Unley means improving the ease and efficiency of travelling from home to the stop, from the stop to work, and back again, and may encourage greater public transport patronage, thereby reducing the volume of commuter vehicles moving through the City each day.
- If successfully established across the City, the use of e-scooters and other shared mobility devices may lead to a reduction in car ownership patterns over time, with some households choosing not to own a second vehicle, or even a first vehicle, due to the availability of convenient, clean and affordable transport alternatives.
- If regulation can be amended to enable continuous movement through the South Park Lands to connect the City of Unley and Adelaide City Council, this increased convenience and efficiency could strengthen business connections, in particular along Greenhill Road, as well as increase the level of patronage for local businesses and local events.

8.5 Stakeholder Engagement

- Stakeholder engagement would be undertaken with Mainstreet Associations and other stakeholder groups across the City of Unley (e.g. FOCUS, UBUG) as part of the development of the Use Case, if supported by Council.

9. REPORT CONSULTATION

- Regulatory Services
- Economic Development

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer

City of Adelaide E-Scooter Trial Area



Source: <https://mylicence.sa.gov.au/road-rules/e-scooter-trial>

Shared mobility devices

MODEL PERMIT and OPERATIONAL CONDITIONS

July 2019

COUNCIL LOGO HERE

Pursuant to Section 222 of the *Local Government Act 1999*, a **Permit for Business Purposes** described below is hereby granted.

DESCRIPTION OF PERMITTED ACTIVITY	PERMIT NUMBER
Operation of a commercial dockless mobility scheme Maximum Number of mobility devices <ul style="list-style-type: none"> • Bicycles • e-bicycles • Scooters • e-Scooters • Other devices (specify) 24-hour contact number: xxx Contact: xxx	xxx
LOCATION	
City of xxx	

Expiry Date: xxx

PERMIT CONDITIONS

The Permit Holder (dockless mobility operator) agrees:

- To adhere to all conditions set out in the attached *Operational Conditions*
- That the number of mobility devices (fleet size) is not to exceed the maximum noted on this permit, above.
- To adhere to and actively enforce the preferred parking and exclusion zones determined by council
- To adhere to and actively implement the deployment and density requirements determined by council
- **To pay Council a permit fee of \$XXXXXX per month.**

Council acknowledges that Permit Holder (dockless mobility operator) has satisfied the following:

- Proof of ongoing public liability insurance
- Detailed plans demonstrating how a proposed scheme will adhere to the attached *Operational Conditions*



The voice of local government.

COUNCIL LOGO HERE

PERMIT HOLDER ACKNOWLEDGEMENT: -

I, the Permit Holder, acknowledge that I have received, read and understand the Permit and agree to abide by all the Conditions of this Permit.

NAME OF ORGANISATION:

Name.....

Signature.....

A.B.N.

COUNCIL AUTHORISATION:

Signed.....

Printed Name:

Position: Permit Officer

Date of Permit Authorisation: / /

Operational Conditions

1. General requirements

A dockless mobility device share scheme will not be permitted to operate in the council area without a Permit for Business Purposes, under Section 222 of the *Local Government Act 1999*.

A Permit for Business Purposes will not be granted unless the Operator provides council with a plan demonstrating how a proposed scheme would comply with these *Operational Conditions*.

The Operator is required to:

- 1.1 Ensure that no more than the permitted number of mobility devices of each category (as specified in the permit) will be based in the council area although the permitted number does not include devices that may be based in other council areas, (under the authority of permits that might be issued by other councils) and that may enter the council area from time to time.
- 1.2 Provide a central point of contact to council and retain an open line of communication.
- 1.3 Adhere to the conditions set in this document, and those specified in the Permit, at all times
- 1.4 Pay the permit fee specified in the permit.

The Operator acknowledges that:

- 1.5 (subject to the provisions of sub-section 225(2) of the *Local Government Act 1999*) the council may cancel, suspend or modify the permit at any time by written notice to the Operator.
- 1.6 the conditions of the permit may be revised with 30 days' notice to the Operator
- 1.7 in the event the Operator ceases trading, the Operator is obliged to remove all devices from public places within 15-days. Any devices removed or impounded by the council may result in costs being incurred by the Operator.
- 1.8 the Operator must indemnify or reimburse council for any damage or maintenance costs that may arise as part of this activity.

2. Safety & insurance

- 2.1 The Operator shall advise all customers of the need to comply with the South Australian Road Rules and all other Acts, Regulations, By-laws and Policies applicable to the operation. The Operator's customers must also consider the safety and comfort of other people on the road and footpaths.
- 2.2 The Operator must advise customers of risks and insurances applicable to users and recommend that users of dockless mobility devices aged under 18 years of age should be accompanied by an adult.
- 2.3 Accidents causing injury must be recorded and included in the data made available to council.

Insurances & Liability

- 2.4 The Operator indemnifies and releases council from all liability arising from or in connection with dockless mobility share operations or the conduct of the Operator's business by the Operator or any of the Operator's agents, including:
- any claim made by any person for injury, direct and indirect loss or damage arising in any manner.
 - any direct and indirect loss or damage to any property belonging to the Operator or other persons located in the vicinity of the Defined Area caused by the Operator or the Operator's agents.
 - any direct and indirect loss, damage, injury or illness sustained or incurred by the Operator or any of the Operator's agents.
- 2.5 The Operator must have public liability insurance with a minimum coverage of \$20 million held with an Australian-based insurer, and be able to show ongoing proof when requested.

Equipment Standards

- 2.6 Dockless mobility devices and equipment must be of sufficiently high quality to withstand constant public use, while meeting rider safety and comfort standards. The devices must include smart technology with an active global positioning system (GPS) and wireless connectivity to enable maintenance and proactive device re-distribution.
- 2.7 All dockless mobility devices must comply with relevant Australian Standards. When deployed, all devices must be supplied with a helmet. All bicycles must also have sturdy kickstands.
- 2.8 The Operator must include in its application, a detailed plan on how it will ensure each dockless mobility device is always supplied with a helmet.
- 2.9 Electric devices must be limited in speed and power levels as required by South Australian legislation.

3. Operations & maintenance

- 3.1 The Operator must provide council with up to date and relevant locally based contact details for the operational point of contact who will resolve any issues that arise.
- 3.2 The Operator must have a system in place to ensure dockless mobility equipment, (including helmets) continue to comply with legal standards and requirements. At a minimum all dockless mobility devices must be given a full service every six months, with regular checks and repairs throughout the year. All mechanical services and repairs must be logged and available for review by council at least every month or whenever requested.
- 3.3 The Operator must enable easy 24/7 reporting of faulty or damaged devices, missing helmets or devices in inappropriate locations, through their app, website, email and a fully dedicated phone number.
- 3.4 After notice from council or a member of the public, any faulty or damaged device shall be immediately disabled from service and suitably repaired before it is returned to service;
- 3.5 Any dockless mobility device considered faulty or damaged must be removed by the Operator within the timeframes specified in clause 3.16 or it may be removed by council at the expense of the operator.

Parking of Devices

- 3.6 The Operator's devices must not cause disruption or nuisance. The Operator must ensure device sharing does not compromise or have a negative impact on other street users, including people with a disability. Dockless mobility devices must not be parked or allowed to remain on or in inappropriate locations such as:
- a) Within the pedestrian zone of a footpath,
 - b) Where they could pose a safety hazard, or
 - c) Where they could interfere with pedestrian access generally or access to amenities;
- 3.7 Dockless mobility devices must be parked in an upright position beside cycle parking stands where possible. If this is not possible, they should be parked on wide footpaths, in areas of low pedestrian activity, and positioned kerbside; away from the building line. This information must be conveyed clearly to each customer.
- 3.8 Council may determine the location of preferred parking and exclusion zones. The Operator must have geo-fencing capabilities and other methods to implement and enforce preferred parking and exclusion zones. All preferred parking areas and exclusion zones set by council should be displayed on service maps.
- 3.9 Any dockless mobility device that is parked in an exclusion zone or outside of a permitted area must be relocated or removed by the Operator within the timeframes specified in clause 3.16 or it may be removed by council at the expense of the Operator.
- 3.10 In order to manage an expected increase in the numbers of dockless mobility devices, parking requirements will be subject to change as council adapts to the increase in dockless mobility devices as a result of these operations.

Deployment and Density Requirements

- 3.11 The Operator's fleet of dockless mobility devices must not exceed the maximum as specified by the council in the permit.
- 3.12 The Operator must deploy devices in a manner consistent with the Parking of Devices clauses.
- 3.13 Council may determine the appropriate dockless mobility device distribution and densities. These may vary by location as determined by council. If the Operator fails to relocate devices, as advised by council, within the response time specified in clause 3.16, the council may remove or relocate devices at the expense of the Operator.
- 3.14 The Operator must monitor the location of all dockless mobility devices daily to avoid clutter or clustering of devices in any one location and adhere to the fleet size and density limits set by council.
- 3.15 The Operator must include in its application and maintain a plan to manage the redistribution of dockless mobility device to ameliorate clustering, in advance of major events or at the request of council.

Faulty, Damaged or Misplaced Devices

3.16 If council or a member of the public reports a damaged, faulty, abandoned or inappropriately parked or located dockless mobility device, the Operator must comply with the following timeframes, from receipt of notification:

ISSUE	EXAMPLES	RESPONSE TIME
Dangerously located	Creating a barrier or hazard to pedestrian access Parked on a roadway or traffic island	Within 2 hours
Damaged/Faulty	Missing Wheels Reported as unsafe	Immediately deactivate device and remove within 24 hours
Inappropriately located	Parked in an exclusion zone On private property	Within 24 hours
Inappropriate density	Clustering and breaching density limit set by council	Within 48 hours
Unused	Unused for more than 7-days	Within 7 days

3.17 Council may impound dockless mobility devices if they are not removed within the listed response times. These devices will then be treated as abandoned and may be disposed of as deemed fit. Associated costs may be recovered from the Operator.

4. Customer experience and education

- 4.1 The Operator must provide 24/7 communication channels for users, including a clearly advertised telephone number provided on their website, apps and devices. The Operator must also have a complaint handling process. The Operator must have a clear plan in place to respond to queries and complaints to minimise escalation to council. The Operator must provide council, when requested, a record of complaints received and response times.
- 4.2 The Operator's customers shall not use the Operator's devices unless they have agreed to the Operator's terms and conditions of use which must be consistent with these Guidelines and promote responsible and legal use, public safety and good parking behaviour.
- 4.3 The Operator must have systems in place to incentivise good parking behaviour and penalise user non-compliance. All preferred parking areas and exclusion zones set by council should be displayed on the Operator's service maps.

5. Data requirements

- 5.1 All personal information must be collected, processed and stored in accordance all relevant legislation.
- 5.2 Anonymised data collected by the Operator is to be shared with the council to assist with ongoing network planning and cycle facility improvements. The clauses below set out the data required.

5.2.1 The following table outlines the data to be provided to council for each trip record. This is to be sent to council at least once a month or as requested.

	Format	Description
Company Name	[company name]	n/a
Type of bicycle or e-scooter	"Standard" or "Electric"	n/a
Trip record number	Xxx00001, xxx00002, xxx00003, ...	3-letter company acronym + consecutive trip #
Unique, hashed and persistent ID of the user		So council can understand one-time vs regular users.
User Demographics as available		For example, country of origin (from mobile phone or app store), gender and age (if collected).
Trip duration	MM:SS	n/a
Trip distance	KM	n/a
Trip waypoints to track the route (at least every minute)	An XML file format to be agreed	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	GPS location	n/a
End location	GPS location	n/a
Bicycle or e-scooter ID number	xxxx1, xxxx2, ...	Unique identifier for every bicycle and e-scooter, determined by the company

- 5.2.2 The Operator shall include any data regarding public complaints and response times, maintenance and repair activities, and incidents involving dockless mobility devices within the data that is sent to council every month.
- 5.2.3 The Operator must have the capacity to provide council on request with real-time information on the entire fleet through a documented application program interface (API). The data to be published to the council API should include the following information in real time for every parked device:
- a) Identification number
 - b) GPS Co-ordinates
 - c) Availability start date
 - d) Availability start time
 - e) Power level (if electric)
 - f) Date of last service
 - g) Time to next service
 - h) Service status
- 5.3 The Operator will support the General Bikeshare Feed Specification (GBFS), an open data standard for cycle share. GBFS makes real-time data feeds publicly available online in a uniform format so that map and transportation-based apps can easily incorporate this data into their platforms.
- 5.4 Council reserves the right to display information about the operator on its website. The Department of Planning Transport and Infrastructure may choose to integrate cycle share into Adelaide Metro's MetroMATE Mobile app.

INFORMATION REPORT

REPORT TITLE:	TRADER ASSOCIATION QUARTER 2 REPORTS 1 OCTOBER TO 31 DECEMBER 2019
ITEM NUMBER:	4.3
DATE OF MEETING:	25 MAY 2020
AUTHOR:	AKARRA KLINGBERG
JOB TITLE:	COORDINATOR ECONOMIC DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. UNLEY ROAD ASSOCIATION QUARTER 2 2019-20 REPORT2. GOODWOOD ROAD BUSINESS ASSOCIATION QUARTER 2 2019-20 REPORT3. KING WILLIAM ROAD TRADERS ASSOCIATION QUARTER 2 2019-20 REPORT4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION QUARTER 2 2019-20 REPORT

1. **EXECUTIVE SUMMARY**

This report was originally presented to the Council Meeting convened on Monday 27 April 2020, however the report was deferred for consideration to the May meeting on the basis that incorrect attachments had originally been included with the Report and Elected Members had insufficient time to consider the correct attachments circulated separately on the day of the meeting. The Report is now returned for the consideration of Council.

The City of Unley has four (4) mainstreet precincts (Fullarton Road, Unley Road, King William Road and Goodwood Road) (Precincts). Each Precinct has an Independent Mainstreet Association (Association) which enters into an annual funding agreement with Council.

The Association Separate Rate Agreement(s) require each Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the period 1 October 2019 to 31 December 2019, as well as additional information on the activities of the Associations.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. RELEVANT CORE STRATEGIES/POLICIES

3. Economic Prosperity

3.2 Thriving main streets and other business activities operate across our City.

4. BACKGROUND

Each Association is an Independent Incorporated Body and is managed by a committee comprised of their members. A separate rate is levied by Council on businesses in each of the precincts for the purpose of marketing and promotion.

Money collected from this levy is contracted, through a funding agreement, to the relevant Association to conduct this activity on Council's behalf. The levy collected is different for each precinct, both in total amount raised and rate in the dollar. There is a formal Association Separate Rate Agreement (Agreement) in place between Council and the Associations for the expenditure of the Separate Rate.

As part of the Agreements, each Association is required to provide a quarterly report.

5. DISCUSSION

The Associations have been asked to provide a financial report from Quarter 2, 2019/20 for the period of 1 October 2019 to 31 December 2019. Additional information is provided below on the activities, achievements and challenges that each of the Associations have experienced during this time.

Attachments 1-4

Unley Road Association (\$113,395 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- New Unley Road website launched at Networking Function.
- Preparation for 'Evening Under the Stars' and 'A Taste of Unley Road'.

Goodwood Road Business Association (\$57,225 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- Christmas fence art installed on Goodwood Primary School fence.
- Christmas Decoration Competition held, and winners announced at the Member Christmas drinks.
- Christmas 'Sat'dy on Goody' held with face painting, chalk art, craft activity, buskers, member's competitions.
- Facebook Giveaway with tickets to Santa's Wonderland.
- Initial planning for Goodwood Goes Green campaign.

King William Road Traders Association (\$147,400 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- Post upgrade marketing campaign to encourage people to come and see the new precinct.
- ‘Christmas on King William’ Christmas event held with face painting, Santa and live music.
- Christmas marketing campaign implemented.
- Marketing campaign rolled out through a number of Solstice media including InDaily and CityMag.

Fullarton Road South Traders Association (\$13,000 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- Successfully ran the first ‘Destination Highgate Summer Fair’. Due to inclement weather, a date change was required but it was a successful event.
- Precinct directories finalised and available.
- Ongoing marketing through Facebook and Instagram.

6. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer

**Unley Road Association
Summary of Income and Expenditure 2019/20**

Income	
Separate Rate funding	\$ 113,395.00
Banner Income	\$ 4,000.00
	\$ -
City Of Unley Sponsorship for Major Event	\$ 10,000.00
Total Income	\$ 127,395.00

Has there been an alteration to your endorsed expenditure plan:	NO	Date approved
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Expenditure

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Member Service to hold networking events engagement of traders with presenters and informing	\$ 12,000.00	4,297.21	3,015.71			7312.92	61%
Project 2	Advertising & Promotion marketing all business and services on Unley Road. Opportunities for businesses to participate in events on and	\$ 26,000.00	1659.13	4,696.77			6355.9	24%
Project 3	Online services to update the existing Unley Road website and social media create a responsive platform for Unley Road businesses and c	\$ 6,000.00	54.55	1,300.00			1354.55	23%
Project 4	Major Event hold the Taste of Unley Road shopping festival in February/ March (four week period) encouraging people to shop local.	\$ 25,000.00	645.46	2,455.09			3100.55	12%
Project 5	Minor Events to hold events throughout the calendar year to encourage a vibrancy to Unley Road	\$ 7,000.00	200	3,322.43			3522.43	50%
Sub total		\$ 76,000.00	\$ 6,856.35	\$ 14,790.00	\$ -	\$ -	\$ 22,155.90	0%

Administration

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Marketing and Administration Co-ordinating	\$ 24,000.00	6345	6345			12690	53%
Office Expenses	General Office Expenses	\$ 4,799.00	610.59	1664.46			2275.05	47%
Insurance	Insurance cover	\$ 1,300.00	0	0			0	0%
Contribution to Mainstreet Digital	Contribution to this year City of Unley Find Your Everything Mainstreet Digital Economy Strategy	\$ 7,296.00	1824	1824			3648	50%
Subtotal		\$ 37,395.00	8779.59	9,833.46			18613.05	50%
Total Expenses	Projects + Administration	\$ 113,395.00	15,635.94	24,623.46			40259.4	36%

Operating Surplus		\$ 14,000.00					0	0.00%
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Major Event	Description: To hold the Taste of Unley Road shopping festival in February/ March (four week period) encouraging people to shop local. The shopping festival also includes a community concert, An Evening Under the Stars, and the two elements combined give Unley Road excellent advertising opportunities, including print, online, tv and radio, advertising Unley Road as a precinct, as well as local business sponsors.	Budget \$	25,000	Event is in the is in the implementing stage implementing stage in this quarter	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 3	Results for Quarter 4
Est. Comp. Date : 7th March 2020									
Project 5	Description Description: To hold minor events throughout the calendar year to encourage a vibrancy to Unley Road; Sturt Football club sponsorship and associated events, Festive Season displays "Unley Delights", Pride of Workmanship Awards (trader awards) in conjunction with Rotary, Cancer Awareness Week, Pink Ribbon Day and boutique industry events.	Budget	\$ 7,000	Measure First minor event to be held in 2nd quarter	New Initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 3	Results for Quarter 4
Minor Events	Measure: Trader Involvement and feedback								
Est. Comp. Date : 30th June 2020									
Sub total	Projects ***including Find Your Everything	\$	76,000						

Administration	Yearly Hours	Rate/Hour	Total
Admin/Marketing Coord.	533.33	\$45.00	\$ 24,000
Office Expenditure.			\$ 4,799
Insurance			\$ 1,300
Other			\$ 7,296
Sub total			\$ 37,395
Total Exp.	Projects + Administration		\$ 113,395

SOCIAL MEDIA	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate	34%	35	33	0		
Website Traffic	Page Views	7100	30000	7718	8010		
Social Media - Facebook	Page Likes (net)	400	2500	403	2252		
Social Media - facebook (net)	Followers (net)	2200	2000	2239	10566		
Social Media - Instagram (net)	Followers (net)	450	500	405	434		
Social Media - (net)	Followers (net)						
Social Media - Member's Facebook Page	Page Likes (net)						

**Goodwood Road Business Association
Summary of Income and Expenditure 2019/20**

Income	
Separate Rate funding	\$ 57,225.00
Banner Income (if applicable)	\$ 6,500.00
CoJ Sponsorship - Event	\$ 10,000.00
Total Income	\$ 73,725.00

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Has there been an alteration to your endorsed expenditure plan:	No
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** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council

Expenditure

Projects (provide further detail on "Detail" worksheet)

NOTE: If a project is funded through income additional to the Separate Rate, please indicate the funding contribution of each project: eg \$20k Separate Rate, \$15k CoJ sponsorship etc

Project	Brief Description	Budget	Quarter				Progressive total	% of Prog. Total
			Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Project 1	Contribution to Digital Economy Strategy	\$ 2,381.00	\$ 595.25	\$ 595.25			\$ 1,190.50	50%
Project 2	SALA event (GRBA \$5,000, CoJ Sponsorship \$10,000)	\$ 15,000.00	\$ 13,246.00	\$ 3,097.27			\$ 16,343.27	109%
Project 3	Minor Events/ActivationsStreetscape	\$ 5,000.00		\$ 995.00			\$ 995.00	20%
Project 4	Marketing/ Advertising/Promo inc. Marketing Coordinator Fee	\$ 31,120.00	\$ 3,522.28	\$ 5,177.84			\$ 8,700.12	28%
Project 5	Member Services - networking meetings, newsletters etc	\$ 1,500.00		\$ 202.00			\$ 202.00	13%
Subtotal		\$ 55,001.00	\$ 17,363.53	\$ 10,067.36	\$ -	\$ -	\$ 27,430.89	50%
Administration								
	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
	Marketing/Admin. Coordinator	\$ 12,480.00	\$ 4,590.00	\$ 3,600.00			\$ 8,190.00	66%
	Office Expenses	\$ 1,400.00	\$ 50.00	\$ 83.50			\$ 133.50	10%
	Insurance	\$ 1,800.00	\$ 233.52	\$ 1,471.01			\$ 1,704.53	95%
	Bookkeeping-Auditing	\$ 2,000.00	\$ 360.00	\$ 910.00			\$ 1,270.00	64%
	Subtotal	\$ 17,680.00	\$ 5,233.52	\$ 6,064.51			\$ 11,298.03	64%
Total Expenses	Projects + Administration	\$ 72,681.00	\$ 22,597.05	\$ 16,131.87			\$ 50,026.95	69%
Operating Surplus		\$ 1,044.00					0	0.00%

Goodwood Road Business Association - Expenditure 2019/20

Project 1 : Contribution to DES Projects 2 & 3 : Events	Description : Special occasion and road events of a suitable scale and size	Budget \$	Measure Payment	New Initiative (Y/N)	Target v Actual	Results for Quarter 1 Paid	Results for Quarter 2 Paid	Results for Quarter 3	Results for Quarter 4
Project 2 : SALA	Objective : Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves SALA - Major event - month long event, culminating in Sunday SALA on Goody	\$15,000 (GRBA \$5,000, CoD \$10,000)	Artist / Member Involvement, Attendance and Member Participation at event Venue/Artist feedback	N	Member Venues : Target 35, Actual 36 Artists : Target 45, Actual 45 SALA on Sunday attendance Target : 250 Actual : 400 Member Participation : Target 3, Actual 6	SALA events - opening, SALA Sunday etc.			
Project 3 : Minor Events	Minor events : eg Sat'days on Goody - small Saturday morning activities designed to attract families to the Road	\$ 5,000	Events held, attendance	N	Nil held		Christmas Sat'day on Goody held		
Project 4 : Advertising & Marketing	Est Completion Date : SALA - September 2019, Minor Events June 30 2020 Description: Projects and activities designed to promote the Precinct as a whole, and individual businesses Objective: To increase awareness of, and present GR as an alive and vibrant destination to visit for a wide variety of products, services and activities Social Media : Facebook and Instagram Heart of Goodwood Card Maintenance of web site Streetscape Fence Art/Footpath art Christmas Decoration Comp.	\$ 31,120	Growth & engagement Member participation Uptake of cards Currency of content 3-4 installations Deco-June Member participation, votes received	No Yes No No No	FB + 105 fans Insta + 123 followers 30 participating businesses 250 cards distributed Updated as Membership forms received 1 x installation Christmas Fence art and Footpath art 3c Member Entrants (+3) 480 consumer entries (200 on line, 280 paper)				
Project 5 : Member Services	Engagement of Coordinator to implement and manage projects	\$ 1,500		No	2, 3 events Regular newsletters	Nil events held Multiple newsletters sent	Christmas hospitality event, multiple newsletters sent.		
Est. Comp. Date : Ongoing to June 30 2020									
Sub total : Projects		\$ 55,021.00							

Administration	Yearly Hours	Rate/Hour	Total
Admin Coordinator	208	\$ 60.00	\$ 12,480.00
Office Expenses	Postage, Stationery, PO Box		\$ 1,400.00
Insurance	Public Liability and Association Liability		\$ 1,800.00
Other	Book keeping and auditing		\$ 2,000.00
Sub total	Administration		\$ 17,680.00
Total Projects + Admin			\$ 72,691.00

SOCIAL MEDIA

Measure	Current at 1/7/2019	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate	UA				
Website Traffic	Page Views					
Social Media - Facebook	Page Likes (net)	4000	~+105	~+117		
Social Media - Instagram	Followers (net)	740	~+91	~+119		

KING WILLIAM ROAD TRADERS ASSOCIATION
Summary of Income and Expenditure 2019/20

Income	
Separate Rate funding	\$ 147,400.00
Banner Income	\$ 526.00
Event Grant - City of Unley	\$ 10,000.00
Total Income	\$ 157,926.00

Note : It is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Has there been an alteration to your endorsed expenditure plan:	Yes/No	Date approved

** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council

Expenditure

Projects (provide further detail on "Detail" worksheet)

(NOTE: If a project is funded through income additional to the Separate Rate, please indicate the funding contribution of each project: eg \$20K Separate Rate, \$15K CoJ sponsorship etc

	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	\$ 24,000.00	\$9581.25	\$17874.00			\$27455.25	114%
Project 2	\$ 20,000.00		\$14569.00			\$14569.00	73%
Project 3	\$ 24,000.00	\$3329.37	\$3000.00			\$6329.37	26%
Project 4	\$ 18,000.00		\$9700.00			\$9700.00	54%
Project 5	\$ 2,500.00		\$736.00			\$736.00	29%
Project 6	\$ 3,000.00					\$0.00	0%
Subtotal	\$ 91,500.00	\$ 12,910.62	\$ 45,879.00	\$ -	\$ -	\$ 58,789.62	64%

Administration

	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	\$ 49,500.00	\$8332.00	\$16464.00			\$24796.00	50%
Digital Economy Strategy	\$ 3,300.00	\$818.50	\$819.00			\$1637.50	50%
Accounting	\$ 5,200.00	\$912.02	\$3869.00			\$4781.02	92%
Website	\$ 500.00		\$67.00			\$67.00	13%
Insurance	\$ 3,200.00		\$2901.00			\$2901.00	91%
Office Expenses	\$ 2,500.00	\$82.27	\$201.00			\$283.27	11%
Governance Training	\$ 500.00	\$213.23	\$399.00			\$612.23	51%
Other	\$ 65,900.00	\$10358.02	\$2420.00			\$35078.02	53%
Subtotal	\$ 157,400.00	\$23268.64	\$70599.00			\$93867.64	60%

Total Expenses

	\$ 526.00	\$ 134,131.36	\$86,801.00				
Operating Surplus							

Project 4	Description	Budget	Measure	New Initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Strategic Marketing Coordination	Description: Ongoing development & execution of the KWRTA marketing strategy. This could include content creation, social media advertising, print advertising, influencer engagement, etc. primarily applying for Q3 & Q4 following completion of the upgrade	\$ 18,000.00							
Est. Comp. Date : June 2020									
Project 5	Description	Budget	Measure	New Initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Trader Engagement / Social Events	Description: Engage Traders through regular communication and networking opportunities. This could be achieved via regular communication including newsletters, annual calendar and Facebook group posts along with AGM and networking event opportunities	\$ 2,500.00					AGM 25 members + 5 councilors in attendance. Increase on 2018/19		
Objective: Improved trader engagement and response times to association initiatives									
Est. Comp. Date : June 2020									
Project 6	Description	Budget	Measure	New Initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Website Upgrade / Development	Description: Upgrade existing website with new features, security management and development of website focussed content to continue to stay up to date with website being 2-years old	\$ 3,000.00							
Objective: Upgrade to meet new user expectations and reduce spam visitors									
Est. Comp. Date : June 2020									
Sub total		\$ 91,500							
Administration									
	Yearly Hours	Rate/Hour	Total						
Admin/Marketing Coord.	1040 (ev. 20hrs/week)	\$41.16 per month (\$47.50/hr)	\$ 49,500						
Digital Economy Strategy	Contribution to Mainstreet Digital Economy Strategy		\$ 3,300.00						
Accounting	Bookkeeping and Compliance including EOPY Audit		\$ 5,200.00						
Website	Hosting & Maintenance		\$ 500.00						
Insurance	Public Liability + additional for events		\$ 3,200.00						
Office Expenses	General postage, storage, phone calls and office supplies		\$ 2,500.00						
Governance Training	Allowance for additional training if required		\$ 500.00						
Other	Miscellaneous expenses		\$ 1,200.00						
Sub total	Administration		\$ 65,900						
Total Exp.	Projects + Administration		\$ 157,400						
SOCIAL MEDIA									
	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 4	Quarter 4
Member Newsletter	Open Rate	78%		78.1%	MARKETTER - 54.8%				
				20AS - 61.5%	ANN REPORT - 50.5%				
Website Traffic (permonth)	Page Views	3252		3465	3704				
Social Media - Facebook	Page Likes (per)	6100		6360	6439				
Social Media - Instagram	Followers (per)	3907		4075	4183				
Social Media - Member's Facebook Group	Group Members (per)	64		76	92				

**Fuillarion Road South Traders Association inc.
Summary of Income and Expenditure 2019/20**

Income	
Separate Rate funding	\$ 13,000.00
Summer Fair - Highgate Village Event (\$10k Council Sponsorship)	\$10,000
Membership	\$ 250.00
Total Income	\$ 23,250.00

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Any alteration to your endorsed expenditure plan ?	Yes	Date approved 23 September 2019
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** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by Council

Projects (provide further detail on 'Detail' worksheet)

Project	Brief Description	Budget	Exp. to Quarter 1	Exp. to Quarter 2	Exp. to Quarter 3	Exp. To Quarter 4	Progressive total	% of Prog. Total
Project 1	Marketing Campaign	\$ 9,435.00	976				976	10%
Project 2	Summer Fair	\$ 10,000.00		10000				
Project 3	FYE yearly contribution	\$ 1,315.00	328.75	328.75			657.5	50%
Project 4	Christmas drinks mixer and gathering/networking twilight event	\$ 500.00		100				0%
Subtotal		\$ 21,250.00	\$ 1,304.75	\$ 10,428.75	\$ -	\$ -	1633.5	8%

Administration

	Brief Description	Budget	Exp. to Quarter 1	Exp. to Quarter 2	Exp. to Quarter 3	Exp. To Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Marketing coordinator fees per quarter are \$1,035	\$ -						
Office Expenses	governance training if required for new members and incidentals office expenses	\$ 500.00						0%
Insurance	Insurance falls due in the second quarter	\$ 1,500.00		1,500				0%
Subtotal		\$ 2,000.00	0	\$ 1,500.00			1500	75%

Total Expenses	Projects + Administration	\$ 23,250.00	\$ 11,928.75				11928.75	51%
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Operating Surplus		\$ -					0	
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Fullarton Road South Traders Association Inc. Expenditure 2019-2020

Project 1	Description and Objective	Budget	Measure	New Initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Project 1	Description: Continuation to build on New Facebook page and Instagram account and web presence for Destination Highgate. Aim is to build the brand awareness of the precinct and encourage visitation.	\$ 9,435		ongoing		Precinct brochures collated and printed New Website being built Ongoing facebook and Instagram	Destination Highgate window decals printed and delivered		
Est. Comp. Date : 30 June 2020									
Project 2	Description and Objective Description: Host a community event highlighting local traders. Encourage community to attend and enjoy and further build brand awareness. Objective: Event well attended and seen as a benefit to traders \$10k Council sponsorship	\$ 10,000	Number of people attending	New initiative (Y/N)	Target v Actual	Results for Quarter 1 Planning for the fair - organising marketing, caterers, activations etc	Results for Quarter 2 Fair held Sunday 15 December - date was required to be changed due to weather. New date worked well and all suppliers could accommodate. As the first fair, numbers were between 100-150 but there was a lot of interest if it would happen again and build on momentum. Traders are keen to see it held again	Results for Quarter 3	Results for Quarter 4
Est. Comp. Date : December 2019									
Project 3 & 4	Description and Objective PYE Contribution and Christmas event	\$ 1,815	Christmas event - attendance	New initiative (Y/N)	Target v Actual	Results for Quarter 1 Delivery of Christmas invitations	Results for Quarter 2 Christmas Event held with great attendance from both traders and Councilors - approximately 50 attendees	Results for Quarter 3	Results for Quarter 4
Est. Comp. Date :									
Sub total	Projects	\$ 21,250							
Administration									
Admin/Marketing Coord. (Volunteer position)	Yearly Hours 200+	Rate/Hour 50							
Insurance	Public Liability Required. (Cert. of Currency to be provided within 30 days of rate being set)		1,500						
Other	Miscellaneous costs, Fees and Charges		500						
Sub total	Administration		2,000						
Total Exp.	Projects + Administration		\$ 23,250						

SOCIAL MEDIA

Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Social Media - Facebook	134		134	148		
Social Media - Instagram	56		56	198		

DECISION REPORT

REPORT TITLE:	COMMUNITY GRANTS PROGRAM - ROUND 2 2019/20
ITEM NUMBER:	4.4
DATE OF MEETING:	25 MAY 2020
AUTHOR:	MARCIA MUDGE
JOB TITLE:	TEAM LEADER COMMUNITY & CULTURAL DEVELOPMENT
ATTACHMENTS:	1. COU0020: COMMUNITY GRANTS & SPONSORSHIP POLICY

1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's direction on the March round of the Community Grants Program, in consideration of the impact of COVID-19.

The Community Grants Program provides funding to support local initiatives that offer opportunities for the community to access and participate in a wide range of recreation, cultural, community and environmental activities and projects. Through this program, Council offers two rounds of funding each financial year (in September and March), and allocations are made on a merit-based assessment process and in consideration of budget provisions available.

In March 2020, during the weeks that the COVID-19 situation developed, the application process for Council's Community Grants was underway. Unfortunately, many of the community projects submitted through the grant process would not be able to be delivered with the government restrictions in place. Therefore, it is proposed that the March round be cancelled, and the applicants will be advised that their applications will be reconsidered in the September 2020 round.

Additionally, it is recommended that the next round of the Community Grants Program (September 2020) encourage applications that focus on supporting local initiatives responding to the impacts of COVID-19, including addressing issues of social isolation, recovery and building community connectedness and resilience.

Given the grants programs are endorsed by Council as part of the 2019/2020 budget process and are delivered in line with the Community Grants Policy, changes to the 2019/2020 Community Grants process will require a decision by Council.

2. RECOMMENDATION

That:

1. The report be received.
 2. The cancellation of the March 2020 Community Grants round be endorsed, and applicants be advised that their applications will be reconsidered in September 2020, with savings of \$38,000 returned to the budget to offset loss of income associated with COVID-19 restrictions.
 3. Subject to the endorsement of the 2020/21 draft Annual Business Plan and Budget, the September 2020 Community Grants round be promoted to encourage applications that focus on supporting local community initiatives responding to the impacts of COVID-19.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living
- 1.2 Our Community participates in community activities, learning opportunities and volunteering.
- 1.4 Our Community is proud to be part of our City.

4. BACKGROUND

Council's Community Grants program aims to support local community projects that provide a service or program that benefits residents of the City of Unley. As outlined in the Community Grants Policy (Attachment 1 to item 4.4), the purpose of the Community Grants Program is to provide opportunities for the community to access and participate in a wide range of recreation, cultural, community and environmental activities and projects.

Attachment 1

An annual budget of \$76,000 has been allocated in 2019/20 for the Community Grants Program. As part of this Program, grant funding of up to \$4,000 is available per applicant. This funding is distributed over two funding rounds each financial year: September (Round 1); and March (Round 2). The Community Grants Policy outlines the funding eligibility and criteria for these grants.

The September 2019 Community Grants Round committed \$38,000 of the allocated funding. The March 2020 Community Grants Round therefore has an allocation of \$38,000 available.

The closing date for the March 2020 Round was Tuesday 31 March.

5. DISCUSSION

Community Grants Program (Round 2 for 2019/2020)

As of close of applications on 31 March 2020, 14 applications were received and after removal of 3 applications that were deemed ineligible, the total funding requested by the remaining 11 applicants was \$42,000.

Of the 11 eligible applications received, 3 applications (totalling \$11,000) addressed directly the circumstances of COVID-19 and proposed projects that reduce the impact of social isolation and provide community connection opportunities. The remaining 8 applications proposed projects that were unlikely to be able to proceed, or may not be deemed as priorities, whilst the current COVID-19 Government restrictions are in place.

It should be noted that due to the application round occurring whilst the COVID-19 situation developed, some applications were submitted early and before any restrictions were announced.

The assessment of the March Round Community Grant applications has currently been placed on hold.

Given the timing of this grant application process and noting that many of the applications have requested funding for projects or activities that cannot proceed in the current COVID-19 climate, the Administration is recommending that this round be cancelled, and applicants be advised that their applications will be reconsidered in September 2020.

This would result in an under expenditure of \$38,000 for the 2019/2020 Community Grants Program and will be accounted for as savings in the current financial year to offset the loss of income to Council associated with the COVID-19 Government restrictions.

Administration additionally recommends that, subject to the endorsement of the 2020/21 draft Annual Business Plan and budget for the continuation of the Community Grants Program, Council encourages applications for the Community Grants round (September 2020) that specifically support local initiatives that respond to the impacts of COVID-19, including addressing issues of social isolation, recovery and building community connectedness and resilience.

Should this approach be supported and the allocation in the 2020/21 Annual Business Plan and Budget be approved, the existing 14 applicants would be notified of the cancellation of the March Round. Furthermore, the existing applicants would be advised that their application would be reconsidered in September 2020 or that they have the option of submitting a new or adjusted project that can be delivered within the circumstances/restrictions at that time. They may also withdraw if they wish.

Consideration was given to an option of redirecting the Community Grants March round funding to an alternative Quick Response Grant Round.

This has not been progressed however due to an inadequate amount of time to develop, promote, receive, assess applications and make recommendations for funding prior to the end of the current financial year. Additionally, given the state of the 2019/20 budget and loss of income related to the impacts of COVID-19, this option is not recommended.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received
2. The cancellation of the March 2020 Community Grants round be endorsed, and applicants be advised that their applications will be reconsidered in September 2020, with savings of \$38,000 returned to the budget to offset loss of income associated with COVID-19 restrictions.
3. Subject to the endorsement of the 2020/21 draft Annual Business Plan and Budget, the September 2020 Community Grants round be promoted to encourage applications that focus on supporting local community initiatives responding to the impacts of COVID-19.

This option enables applications received to date to be reconsidered in September 2020 when current Government restrictions associated with COVID-19 may be lifted. This option also recognises that most applications received could not proceed with the current restrictions in place at this time. The savings of \$38,000 from the March 2020 Community Grants round would be used to offset the loss on income experienced by Council this financial year because of the Government restrictions.

Option 2 –

1. The report be received
2. Undertake the normal grants assessment process for the March 2020 Community Grant applications, making a recommendation to Council on the allocation of the available \$38,000 in June 2020.

This option would see the Community Grants program continue as per the usual process. However, many of the applications may not be recommended for funding as they are proposing programs or projects that cannot proceed in the current circumstances.

Alternatively, Council may choose to only accept the 3 proposals that addressed social isolation/ community connectedness (total \$11,000) and return the balance (\$27,000) to savings.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

Community Grants are administered under the framework of the following policy: COU0020: Community Grants & Sponsorship Policy.

8.1 Financial/Budget

- Community Grants has a current budget allocation of \$76,000. Of this, \$38,000 was allocated in the September 2019 round. The March 2020 Community Grants Round therefore has an allocation of \$38,000.
- In the 2020/21 draft Annual Business Plan and Budget, currently out for community consultation, an amount of \$77,000 has been included for the Community Grants Program.

8.2 Legislative/Risk Management

- The risk with cancelling the March round of the Community Grants program is the potential disappointment from the 14 applicants who have submitted Community Grant applications for the March round. This can however be mitigated with assurances that Community Grant applications can be reconsidered/ resubmitted in the next grants round (September 2020).

8.3 Staffing/Work Plans

- There will be no impact on staff resourcing if the proposed option to cancel the March 2020 grants round is endorsed. Staff will contact and advise existing applicants of the decision and their options for future financial support.

9. ENVIRONMENTAL/SOCIAL/ECONOMIC

Council's Community Grants provide much needed support to the community and in many cases support programs or projects that would not be able to proceed without this funding.

9.1 Stakeholder Engagement

- No engagement has been undertaken to date, staff will contact and advise existing applicants of the decision and their options for future financial support.

10. REPORT CONSULTATION

- Executive Management Team

11. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services
Mandy Smith	Manager Community Development & Wellbeing
Peter Tsokas	Chief Executive Officer



COU0020: COMMUNITY GRANTS & SPONSORSHIP POLICY

Policy Type:	Council Policy
Responsible Department:	Community Connections
Responsible Officer:	Manager Community Connections
Related Policies and Procedures	N/A
Date Adopted:	28 September 2015: C255/15
Last Council review:	22 July 2019: C0065/19
Next review date:	July 2022
Reference/Version Number:	COU0020:V3
ECM Doc Set ID:	3100289

1. POLICY STATEMENT

This policy provides a framework for assessing applications for financial assistance from individuals, community groups and organisations in order to provide local community benefit via established community funding programs.

The Policy provides an overarching guide to decision making in relation to the following grants programs:

- Community Grants;
- Community Impact Grants;
- Community Event Sponsorship;
- Small Sponsorships and Donations Scheme;
- Youth Sponsorship Program; and
- Healthy Communities/Active Unley.

Grant programs may change title or funding limit over time with Council endorsement. Rather than be exhaustive, this policy provides a foundation for decision making across existing and future grant programs.

2. COMMUNITY GOAL

Community Living

1.5 Our City is connected and accessible.



3. POLICY OBJECTIVES

Each grant program has guidelines in place in relation to what applications are eligible for funding. However as principal themes, funding via grants programs should encourage active citizenship and community capacity building and provide support to respond to local needs.

Grant programs provide merit based financial assistance for individuals, community groups and organisations in line with the respective program guidelines. The intention of these includes:

- Create meaningful opportunities for social interaction and community connection;
- Foster partnerships and enhance social inclusion;
- Actively promote cultural diversity and understanding, including the expression of community identity;
- Minimise environmental footprint and increase community awareness of environmental issues;
- Encourage increased physical activity and to promote wellbeing and healthy living;
- Activate public spaces and increase vibrancy through community festivals and events;
- Build capacity to reduce financial or other dependence on Council;
- Skill development that improves learning and community wellbeing; and/or
- Offering opportunities for intergenerational skill sharing or celebration.

4. PRINCIPLES

This policy is based on the City of Unley's recognition that individuals, community groups and organisations should be supported to participate in all aspects of community life. The City of Unley is committed to support local initiatives that provide opportunities for the community to access and participate in a wide range of recreation, cultural, community and environmental activities and projects. Consideration is made based on merit and budget provisions.

This policy is based on the following principles of good governance:

- Timely, open and transparent decision making;
- Accessibility; and
- An equitable framework for assessing requests for financial assistance.

5. POLICY

Individuals, community groups and organisations will be considered for activities and projects that demonstrate they are of benefit to the Unley community.

All funding provided via a grant or sponsorship program is assessed according to the respective guidelines. Final endorsement is provided by Council, except where endorsement is undertaken under Delegation. Programs endorsed under delegation include the Small Sponsorships and Donations Scheme, Youth Sponsorship Program and Healthy Communities/Active Unley. These programs do not have set funding rounds, rather operate on an ad-hoc application process throughout the year.

Applications will be assessed against the pre-determined criteria and the capacity of the applicants to deliver stated program objectives.

Funding rounds are promoted by using broad-based, open processes that are not limited solely to invited sponsors.

It is acknowledged that some community programs and activities require regular or ongoing funding support. However, to enable a diverse range of programs to be supported and to reduce the dependency on annual Council funding, the financial sustainability of activities will be considered during the grant assessment process. Applicants who have received funding support through two consecutive funding rounds for the same project are encouraged to investigate alternate funding sources or to diversify their request.

Any funding agreement will be documented, and expectations of the partnership agreed upon prior to funding being provided.

Funding (cash or in-kind) will only be provided for the activities described in the application, and must be in line with the funding guidelines of the respective program.

Recipients are required to provide background information prior to receiving funding which may include but is not limited to Public Liability Insurance, Financial Statements (audited where applicable), quotes for services, letters of support and other information to clarify the nature of the group or activity.

Fees for event related items such as road closures, hire of public spaces, waste management, etc. are set annually in conjunction with the Council's Annual Budget. Council implements an equitable pricing framework that supports access to Council facilities and resources.

Council's support via a grant program does not transfer responsibility to Council of actions taken or outcomes achieved by the applicant during the course of the funded activity.

Council must be acknowledged as appropriate on all advertising and promotion mediums in relation to the funded activity as per the respective program guidelines. Information on Council's style guide is available on Council's website.

Recipients are required to submit an acquittal no later than twelve months from the receipt of funding, showing evidence of full expenditure of funds, except for the Small Sponsorship and Donations Scheme and Youth Sponsorship Program. Acquittals may also provide evidence of the impact of their activity according to the agreement in place.

Recipients must expend funds provided on the activity stated in their application unless otherwise negotiated with Council. If the funded activity does not proceed within the financial year it was allocated, Council can, without prior negotiation, reallocate funding.

A condition of all funding agreements is that unspent funds must be returned to Council. Organisations who have an outstanding financial acquittal will not be assessed until satisfactory documentation is provided.

Successful applicants are not excluded from applying for funding via other grants and sponsorship programs of Council, provided the application is for a different activity/event and meet the criteria required as per the respective program guidelines.

6. DEFINITIONS

Acquittal – a written evaluation and report on the outcomes and expenditure of grant funding provided by Council.

Agreement - a written contract describing expectations of both parties and key deliverables of the funded project.

Applicant – the person or organisation applying for funding support from Council.

Application – the request for funding made using the appropriate Council application form.

Council – refers to the City of Unley.

Donation – a payment not exceeding \$500 in total value made for a specific purpose or activity that does not require acquittal.

Funding – refers to cash and/or in-kind support provided by Council to the applicant.

Grant - a payment made for a specific purpose.

In-kind - the provision of Council services such as waste management, traffic services, road closures, waiving of facility hire fees, power access, bollards, bunting and line marking. These are costs incurred by various departments of Council as part of supporting the delivery of events and activities and may form part of the support offered.

Organisation – an organised group of people with a particular purpose, including a business or not for profit group.

Small sponsorship – a payment not exceeding \$500 in total value.

Sponsorship - an arrangement in which Council provides a contribution as money and/or in-kind to support an activity for a certain specified benefit.

Youth – young people aged 12-25 years inclusive.

7. LEGISLATION/REFERENCES

Local Government Act 1999.

8. POLICY DELEGATIONS

In accordance with Council's Delegations Register, discounts outside of this Policy may only be endorsed by the CEO or the General Manager City Services.

9. ROLES/RESPONSIBILITIES

The General Manager City Services, Manager Community Connections, Team Leader Community and Cultural Development, and Cultural Development Coordinator, are responsible for the implementation and administration of this policy.

10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Unley Civic Centre
181 Unley Road
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au

11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
28 September 2015	C255/15: V1	
23 October 2017	C966/17: V2	
22 July 2019	C0065/19: V3	

INFORMATION REPORT

REPORT TITLE:	FINANCE PERFORMANCE REPORT FOR THE PERIOD ENDING 31 MARCH 2020
ITEM NUMBER:	4.5
DATE OF MEETING:	25 MAY 2020
AUTHOR:	MICK WETHERALL
JOB TITLE:	ACTING MANAGER FINANCE & PROCUREMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. ATTACHMENT 1 - OPERATING RESULTS (EXCLUDING PROJECTS)2. ATTACHMENT 2 - OPERATING PROJECTS3. ATTACHMENT 3 - CAPITAL PROJECTS4. ATTACHMENT 4 - OVERALL FUNDING STATEMENT

1. **EXECUTIVE SUMMARY**

This report highlights the year to date financial position for 2019-20 as at 31 March 2020.

Council's estimated Net Lending/Borrowing for the year to date is favourable to budget by \$6.04M. Favourable variances relate to timing and include the following:

- Operating Income exceeding the forecast budget by \$749K;
- Operating Expenditure being less than the forecast budget by \$985K; and
- Net Expenditure for Operating Projects being less than budget by \$48K.

The net Expenditure for Capital Projects is \$3.2M less than expected.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **DISCUSSION**

The purpose of this report is to inform Council of its financial performance compared to budget for the period ending 31 March 2020.

Funding Result Compared to Budget

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating Income	48,173	47,424	1.6%	49,590
Operating Expenditure	32,346	33,332	3.0%	46,752
Funding Surplus before Projects	15,827	14,092		2,837
Net expenditure – Operating Projects	620	668	7.2%	1,095
Operating Surplus after Projects	15,207	13,424	-	1,742
Net expenditure – Capital Projects	14,141	17,354	18.5%	22,982
Net Lending / (Borrowing) for Financial Year	8,123	2,079		(11,840)

Operating Income and Expenditure are \$1.74M favourable to budget at the end of Mar 2020. Further information is available in Attachment 1.

As the variances to budget are mainly timing related, there are no budget concerns for operating or capital projects at this time.

Attachment 1

Statement of Financial Position

	Mar 2020 \$'000	Dec 2019 \$'000	Movement \$'000
Assets	553,453	552,802	651
Liabilities - Borrowings	(15,119)	(14,318)	(801)
Other Liabilities	(17,076)	(17,191)	115
Net Assets (Liabilities)	521,258	521,293	(35)

The movement in the Statement of Financial Position represents:

- An increase in Assets in recognition of the capital works program in place for the year.
- An overall increase in Borrowings scheduled to be drawn down to fund much of the capital works program for the year.

Cash Flow

\$000	
Net Flows from Operating Activities	11,142
Net Flows from Investing Activities	(23,054)
Net Flows from Financing Activities	11,839
Net Change in Cash Position	(73)

The \$73K net change in cash position is attributed to a community loan extended to the Capri Theatre in the third quarter.

Operating Results

Attachment 1

How well are we managing our Operating Income compared to Budget?	On Track
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Operating Projects

Attachment 2

How well are we managing our Operating Expenditure compared to Budget?	On Track
--	-----------------

Capital Projects

Attachment 3

How well are we managing our Operating Projects?	On Track
--	-----------------

Overall Funding Statement

Attachment 4

Overall, how well are we managing our Capital Works?	On Track
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The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

5. ATTACHMENTS

- Attachment 1 – Operating Results (Excluding Projects)
- Attachment 2 – Operating Projects
- Attachment 3 – Capital Projects
- Attachment 4 – Overall Funding Statement

6. REPORT AUTHORISERS

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Tami Norman	Executive Manager, Office of the CEO

How well are we managing our Operating Income compared to Budget?

On Track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income					
Rates	42,499	42,441	58	0.1%	42,500
Statutory income	1,323	1,157	166	14.3%	1,578
User charges	1,523	1,554	(31)	-2.0%	1,624
Grants, subsidies and contributions	1,747	1,524	223	14.7%	2,656
Other income	1,081	748	332	44.4%	1,231
Total Operating Income	48,173	47,424	749	1.6%	49,590

Year to Date Result

Income is favourable by \$749K or 1.6% compared to budget year to date. Key contributing factors are as follows:

Rates revenue is trending \$58K higher than budget due to minor increases in fines and interest charged on late payments, reimbursement of legal fees and a reduction in anticipated rebates. It should be noted that a reduction in budgeted fines and interest revenues will be presented in Budget Review 3, reflecting Council decisions around the impact of COVID-19 on ratepayers.

Statutory Income is favourable to budget by \$166K. This is due to a general uplift in parking revenue and increased revenue in hoarding applications. Council is also monitoring private car parks but the income generated is expected to be partially offset by related expenditure. Animal control revenues are also trending higher than expected.

User Charges are trending \$31K lower than budget due to lower fee revenues at the Unley Pool and Fullarton Park Community Centre. This is partially offset by a reduction of corresponding expenditure of \$72k and \$20k respectively.

Grants, Subsidies and Contribution are higher than anticipated due to the receipt of \$252K grant for the Daily Moves Programme. The final payment for the program, \$59K, ends in May 20.

Other Income is favourable to budget by \$332K mainly due to the receipt of a Special Distribution from Local Government Risk Services of \$54K and a refund of overcharged power expenses of \$215K. The overpayment for the period, 1 July 2010 – 30 Jun 2015 was determined by a review conducted by Australian Energy Regulator (AER) on SA Power Network.

Forecast

With the exception of the following items the variances scheduled above relate to timing and there is no foreseeable concerns regarding the Annual Budget. The following items are the subject of recommended budget variations in Budget Review 3:

- Refund of overcharged power expenses - \$215K (Favourable)
- Reduction in user charges for Quarter 4 due to facility closures as a result of the impact of COVID-19 - \$184K (Unfavourable)

OPERATING RESULTS (excluding Projects)

Attachment 1

- Reduction in user charges for Quarter 4 due to waiving of lease fees due to the impact of COVID-19 - \$132K (Unfavourable)

How well are we managing our Operating Expenditure compared to Budget?

On Track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating expenditure					
Total Employment costs	12,881	13,833	953	6.9%	18,765
Materials, contracts and other expenses	12,209	12,969	760	5.9%	18,173
Depreciation and amortisation	7,058	6,009	(1,049)	-17.4%	9,400
Finance costs	199	520	321	61.8%	415
Total Operating Expenditure	32,346	33,332	985	3.0%	46,752

Year to Date Result

A favourable expenditure variance of \$985k compared to budget. Key contributing factors are as follows:

Total Employment Costs are \$953K favourable net of temporary contract staff, due to

- Salaries and Wages net of temporary contract staff and employee related provisions \$619K (Favourable)
- Timing of the workers compensation premium of \$223K (Favourable)
- Timing of superannuation expenses \$79K (Favourable)

Materials, contracts and other expenses are \$760K favourable. These variances relate primarily to the timing of when invoices are received and processed compared to budget. Larger variances include:

- Contract Asset Maintenance \$325K
- Materials Asset Maintenance \$128K
- Property Utilities \$177K
- Consultants \$146

Depreciation is trending unfavourably by \$1,049 year to date. A comprehensive review of depreciation estimates in line with the Fixed Asset Register has been undertaken resulting in a significant uplift in estimates for the year.

Finance Costs are \$332K favourable due to the Cash Advance facility not being used as early as expected.

Forecast

With the exception of the following items the variances scheduled above relate to timing and there is no foreseeable concerns regarding the Annual Budget. The following items are the subject of recommended budget variations in Budget Review 3:

- Depreciation across all asset classes - \$1.4M (Unfavourable)
- Expenditure reductions in employee costs, materials, contractors and other costs in Quarter 4 due to facility closures as a result of COVID-19 - \$141K (favourable)
- Finance Cost reduction - \$278K (Favourable)

OPERATING PROJECTS

Attachment 2

How well are we managing our Operating Projects?

On track

City of Unley Operating Projects as at March 2020				
	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Current Budget \$'000
Income				
201919 - Events - Unley Gourmet Gala	41	-	(41)	-
202358 - Co-housing for Ageing Well	37	37	-	74
202722 - Arthur/Mary Streets Church Site and Precinct Urban Design	15	15	-	15
202723 - Women's Suffrage	3	3	-	3
202738 - Norman Terrace Everard Park Regeneration	11	14	3	35
202799 - Morningson House Urban Design Study	-	-	-	8
Income Total	107	69	(38)	134
Expenditure				
201919 - Events - Unley Gourmet Gala	(267)	(224)	43	(224)
201999 - Unley Central Project	(102)	(150)	(48)	(150)
202234 - Events - Tour Down Under	(69)	(69)	()	(69)
202358 - Co-housing for Ageing Well	(37)	(37)	-	(74)
202367 - Second Generation Street Tree Implementation (Year 1)	(2)	(2)	-	(75)
202559 - Events - Ignite Unley	(41)	(43)	(2)	(43)
202561 - Events - Zest Fest	(3)	(4)	()	(4)
202584 - Events - Event Attraction	(9)	(9)	-	(9)
202618 - Events - Fringe in Unley	(7)	(10)	(3)	(10)
202619 - Royal Adelaide Show Traffic Mgmt	(25)	(22)	3	(22)
202620 - Street Tree Watering Well Program	(10)	(10)	()	(40)
202622 - Unley City Wide Greening	(7)	(6)	1	(75)
202642 - Annual Events Calendar	-	(3)	(3)	(5)
202657 - Trader Event Sponsorship	(37)	(40)	(3)	(40)
202658 - Active Aging	(4)	(13)	(9)	(20)
202680 - Implementation of City Wide Park Tree Risk Assessment Audits	(18)	(25)	(7)	(25)
202704 - Planning System Reform Policy Update & Transition	(3)	(4)	(1)	(5)
202705 - All Connections to Unley Art Prize	-	-	-	(5)
202715 - Resilient East 2018-19 Projects	()	-	-	(10)
202716 - Event Support	(12)	(11)	1	(11)
202722 - Arthur/Mary Streets Church Site and Precinct Urban Design	(16)	(15)	1	(15)
202723 - Women's Suffrage	(3)	(3)	-	(3)
202724 - Unley Civic Precinct Plan - Edmund Avenue Cottages	-	-	-	(30)
202725 - Accelerated Tree Planting Program (Tree Canopy)	(19)	(27)	(7)	(160)
202726 - Living With Trees Program	-	-	-	(25)
202734 - Planning Compliance Office	-	-	-	-
202735 - Clarence Park Community Centre	(10)	(10)	-	(10)
202736 - Rosefield Community Shed	(10)	(10)	-	(10)
202737 - Goodwood Community Centre - Staff Training	(3)	(3)	-	(3)
202738 - Norman Terrace Everard Park Regeneration	(11)	(14)	(3)	(35)
202798 - AFLW	(1)	(4)	(3)	(9)
202799 - Morningson House Urban Design Study	-	(11)	(11)	(15)
Expenditure Total	(727)	(777)	(50)	(1,229)
Net Operating Projects	(620)	(708)	(88)	(1,095)

Note: Projects highlighted in green are completed

How well are we managing our Capital Works?

On track

City of Unley Capital Works Summary as at Mar 2020				
	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	3rd Quarter Budget \$'000
Income Total	3,801	3,782	19	7,199
Expenditure				
NEW - New Capital	14,747	14,413	(334)	24,407
REPLACE - Replacement Capital	2,535	3,098	562	4,909
PROJDEL - Project Delivery	660	649	(12)	865
Expenditure Total	17,943	18,159	216	30,181
Net Capital Projects	14,141	14,377	236	22,982

Year to Date Result

Capital Works – New

These works are collectively trending unfavourably year to date due to the following projects;

- Strategic property purchase, \$750K Unfavourable
- King William Road Reconstruction - \$288K Favourable
- Goodwood Oval facilities upgrade - \$123K Favourable

Capital Works – Replacement

These works are trending collectively behind budget year to date due to the following projects

- Roads Capital Replacement Works - \$205K
- Property Upgrades - \$121K
- Reserves and Open Spaces - \$68K
- ICT Infrastructure Projects - \$58K
- Light Fleet Purchases - \$46K

Forecast

An increase of \$1.5M to the capital works budget for new assets has been recommended in Budget Review 3 to accommodate the purchase of the strategic properties in line with the Council resolution. The remaining variances are timing related and there is no foreseeable concerns regarding the budget at this time.

OVERALL FUNDING STATEMENT

Attachment 4

The City of Unley

Overall Funding Statement
for the year to date ended March 2020

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income					
Rates	42,499	42,441	58	0.1%	42,500
Statutory income	1,323	1,157	166	14.3%	1,578
User charges	1,523	1,554	(31)	-2.0%	1,624
Grants, subsidies and contributions	1,747	1,524	223	14.7%	2,656
Other income	1,081	748	332	44.4%	1,231
Total Operating Income	48,173	47,424	749	1.6%	49,590
Operating expenditure					
Total Employment costs	12,881	13,833	953	6.9%	18,765
Materials, contracts and other expenses	12,209	12,969	760	5.9%	18,173
Depreciation and amortisation	7,058	6,009	(1,049)	-17.4%	9,400
Finance costs	199	520	321	61.8%	415
Total Operating Expenditure	32,346	33,332	985	3.0%	46,752
Funding surplus/(deficit) before Projects	15,827	14,092	1,734		2,837
Project Summary					
Operating projects					
Income	107	125	(232)	-185.3%	134
Expenditure	727	793	67	8.4%	1,229
Net expenditure - Operating projects	620	668	299		1,095
Capital projects					
Income	3,801	3,389	412	12.2%	7,199
Expenditure	17,943	20,743	2,801	13.5%	30,181
Net expenditure - Capital projects	14,141	17,354	3,213		22,982
Total Operating projects and capital works program (net)	14,761	18,022	3,261	18.1%	24,077
Depreciation and amortisation	7,058	6,009	(1,049)	-17.4%	9,400
Net Lending / (Borrowing) for Financial Year	8,123	2,079	6,044	()	(11,840)
Operating Surplus after Projects	15,207	13,424	1,782		1,742

The figures in this paper have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

DECISION REPORT

REPORT TITLE:	THIRD QUARTER BUDGET REVIEW 2019-20
ITEM NUMBER:	4.6
DATE OF MEETING:	25 MAY 2020
AUTHOR:	MORGAN KRIS
JOB TITLE:	TEAM LEADER - FINANCIAL ACCOUNTING
ATTACHMENTS:	<ol style="list-style-type: none">1. ATTACHMENT 1 - PROPOSED BUDGETED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 20202. ATTACHMENT 2 - PROPOSED BUDGET REQUESTS - OPERATING3. ATTACHMENT 3 - PROPOSED BUDGET REQUESTS - CAPITAL4. ATTACHMENT 4 - PROPOSED ZERO BUDGET CHANGES

1. **EXECUTIVE SUMMARY**

Section 9(1) of the *Local Government (Financial Management) Regulations 2011* requires Council to formally consider its Budget at least three times during the financial year.

This report presents the Third Budget Review for the 2019-20 financial year for Council's consideration.

The proposed budget changes will:

- Decrease the budgeted Operating Surplus from \$2.82M to \$1.74M; and
- Maintain the Net Proceeds from Borrowings for the year at \$11.8M.

The suite of proposed Budgeted Financial Statements is presented as Attachment 1.

Attachment 1

2. **RECOMMENDATION**

That:

1. The report, including Attachments 1-4 be received.
2. The budget variations totalling \$35K (as set out in Attachments 1-4 to this Report, Item 4.6, Council Meeting 25/05/2020), for the Third Quarter 2019-20 Budget Review, be approved.

3. The revised budgeted Uniform Presentation of Finances reflecting a change in the estimated Operating Surplus to \$1.74M, and an estimated Borrowings at 30 June 2020 to \$11.8M be adopted.

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

The *Local Government (Financial Management) Regulations 2011* require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for, changes to the budget during the year.

Council adopted its 2019-20 Annual Business Plan and Budget on 24 June 2019. At its meeting held 23 September 2019, Council adopted amendments to the original Budget, recognising that funds were required to be carried forward from 2018-19 to 2019-20 for incomplete works. Council has adopted minor adjustments as a part of its First and Second Budget Reviews. This report presents proposed budget adjustments as a part of Budget Review 3.

5. DISCUSSION

The Administration has now taken the opportunity to revise the budget at the completion of the third quarter of operations for 2019-20 and recommend a series of adjustments for Council's consideration. The adjustments are summarised as follows:

	\$'000
Operating Income & Expenditure	1080
Capital Income & Expenditure	(1045)
Total Budget Variations	35

Third Quarter Budget Review Presentation

In accordance with Regulations, the Uniform Presentation of Finances showing the movements in the current and proposed budgets is shown as Attachment 1.

Attachment 1

Operating Budget Variations

The proposed adjustments, listed below, will result in a decrease of \$1.08M in the Operating Surplus to \$1.74M.

	\$'000
Current Budget Net Operating Surplus before Capital Revenue (adjusted)	2,822
Net Impact of Third Quarter Budget Review Variations	(1,080)
Third Quarter Budget Review Operating Surplus	1,742

Operating Budget Requests

There are several proposed budget variations involving operating income and expenditure. However, many are offsetting and have no impact on the projected Operating Surplus. These items have been listed in Attachment 2. The following key items do not offset and will have a minor impact.

Increase in Operating Income of \$106K

- Financial Assistance Grants (FAG) Review \$409K.
- Refund of public lighting expenditure \$215K.
- Reduction in User Charges: (a) \$183K relating to closure of facilities and (b) \$131K waiver of community and commercial lease fees due to the COVID-19 pandemic.
- Reduction in Statutory Charges: revenue decrease due to decline in development application numbers.

Increase in Operating Expenditure including Operating Projects of \$1.185M

- Key Driver: Increase of \$1.39M for depreciation provision in line with the review of the Fixed Asset Register
- Reduction in employee, materials, contractor and other expenses totalling \$141K resulting due to facilities closure resulting from the COVID-19 pandemic.

Attachment 2

At the Special Council Meeting 18 May 2020, Council resolved to provide those small businesses directly affected by the Government imposed restrictions a discount on their 4th quarter rates by 50%. The financial impact of this discount which is about \$164k has not been included in this Third Quarter Budget Review.

Capital Budget Variations

The current 2019-20 budget reflects a Net Outlay on Assets of \$14.62M. The proposed adjustments, detailed below, will decrease the Net Outlay on Assets to \$13.58M.

	\$'000
Current Budget Net Outlay on Existing Assets	(3,585)
Net Impact of Third Quarter Budget Review Variations	(1,068)
Third Quarter Budget Net Outlay on Assets	(4,655)

The adjustments to the current Capital Project Budget on New & Upgraded Assets is summarised as:

	\$'000
Current Budget Net Outlay on New & Upgraded Assets	18,213
Net Impact of Third Quarter Budget Review Variations Decrease in Expenditure, King William Road funds	23
Third Quarter Budget Net Outlay on Assets	18,236

The projects contributing to the net change in capital outlays have been listed in Attachments 3 and 4.

The net increase of \$23K consists of the:

- Special Local Road grant of \$1.5M received for King William Road Project; and
- \$1.5M paid for the acquisition of strategic properties and expenditure activities amounting to \$23K related to Parkside Primary School Crossing project.

Attachment 3

Zero Balance Budget Variations

During the third quarter there have been further changes proposed to the Current Budget that relate to movements of \$34K in income and expenditure categories that have a nil impact on the overall budget.

Several proposed adjustments relate to projects within community services. The more significant proposed adjustments are:

Income reduction to recognise lower client participation across:

- (a) Home Maintenance, \$18K
- (b) Domestic, \$10K
- (c) Social Support Group, \$4.5K

The schedule of proposed changes that have a zero impact on the 2019-20 Budget are provided in Attachment 4.

Attachment 4

Movements in Budgeted Borrowings

As a result of proposed Budget Review changes, forecast borrowings have been maintained at \$11.8M. Borrowings as at 30 June 2020 are estimated to be \$14.3M.

6. **ANALYSIS OF OPTIONS**

Option 1

1. The report, including Attachments 1-4 be received.
2. The budget variations totalling \$35K (as set out in Attachments 1-4 to this Report, Item 4.6, Council Meeting 25/05/2020), for the Third Quarter 2019-20 Budget Review, be approved.
3. The revised budgeted Uniform Presentation of Finances reflecting a change in the estimated Operating Surplus to \$1.74M, and an estimated Borrowings at 30 June 2020 to \$11.8M be adopted.

There are no further options proposed.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

There are no policy implications associated with this report.

9. **REPORT CONSULTATION**

All budget adjustments have been processed through the relevant Business Unit Managers.

10. **ATTACHMENTS**

All budget adjustments have been processed through the relevant Business Unit Managers and approved by the relevant General Manager of the Division

- Attachment 1 – Proposed Budgeted Financial Statements for the year ended 30 June 2020
- Attachment 2 – Proposed Budget Requests – Operating
- Attachment 3 – Proposed Budget Requests – Capital
- Attachment 4 – Proposed Zero Budget Changes

11. **REPORT AUTHORISERS**

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Tami Norman	Executive Manager, Office of the CEO
Peter Tsokas	Chief Executive Officer

Proposed Budgeted Uniform Presentation of Finances
For the year ended 30 June 2020

Attachment 1

\$ '000	Current Budget 2020	Zero Budget Changes	Additional Requests Increase/ (Decrease)	3rd Quarter Budget Review
Income	49,450	34	106	49,590
less Expenses	(46,628)	(34)	(1,185)	(47,847)
Operating Surplus / (Deficit)	2,822	-	(1,080)	1,743
less Net Outlays on Existing Assets				
Capital Expenditure on Renewal and Replacement of Existing Assets	(5,015)		(516)	(5,531)
less Depreciation, Amortisation and Impairment	8,013		1,387	9,400
less Amounts Received Specifically for Replacement of Existing Assets	198		197	395
less Proceeds from Sale of Replaced Assets	390			390
Subtotal	3,585	-	1,068	4,655
less Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets	(23,127)		(1,523)	(24,650)
less Amounts Received Specifically for New and Upgraded Assets	4,914		1,500	6,414
less Proceeds from Sale of Surplus Assets	-			-
Subtotal	(18,213)	-	(23)	(18,236)
Net Lending / (Borrowing) for Financial Year	(11,805)	-	(35)	(11,839)
Net Financial Liabilities at Beginning of Year	(14,242)			(14,242)
Decrease / (increase) in Other	-		(652)	(652)
Net Financial Liabilities at End of Year	(26,047)	-	(687)	(26,734)

The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

Proposed Budgeted Statement of Comprehensive Income
For the year ended 30 June 2020

\$ '000	3rd Quarter Budget Review
Income	
Rates	42,500
Statutory charges	1,578
User charges	1,624
Grants, subsidies and contributions	2,656
Asset Disposal	-
Investment Income	48
Reimbursements	521
Other income	662
Operating Projects	134
Net gain - joint ventures & associates	-
Total Income	49,724
Expenses	
Employee Costs	18,111
Materials, contracts & other expenses	18,826
Depreciation, amortisation & impairment	9,400
Finance costs	415
Net loss - joint ventures & associates	-
Operating Projects	1,229
Total Expenses	47,981
Operating Surplus / (Deficit)	1,742
Asset disposal & fair value adjustments	390
Amounts received specifically for new, upgraded assets or replacement assets	6,809
NET SURPLUS / (DEFICIT)	8,941
Other Comprehensive Income	
Share of other comprehensive income - joint ventures and associates	-
Total Other Comprehensive Income	-
Total Comprehensive Income	8,941

Proposed Budgeted Statement of Financial Position
For the year ended 30 June 2020

\$ '000	3rd Quarter Budget Review
ASSETS	
Current Assets	
Cash and cash equivalents	2,698
Trade & other receivables	2,681
Other financial assets	2
Total Current Assets	5,381
Non Current Assets	
Financial Assets	80
Equity accounted investments in Council businesses	16,930
Infrastructure, Property, Plant & Equipment	531,062
Total Non-current Assets	548,072
TOTAL ASSETS	553,453
LIABILITIES	
Current Liabilities	
Trade & Other Payables	13,104
Borrowings - Short Term Draw Down	
Borrowings Fixed Term	242
Provisions	3,730
Total Current Liabilities	17,076
Non-current Liabilities	
Borrowings	14,762
Provisions	357
Other Non-current Liabilities	
Total Non-current Liabilities	15,119
TOTAL LIABILITIES	32,195
Net Assets	521,258
EQUITY	
Accumulated Surplus	155,291
Asset Revaluation Reserves	365,711
Other Reserves	256
TOTAL EQUITY	521,258

Proposed Budgeted Statement of Cash Flows
For the year ended 30 June 2020

\$ '000	3rd Quarter Budget Review
Cash Flows from Operating Activities	
Receipts	
Operating Receipts	49,675
Investment Receipts	48
Payments	
Operating payments to suppliers & employees	(38,166)
Finance Payments	(415)
Net Cash provided by (or used in) Operating Activities	11,142
Cash Flows from Investing Activities	
Receipts	
Amounts specifically for new or upgraded assets	6,414
Amounts received specifically for Replacement of Existing Assets	395
Proceeds from Sale of Surplus Assets	-
Sale of replaced assets	390
Repayments of loans by community groups	-
Payments	
Expenditure on renewal/replacement of assets	(5,531)
Expenditure on new/upgraded assets	(24,650)
Loan to Community Group	(72)
Net Purchase of Investment Securities	-
Capital Contributed to Equity Accounted Council Businesses	-
Net Cash provided by (or used in) Investing Activities	(23,054)
Cash Flows from Financing Activities	
Receipts	
Proceeds from borrowings	11,839
Payments	
Repayments of borrowings	-
Net Cash provided by (or used in) Financing Activities	11,839
Net Increase/ (Decrease) in cash held	(73)
plus: Cash & cash equivalents at beginning of period	2,771
Cash & cash equivalents at end of period	2,698

Proposed Budgeted Statement of Changes in Equity
For the year ended 30 June 2020

\$ '000	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2020				
Balance at end of previous reporting period	147,002	365,711	256	512,969
a. Net Surplus / (Deficit) for Year	8,289	-	-	8,289
b. Other Comprehensive Income				
- Gain (Loss) on revaluation of I,PP&E	-	-	-	-
- Share of OCI - Equity Accounted Council Businesses	-	-	-	-
Other Comprehensive Income	-	-		-
Total Comprehensive Income	8,289	-		8,289
Balance at end of period	155,291	365,711	256	521,258

Proposed Budgeted Financial Indicators
For the year ended 30 June 2020

\$ '000	3rd Quarter Budget Review	2nd Quarter Budget Review
Operating Surplus Ratio	3.5%	5.7%
Net Financial Liabilities Ratio	54%	52%
Asset Sustainability Ratio - Current Year based on Proposed Depreciation for the Financial Year	55%	58%

Operating Income

Description	Uniform Presentation Category	Amount \$ (Increase)/ Decrease	Comment
Rates	Rates	10,717	Reduction in General Rates of \$20K, Reduction in fines and interest of \$8.5K, a reduction in rate rebates of \$24.3K, an increase in rate objections of \$13K and an increase in legal reimbursements of \$6.4K.
Finance	Other Income	(6,858)	A variety of small balances brought to revenue from the Balance Sheet following reconciliation processes.
Corporate Activities	Investment Income, Reimbursement, Grants, subsidies & contributions	(656,754)	\$409K Financial Assistance Grant Review, \$215K refund of public lighting expenditure and \$32K additional interest received reflecting improved treasury management practices.
Economic Development	Other Income	(14,266)	To recognise income received through Mainstreet Traders Associations
Transport Traffic	Statutory Charges	11,537	Budgeted hoarding fees have been reflected in cost centre
Parking Control	Other Income, Statutory Charges, User Charges	(110,840)	\$74.3K due to increased numbers of residential parking and hoarding permits. \$6.5K sale of abandoned vehicle resulted in increased income and \$30K Parking fines revenue trending higher than expected.
Public and Environmental Health	Statutory Charges	(6,448)	Increased food Inspection activity for the period
Animal Management	Statutory Charges	(29,000)	Dog registrations revenues greater than originally anticipated, will partially offset expenses
Development and Compliance	Statutory Charges	23,000	Revenue decrease due to decline in development application numbers
Daily Moves Program	Grants, subsidies & contributions	243	Grant correction to the Daily Moves Program
Various	User Charges	183,700	Revenue reduction due to closure of facilities including the Libraries, Community Centres, Swimming Pool and Museum in response to COVID-19 requirements.
Various	User Charges	131,700	Revenue reduction due to waiving of Community and Commercial lease fees resulting from COVID-19 requirements
Road Maintenance	Grants, subsidies & contributions	299,083	Grant revenue inadvertently duplicated in previous review
Waste Management Contract	Grants, subsidies & contributions	(8,000)	Additional sales of waste bins and scrap metal
Total Requests to Operating Income Increase		(172,186)	

Operating Expenditure

Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comment
Various	Depreciation, Amortisation & Impairment	1,387,500	Amending the depreciation in line with review of the Fixed Asset Register
Local Government Elections	Contracts	(15,000)	Funds will not be required this year
City Strategy & Development Committee	Other Expenses, Contracts	(4,100)	Committee wound up, budget no longer required
UBED Committee	Other Expenses, Contracts	(8,700)	Committee wound up, budget no longer required
Rates	Materials, Contracts, Other Expenses	13,500	\$8K increase in debt collection costs, \$3K Increase in Valuer General services and \$2K increase in office supplies.
Finance	Materials, Contracts, Other Expenses	35,413	\$18K LTFP software update, \$13K recruitment costs, \$4K printing costs
Corporate Activities (Finance)	Finance Costs	(278,300)	Lower than anticipated level of borrowings required in for 2019-20 will see lower servicing costs.
Parking Control	Materials	6,480	Purchase of vehicle wraps for regulatory vehicles. Offset by additional income reflected in cost centre 1420 above.
Animal Management	Other Expenses	13,000	Payment to DACO for dog registrations not originally budgeted. Offset to income in cost centre 1470 above

Development and Compliance	Contracts, Other Expenses	169,185	Expenditure increase of \$140K being back payment of Schedule 7 disbursements for 2011-2020 and \$27K for legal fees to support increased compliance matters and appeals.
Various	Employees, Materials, Contracts, Other Expenses	(140,900)	Expenditure reduction due to closure of Facilities including the Libraries, Community Centres, Swimming Pool, Museum in response to COVID-19 requirements.
Overhead Charge Accountts (Replacement)	Employee Costs	15,473	Increase following review and balancing of overheads across Council's works ledger
Infrastructure & Projects Committee	Other Expenses	(7,869)	Decrease in expenditure. The Committee was wound up and budget is no longer required
Total Requests to Operating Expenditure Increase		1,185,682	1,326,583
Total Operating Deficit		1,013,496	

Operating Projects Income

Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comments
Mornington House Urban Design Study	Other - Income	(7,500)	Contribution from the SA Housing Authority the Mornington House Urban Design Study
Mornington House Urban Design Study	Contracts	15,000	Budget reallocated from Project 202704 as funds required for the Mornington House Urban Design Study
Planning System Reform Policy Update & Transition	Contracts	(15,000)	Budget reallocated to Project 202799 as funds required for the Mornington House Urban Design Study
Total Requests to Operating Project Income Increase		(7,500)	

Operating Projects Expenditure

Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comments
Events - Ignite Unley	Contracts	(6,000)	Savings expected as final event cancelled due to COVID-19
Events - Zest Fest	Contracts & Other Expenses	(1,500)	Project complete, delivered under budget

Events- Event Attraction	Other Expenses	(1,500)	Project complete - delivered under budget
Planning Compliance Officer	Contracts	(67,000)	This cost is being absorbed in an existing operating budget in Development & Compliance. Budget not required.
Unley Central Project	Contracts	150,000	Increase in legal advice and support
Total Requests to Operating Project Expenditure Increase		74,000	

Capital Income - Replacement Assets

Description	Uniform Presentation Category	Amount \$ (Increase)/ Decrease	Comments
Road Maintenance	Grants , subsidies & contributions	(197,261)	Financial Assistance Grant review (FAG)
Total Requests to Capital Project Income Increase		(197,261)	

Capital Expenditure - Replacement Assets

Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comments
Drains & Stormwater Capital Replacement	Contracts	50,000	Expenditure under a grant from NRM for the upgrade of the Fullarton Road and Glen Osmond Road stormwater systems.
Roads Capital Replacement	Employee Costs, Materials	281,565	Adjustments following review and balancing of overheads across Council's works ledger.
Blackspot Funding Cambridge Terrace Wattle Street	Contracts	97,154	Increase budget to complete works
Blackspot Funding Cambridge Terrace Fisher Street	Contracts	87,650	Increase budget to complete works
Total Requests to Capital Project Expenditure Increase		516,369	
Total Capital Increase		319,108	

Capital Income - New or Upgraded Assets

Description	Uniform Presentation Category	Amount \$ (Increase)/ Decrease	Comments
KW Road	Grants , subsidies & contributions	(1,500,000)	Special Local Road Grant received
Total Requests to Capital Project Income Increase		(1,500,000)	

Capital Expenditure - New or Upgraded Assets

Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comments
Parkside Primary School Crossing	Contracts	25,402	Increase budget to complete school crossing.
Strategic Properties	Contracts	1,498,000	Budget to recognise acquisition of strategic properties in line with Council resolution.
Total Requests to Capital Project Expenditure Increase		1,523,402	
Total Capital Increase		23,402	

Zero Budget Requests

Cost Centre/ Project	Description	Uniform Presentation Category	Amount \$ Increase/ (Decrease)	Comment
1447	Community Event Sponsorship	Other Expenses	(8,500)	Trader Council endorsement of \$8.5k for AFLW
202798	AFLW	Other Expenses	8,500	Council endorsement of \$8.5k for AFLW.
1521	Flexible Respite	Other Income	500	Income reduction to recognise lower client participation
1521	Flexible Respite	Contracts	(500)	Expenditure reduction to balance the grant funded project
1522	Social Support Group	Other Income	4,500	Income reduction to recognise lower client participation
1522	Social Support Group	Contracts	(4,500)	Expenditure reduction to balance the grant funded project
1526	Home Maintenance	Other Income	18,000	Income reduction to recognise lower client participation
1526	Home Maintenance	Contracts	(18,000)	Expenditure reduction to balance the grant funded project
1535	CHSP Transport	Other Income	1,000	Income reduction to recognise lower client participation
1535	CHSP Transport	Materials	3,700	Increased based on YTD expenditure trends
1535	CHSP Transport	Contracts	(4,700)	Expenditure reduction to balance the grant funded project
1550	Domestic	Other Income	10,000	Income reduction to recognise lower client participation
1550	Domestic	Employee Costs	(6,000)	Expenditure reduction to balance the grant funded project
1550	Domestic	Contracts	(4,000)	Expenditure reduction to balance the grant funded project
	Zero Budget		-	

Zero Operating Projects Budget Requests

Cost Centre/ Project	Description	Uniform Presentation Category	Amount \$ (Increase)/ Decrease	Comment
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202738	Norman Terrace Everard Park	Other Income	7,000	Reduction in private contribution for land rezoning activities due to administrative oversight
202738	Norman Terrace Everard Park	Contracts	(7,000)	Reduction in expenditure to compensate for income reduction noted above
	Zero Operating Budget		-	

INFORMATION REPORT

REPORT TITLE:	2019-20 THIRD QUARTER CORPORATE PERFORMANCE REPORT
ITEM NUMBER:	4.7
DATE OF MEETING:	25 MAY 2020
AUTHOR:	NICOLA TINNING
JOB TITLE:	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. PERFORMANCE INDICATORS2. 2019-20 SERVICE DELIVERY PERFORMANCE QUARTER 3

1. **EXECUTIVE SUMMARY**

The quarterly performance report provides Council with data analysis, and reports on strategic planning, service delivery activity including customer satisfaction survey results, and financial performance across the whole of the organisation.

The report assists with keeping Elected Members informed, and supports strategic decision making, continuous improvement and strategic governance.

This report continues to be a work in progress, with further development of corporate and key performance indicator reporting to be undertaken in the coming year.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance

4.3 Our business systems are effective and transparent.

4. **BACKGROUND**

The City of Unley has a Four Year Plan that informs its Annual Business and Delivery Plans and budget processes, and guides Council and the community in relation to priorities and strategies, including the longer term vision outlined in the Community Plan 2033.

The corporate reporting framework has been implemented to provide Council with relevant information that will support and inform its decision making. The Corporate Performance Report, which now provides Council with a performance report on a quarterly basis, ensures that Council is demonstrating ongoing and improved public accountability. The report provides evidence and opportunities to drive and support continuous improvement.

5. **DISCUSSION**

The State Government is still considering the introduction of performance indicators to be reported against by Local Government as part of the broad Local Government reform agenda. Whilst the date for introduction has not yet been announced, nor have the indicators been agreed to, it is likely that the measures will be similar to those introduced in other states.

Administration continues its work on meaningful data sourcing and has identified a list of indicators that it aims to report against, and these are included as Attachment 1.

Attachment 1

Members will note that some of the indicators have been reported against, whilst others are a work in progress and will be introduced as the data is captured.

Access and the collection of data from source corporate systems has been automated. Automation has improved data quality and created significant efficiencies in the collection process.

The automation process has now been extended to include notification to commentary writers and the generation of the report.

This report covers the period from 31 December 2019 to 31 March 2020, and the first and second quarter have been included for comparative analysis. These are shown in Attachment 2.

Attachment 2

6. **REPORT AUTHORISERS**

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Peter Tsokas	Chief Executive Officer

MEASURE	Put in Report
Residential Waste diversion from landfill 70%	Yes
Community facilities and events Waste diversion from landfill 75%	Not Yet
Green organics for compost (t)	Yes
Recycled waste (t)	Yes
Carbon emissions from Council operations reduced by 15% by 2021	Not Yet
Total grid-based energy reduced by 5% by 2021	Not Yet
Hard Refuse (t)	Yes
No of Business Development Applications determined by category and average time taken	Not Yet
Value of approved applications	Yes
Food Hygiene Inspections	Yes
Health Premise Inspections	Yes
Commonwealth Services Home Support Program Visits	Yes
No of Passengers that use the Community Bus	Yes
Museum Visits	Not Yet
Planning Compliance Inspected	Yes
% of Compliance vs non-compliance - Building/Planning	Yes
Roof Frame Inspections	Yes
Swimming Pool Inspections	Yes
Library Visits	Not Yet
Library Loans	Not Yet
Community Centre Visits	Not Yet
Swimming Centre Visits (pool open for Q2)	Yes
Total Event attendance (indicative)	Not Yet
Website Hits	Yes
% of CR's completed within targeted timeframes	Yes

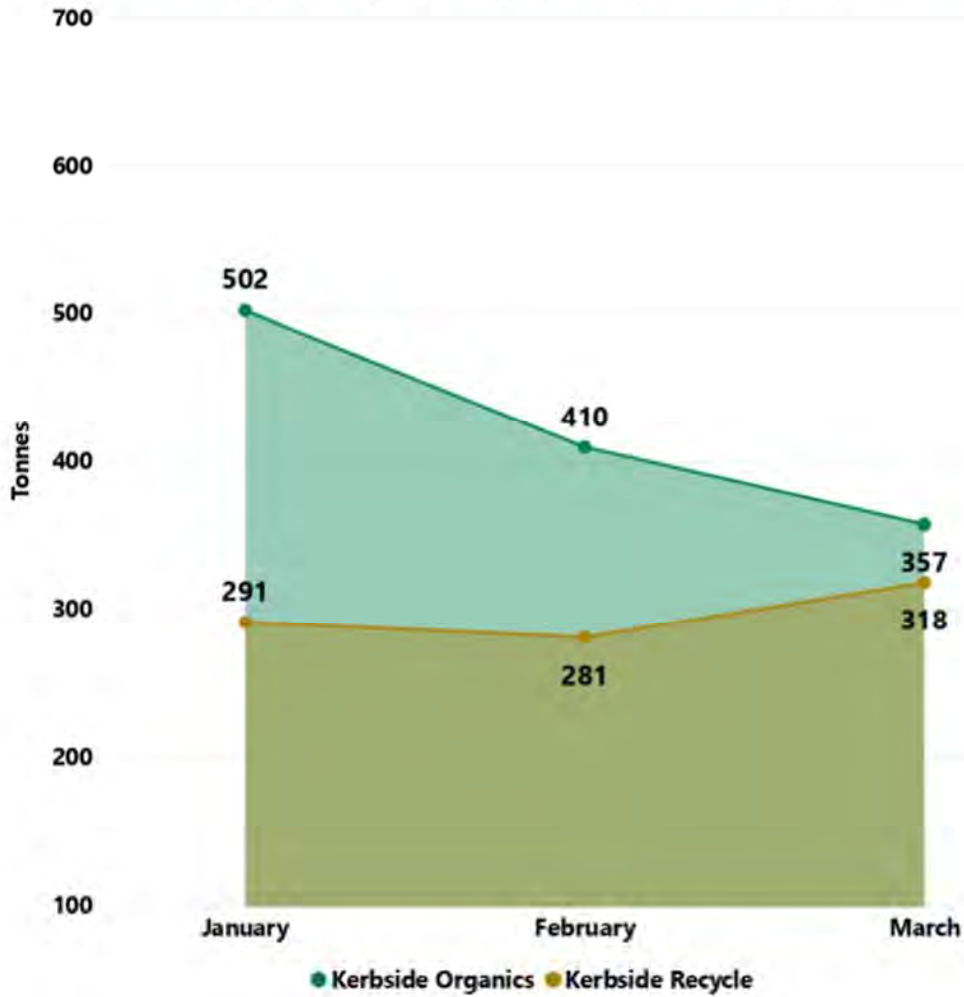
Social media engagements	Not Yet
No. customer requests received, status and top 5	Yes
customer complaints per month	Yes
Underlying Operational Surplus Ratio	Not Yet
Net Financial Liabilities Ratio	Not Yet
Internal Audits successfully completed - cant do havent done any	Not Yet
Elected Member Attendance at meeting and workshop	Yes
Grant Funding	Yes
Customer Satisfaction Reports	Yes
No of new businesses	Not Yet
CR's received from businesses	Not Yet

ENVIRONMENTAL STEWARDSHIP
Residential Waste

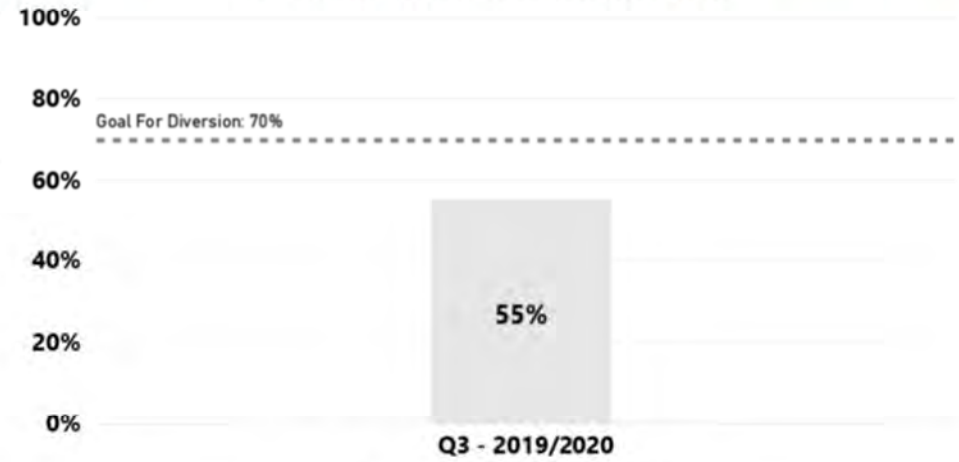
Financial Year: 2019/2020
 Financial Quarter: Q3



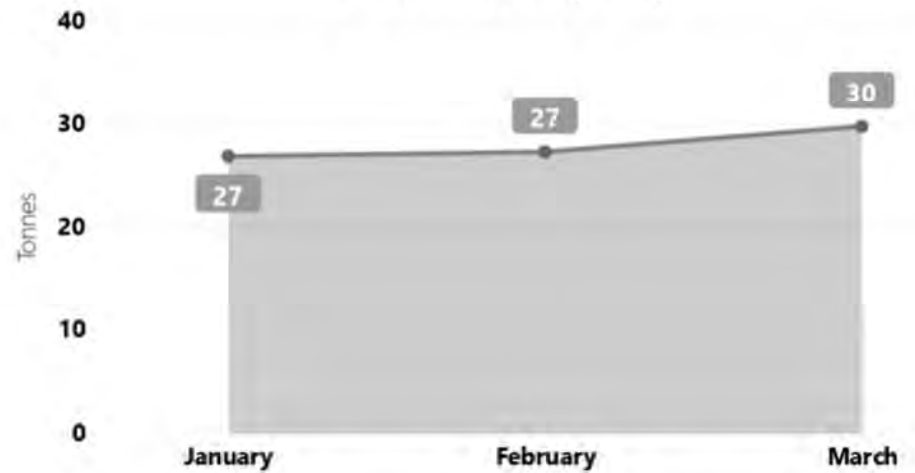
Kerbside Organics and Kerbside Recycle Trend (Tonnes)



Residential Waste Landfill Diversion



Hard Rubbish Trend (Tonnes)





ENVIRONMENTAL STEWARDSHIP

Residential Waste

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The purpose of this report is to show the monthly tonnages of the three waste streams, including hard rubbish. Whilst the tonnages can vary due to weather, etc., it is interesting to note that the increase in tonnage of the general waste and recycling bins in March 2020 - at the height of the COVID-19 restrictions. With more people working or being at home, this may be one of the reasons for this increase of general waste, including additional food packaging and home deliveries. Litter bin volumes and dog bag refills have also increased considerably during this time.

Education material and promotion of correct waste separation and avoidance will continue to be provided to our residents, so that they can continue to be ranked highly in the state statistics for being good recyclers, as proven in our recent kerbside audit.



FINANCIAL STATEMENTS

Grant Funding (Q3 2019/2020)

Financial Year

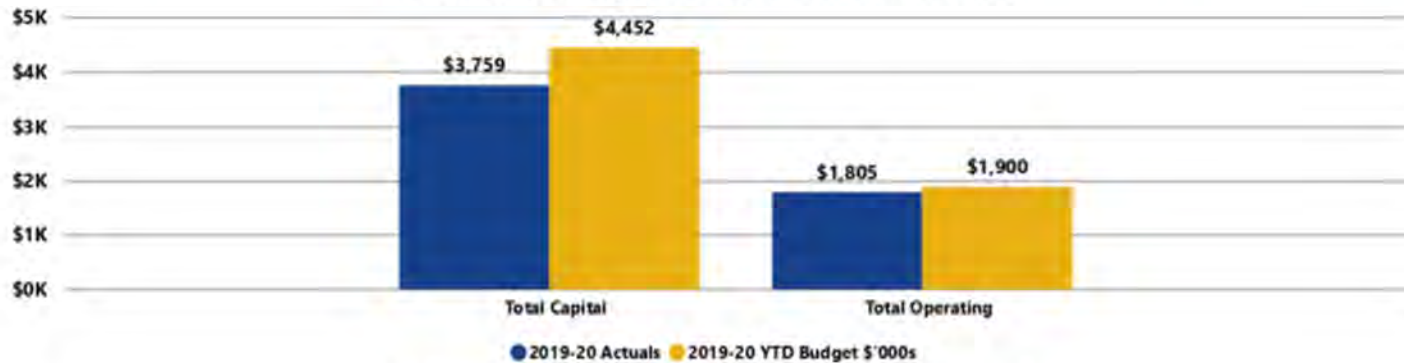
2019/2020

Financial Quarter

Q3



External funding Grants and Subsidies in \$'000



External Funding Grants & Subsidies 2019-2020

Grant Type	2019-20 YTD Budget	2019-20 Actuals	Variance \$'000s	2019-20 Budget
Grants - Health & Ageing (DCSI)	757	1010	253	1310
Grants - Financial Assistance Grants	615	310	-306	819
Grants - Librar	0	2	2	0
Grants - Library Board	274	274	0	274
Grants - Local Roads	150	142	-8	200
Grants - Roads to Recovery	0	0	0	0
Grants - Other	105	69	-36	129
Operating Grants - total	1900	1805	-95	2732
Capital Grants - Replacement	331	331	0	381
Capital Grants - New	4121	3428	-693	6212
Capital Grants	4452	3759	-693	6593
Total Grants & Subsidies	6352	5564	-788	9325



FINANCIAL STATEMENTS

Grant Funding (Q2 2019/2020)

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

(a) Operating Grants: Council is tracking in-line for actuals compared to budget in Q3. The favourable variance of \$307k is due to Council anticipating a FAG advance payment in Jun 2020. The unfavourable variance of \$253k is the recognition of the 'Daily Moves' Grant receipt in FY19/20. Budget has been reflected accordingly in Q3.

(b) Capital Grants: The unfavourable variance of approx. \$693k is attributed to Goodwood Oval Facilities project. The intended project completion on Mar 20 has been shifted to Dec 20. This was due to the resolution required for 3rd party rejection of the development. Budget will be carried forward into FY 20/21 to cater for the 12 month construction. (Variation to deed has been effected to reflect the updated completion date).


COMMUNITY LIVING
 Development Applications - Planning Consents Granted

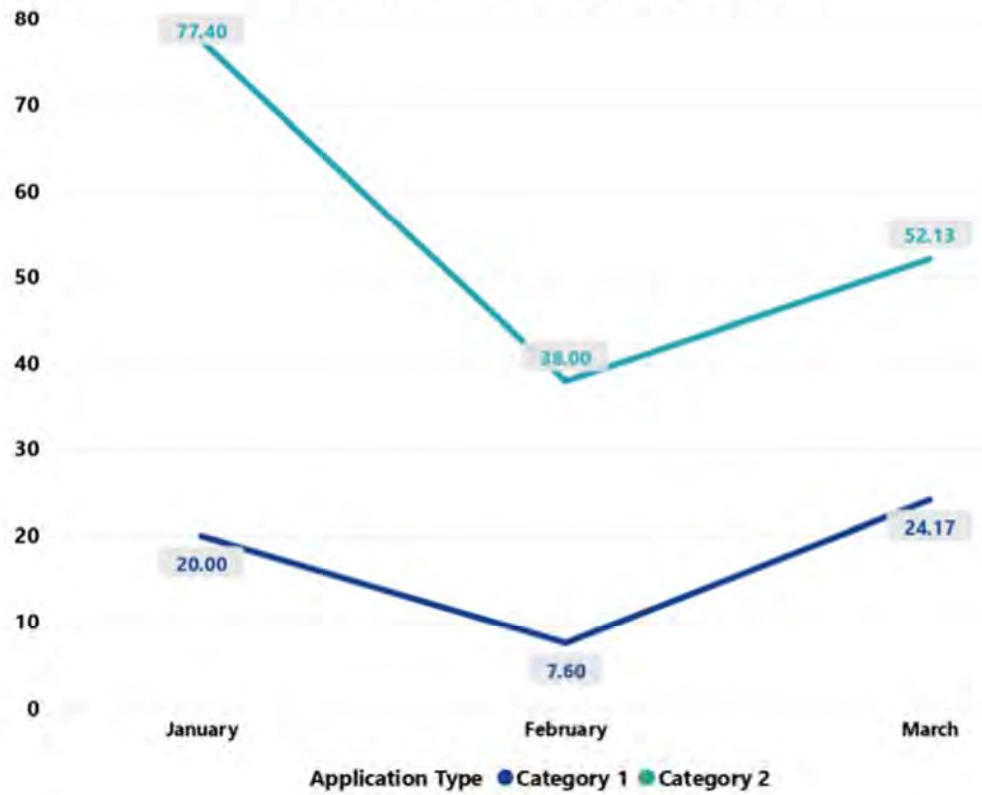
Financial Year: 2019/2020
 Financial Quarter: Q3

Category 1 - Average Days to Resolve
17
 Legislated Time frame: 20 Days

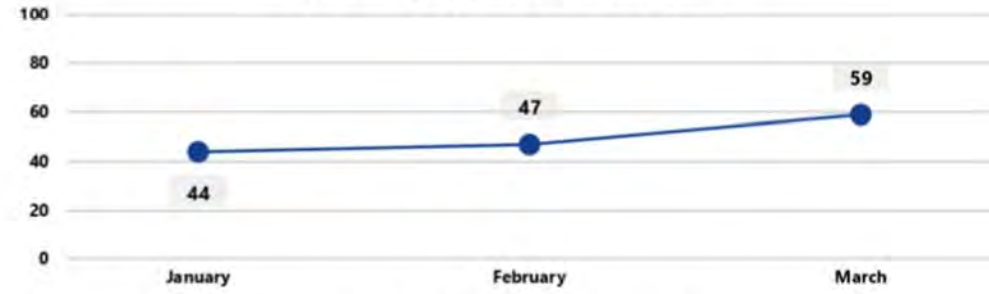
Category 2 - Average Days to Resolve
63
 Legislated Time frame: 40 Days

Category 3 - Average Days to Resolve
0
 Legislated Time frame: 40 to 120 Days

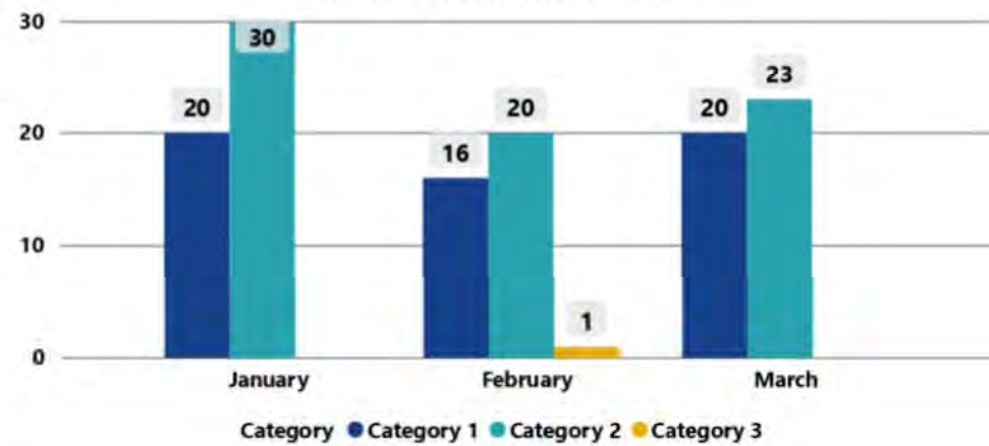
Planning Consents - Average Days to Resolve



Planning Applications Lodged



Planning Consents Granted





COMMUNITY LIVING

Development Applications - Planning Consents Granted

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

This report provides the number of applications for planning consent that have been lodged and determined by Council, as well as the number of business days it takes for planning consent to be granted.

The applications are reported by their 'category':

Category 1 - applications that do not require public notification and have a legislated decision timeframe of 20 days.

Category 2 - applications that require public notification to adjacent land owners and occupiers and have a legislated decision timeframe of 40 days.

Category 3 - generally more complex applications that require wider public notification, including a notice in a newspaper, and have a legislated decision timeframe of between 40 and 120 days.

The number of applications lodged and determined this quarter has remained constant and is broadly consistent with the past two financial years.

The 'Average Days to Resolve' for category 2 is 63 days. This is mostly due to the nature of negotiations that occur for proposals or changes that occur during the assessment that do not 'stop the clock'.

The planning consent for the Category 3 application has been granted however the application has not been deemed resolved within the system.



COMMUNITY LIVING

Value of Approved Development Applications

Financial Year

2019/2020

Financial Quarter

Multiple selections



Average Development Value

\$160K

Financial Year 2017/2018

Average Development Value

\$182K

Financial Year 2018/2019

Average Development Value

\$93K

Financial Year 2019/2020

Total Value of Approved Applications





COMMUNITY LIVING

Value of Approved Development Applications

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

This report indicates the value of development in the City of Unley during the quarter that have obtained approval.

There has been an ongoing decline in the value of developments approved, noting there is no decline in the total number of applications lodged. This indicates a higher proportion of applications being lodged are minor in nature (consisting of standard residential additions ie verandahs, sheds, etc), rather than significant developments.



COMMUNITY LIVING

Food Hygiene Inspections

Financial Year

2019/2020

Financial Quarter

Q3



Total Health Food Inspections

118

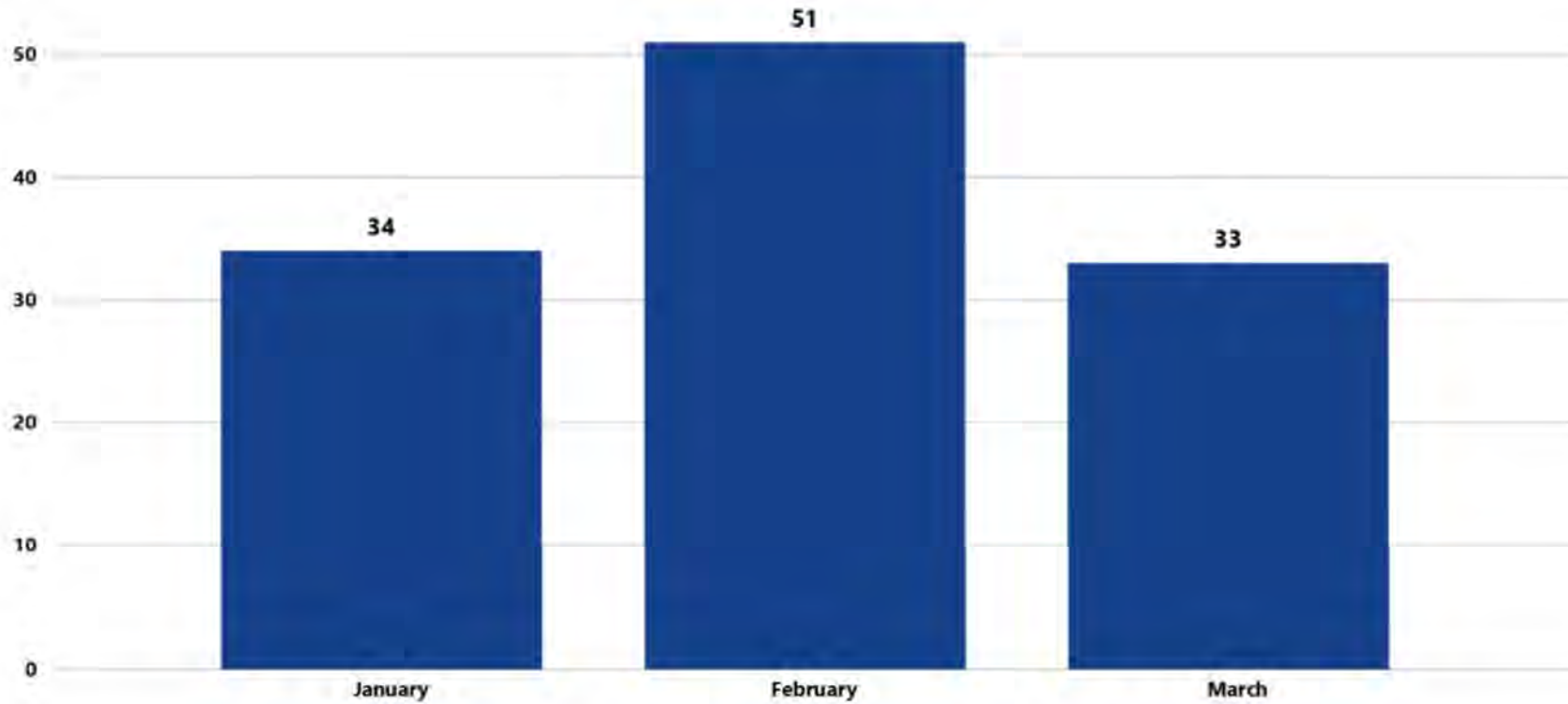
Number of Routine Inspections

66

Number of Written Warnings

33

Food Hygiene Inspections





COMMUNITY LIVING

Food Hygiene Inspections

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The purpose of this report is to demonstrate the number of food premises inspections undertaken by Environmental Health Officers to ensure businesses are compliant with food safety requirements. Post-inspection, where a non-compliance is noted during inspection, officers will conduct a risk assessment and take either no action, informal action or formal action as determined against Council's Compliance Policy.

February saw an increase due to prioritising food inspections, post the December/January seasonal decrease. March saw a decrease as resources were reallocated to the Covid-19 pandemic response. This public health emergency has required the Environmental Health team to respond at a local level regarding density requirements, social distancing and assessing high risk areas within the City of Unley.



COMMUNITY LIVING

Health Premise Inspections

Financial Year
2019/2020

Financial Quarter
Q3



Total Health Premise Inspections

13

Self Audit Inspections

11

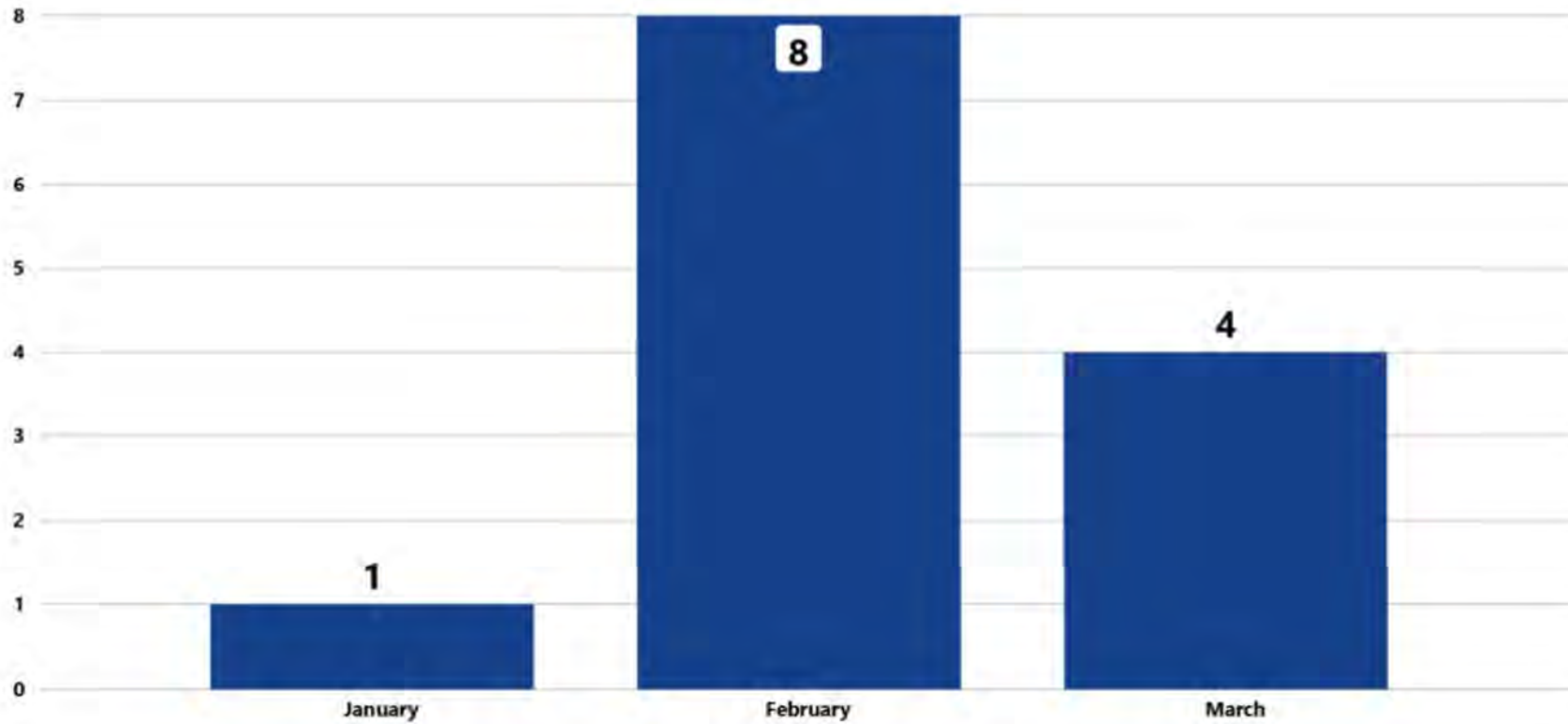
Compliant Inspections

2

Non-Compliant Inspections

0

Environmental Premise Inspections





COMMUNITY LIVING

Health Premise Inspections

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

This report indicates the total number of health inspections undertaken under the Public Health Act where activities may impact public health. This includes inspections of swimming pools, hairdressers and tattoo parlours.

Inspections are either undertaken onsite or via a desktop assessment where the business provides information relating to compliance.

For the 3rd quarter 13 inspections were undertaken, 11 were a compliance assessment and 2 an onsite inspection. The total number is consistent with other quarters.

Should an inspection result in non-compliance a risk assessment is undertaken to determine whether no action, informal action or formal action as determined against Council's Compliance Policy.



COMMUNITY LIVING

Home Support Program Visits

Financial Year

2019/2020

Financial Quarter

Q3



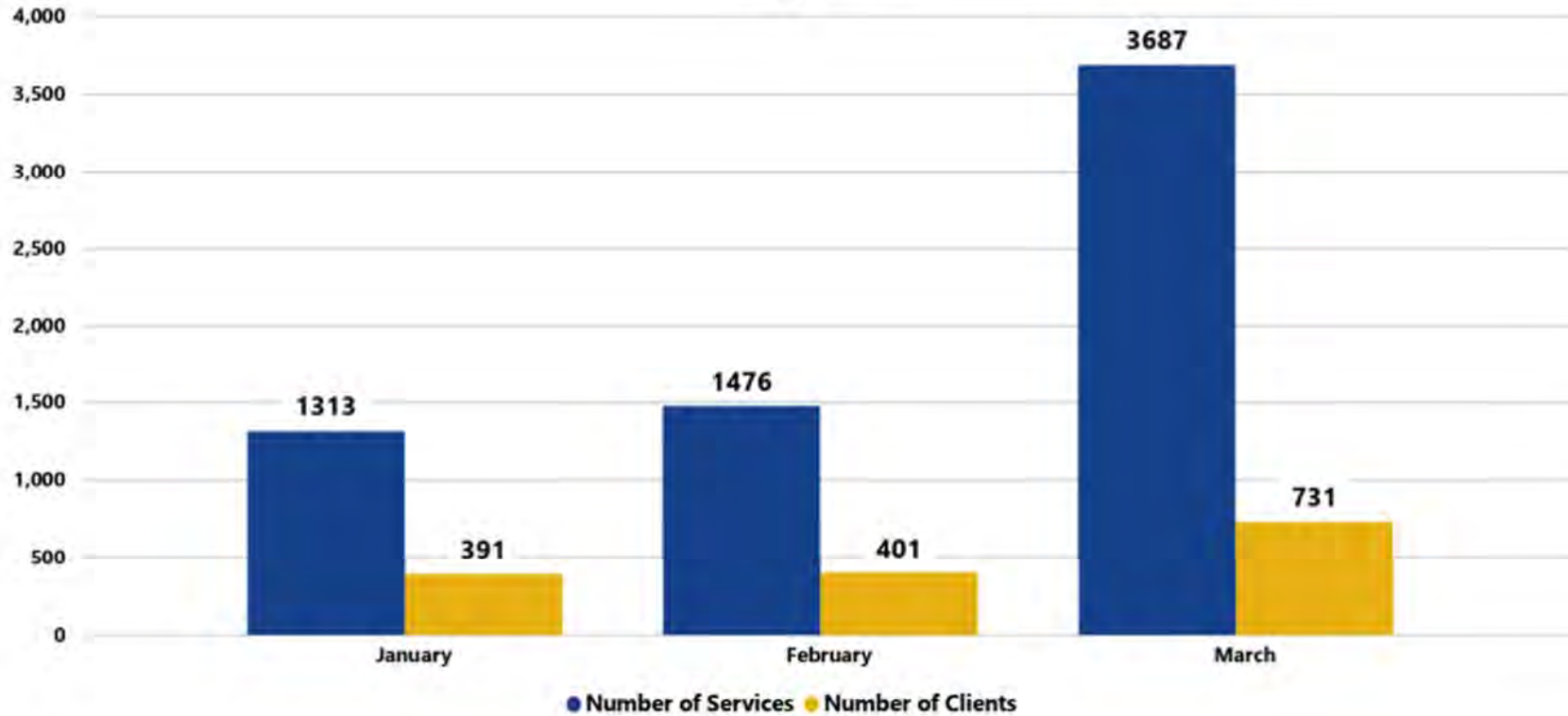
Commonwealth Support Visits

6,476

Average Support Visits Per Month

1625

Home Support Visits





COMMUNITY LIVING

Home Support Program Visits

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

Council's CHSP program is funded by the Commonwealth Government and provides services to eligible older residents to support them to remain living independently within their own homes. Services include:

- Domestic assistance with cleaning and household chores or respite support provided. These services are coordinated by Council staff and delivered by a panel of contractors.
- Home maintenance and modification jobs carried out on residents' homes to keep them safe and habitable. These services are delivered through a combination of Council's Home Maintenance Officer and contractors.
- Social support activities provided either in a group or individual setting to respond to issues of social isolation. These services are delivered through a combination of paid staff and volunteers.
- Community car transport program is provided by volunteers who transport eligible residents to medical and allied health appointments.

Over the reporting period, approximately 1,523 eligible City of Unley residents received CHSP services, with a total of 6,471 services provided over the quarter, noting that numerous clients utilised several different services, multiple times during the reporting period.

Annual targets are set by the Commonwealth for each service type. A breakdown of the performance against the Commonwealth targets is provided below:

Domestic and Respite Assistance: 1,295 direct service hours provided for the period. Year to date (YTD) totals are 5,583 which exceeds YTD target set by the Commonwealth of 5,265 hours of services delivered.

Home Maintenance: 442 direct service hours provided for the period. Year to date totals are 1,421 which did not meet the YTD target set by the Commonwealth of 1,737 hours of services delivered. This was due to a lack of referrals, (a referral must be received through My Age Care before the City of Unley can provide a service). Discussions will be had with the Commonwealth Assessors to advise of the City of Unley's capacity in this service type.

Home Modification: \$6,300 work undertaken for the period. Year to date totals are \$23,926 which exceeds the YTD target set by the Commonwealth of \$23,787 of modification work to be undertaken.

Social Support: 3,018 direct service hours provided for the period. Year to date totals are 8,220 which exceeds YTD target set by the Commonwealth of 6,984 hours of services delivered. The large increase in social support services for March is primarily due to the implementation of new social programs and the COVID-19 restrictions that have been put in place throughout March, which resulted in a demand for additional support, that included shopping assistance, phone support and welfare checks. The telephone support was the main service provided for the period, with welfare checks on vulnerable clients next, followed by the shopping support.

Community Transport: 1,142 individual one-way trips provided for the period. Year to date totals are 4,255 which exceeds YTD target set by the Commonwealth of 3,258 individual one-way trips. Transport is the most requested service within the CHSP program and Council's use of volunteers enables this service to continually exceed targets.

Ongoing discussions to adjust targets and % of funding for service types continue with the Commonwealth, particularly in re-negotiation of service agreements.



COMMUNITY LIVING

Community Bus Passengers

Financial Year

2019/2020

Financial Quarter

Q3



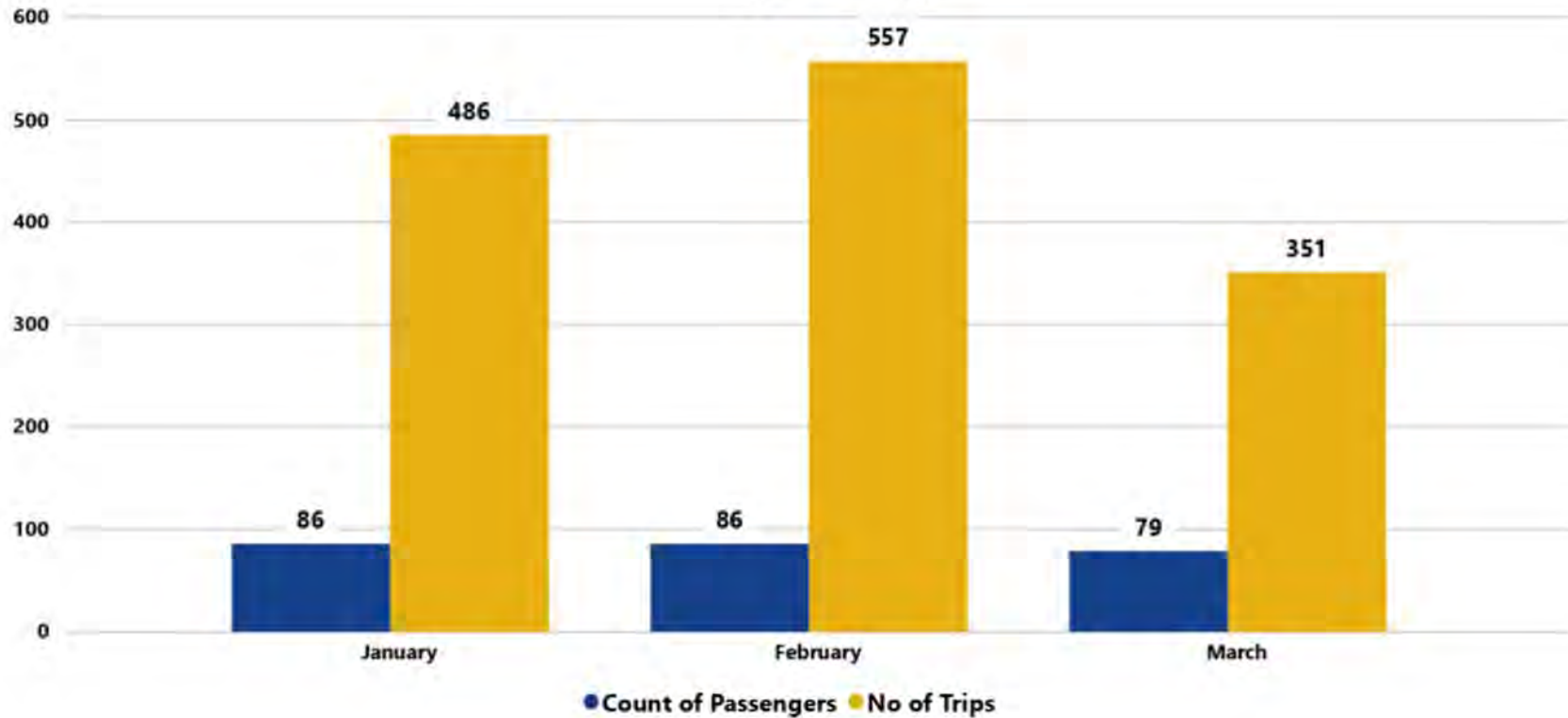
Total Community Bus Passengers

251

Average Passengers Per Month

83

Community Bus Passengers





COMMUNITY LIVING

Community Bus Passengers

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The Community Bus service is a fleet of three buses all of which are driven by volunteer drivers and supported by volunteer helpers who assist the passengers as required. The Program primarily provides return transport assistance to local shopping centres and other community-based venues, with most passengers utilising the service multiple times each month.

For the Quarter, an average of 83 passengers used the bus a total of 250 times per month. The bus provided an average of 233 door to door trips each month. Most passengers use the bus multiple times each month for their weekly shopping and community centres activities.

The drop in the number of trips for March 2020 are as a result of the COVID-19 pandemic. This service was temporarily ceased in late March as part of the Australian Government recommendations.



COMMUNITY LIVING

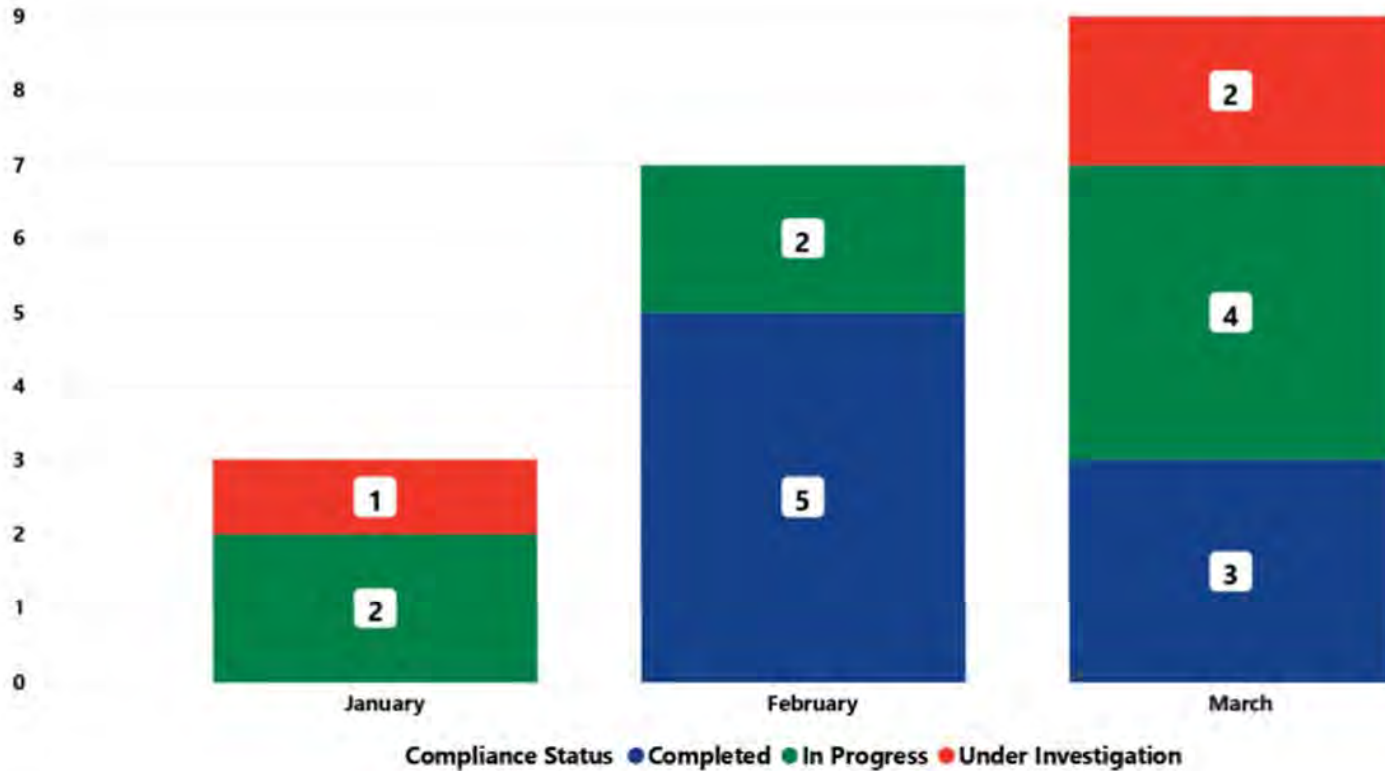
Planning Compliance Inspected

Financial Year
2019/2020

Financial Quarter
Q3



Planning Requests and Status





COMMUNITY LIVING

Planning Compliance Inspected

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The purpose of this report is to demonstrate the number of Planning Compliance and Unsightly Property matters that Council's Planning Compliance Officer investigates.

The matters are recorded as a customer request and the Planning Compliance Officer investigates and actions appropriately.

The number of planning compliance matters has increased slightly since last quarter as we continue to offer a higher level of service in this area since the introduction of the Planning Compliance Officer position.



COMMUNITY LIVING

Building and Planning - % Compliance vs Non Compliance

Financial Year

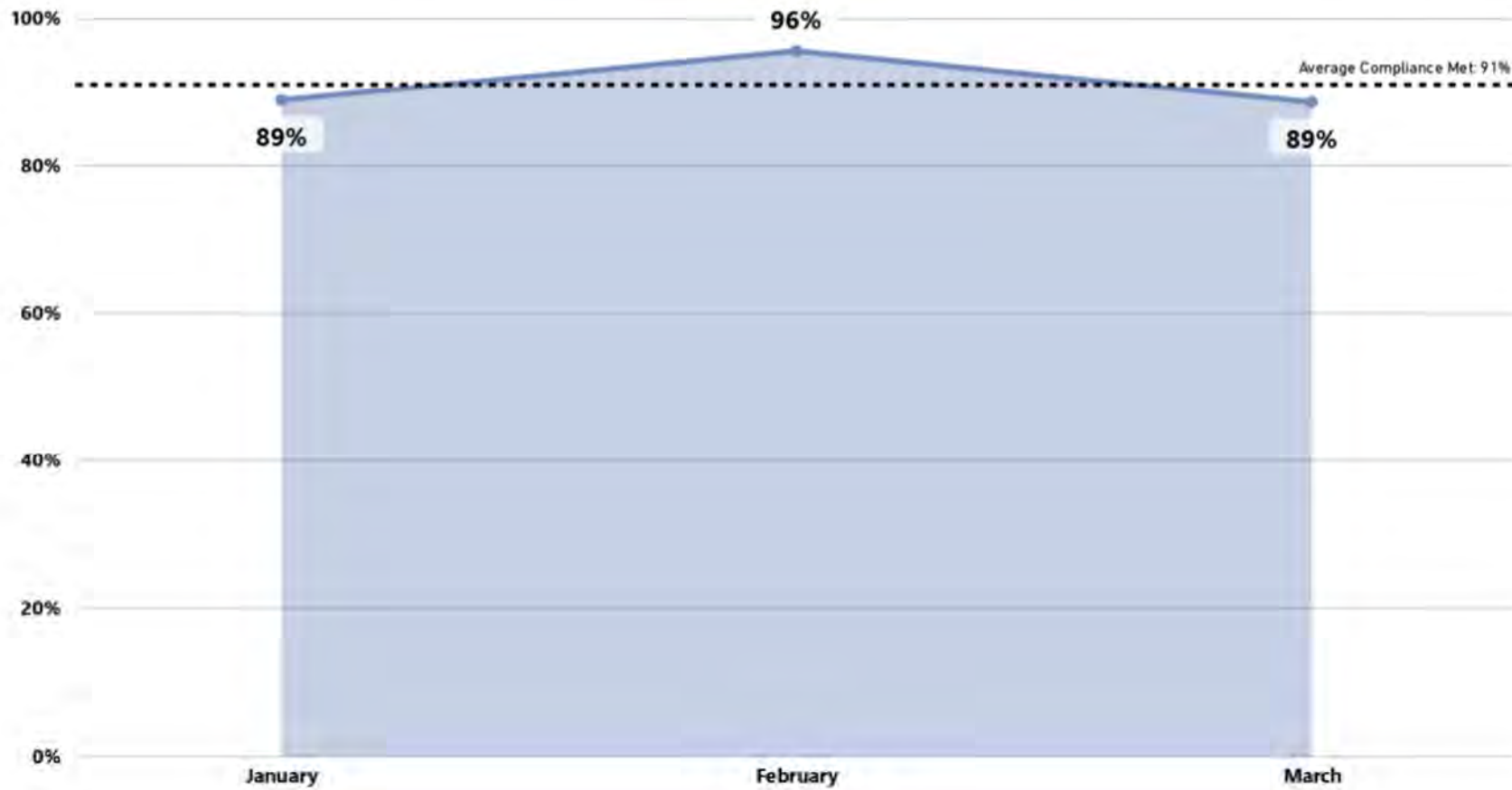
2019/2020

Financial Quarter

Q3



Percentage Rate of Complying vs Non Complying





COMMUNITY LIVING

Building and Planning - % Compliance vs Non Compliance

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The purpose of this report is to demonstrate the level of compliance found overall for Planning and Building Compliance inspections. These are a result of customer complaints or proactive inspections by Council staff and will consider whether the development has obtained the proper consents or complies with the relevant approvals granted.

Overall, compliance this quarter has improved on previous quarters indicating that building work is being undertaken with the approvals granted and that applicants are gaining the proper consents. Additionally, the Planning Compliance role has been effective in investigating a higher number of compliance matters in a timely manner when complaints have been received.

Moving forward, the Planning, Development and Infrastructure Act will require a greater number of building inspections under the revised Building Inspection Policy that is dictated by the State Government. The increased presence of Council staff for this purpose is envisaged to increase the compliance rate further when the Policy comes into effect later this year.



COMMUNITY LIVING

Roof Frame Inspections

Financial Year

2019/2020

Financial Quarter

Q3



Total Roof Frame Inspections

36

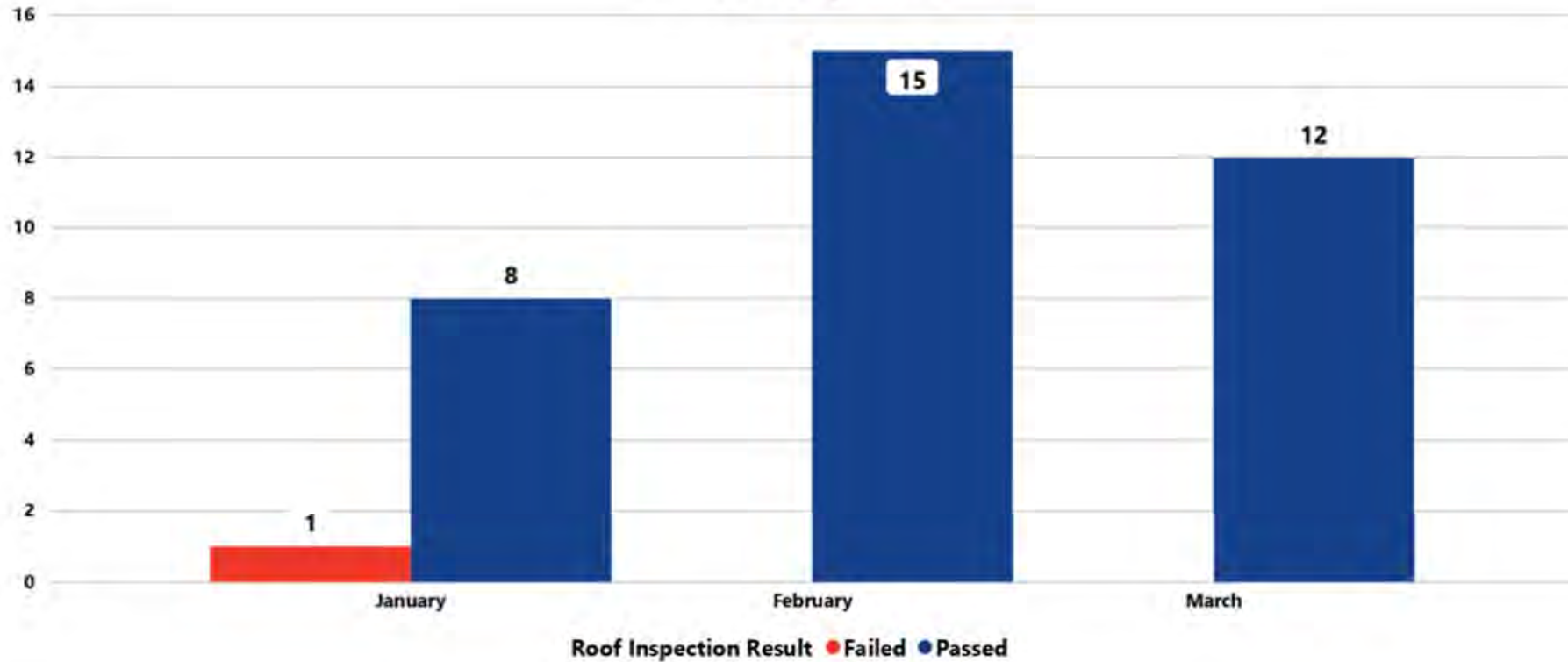
Total Inspections Passed

35

Total Inspections Failed

1

Roof Frame Inspections





COMMUNITY LIVING

Roof Frame Inspections

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The above report details the number of roof frame inspections undertaken by the Building Section. Council's Building and Swimming Pool Inspection Policy has been established in accordance with the Development Act 1993. This policy indicates the following inspection rates related to building work involving roof framing:

- 1) 66% for buildings where a licensed contractor is responsible for the building works; and
- 2) 90% for buildings where an owner builder is responsible for the building works.

Development Regulation 74 compels those responsible for carrying out the building work to notify Council at specified mandatory stages.

In Quarter 3 there was a significant decrease in the number of notified roof framing inspections carried out in comparison to Quarter 2 . However, a higher rate of roof frame inspections passed with only one fail which is a higher pass rate in comparison to previous quarters in terms of compliance with the Building Code.

Quarter 3 was also impacted by the holiday period and associated reduction in building activity during this period. As a result, Building Officers have increased proactive compliance relating to inspections of building works during this period and it is noted that this has resulted in a higher compliance result overall, indicating that the quality of building work being undertaken is of a higher standard. However where a non compliance is noted during an inspection , building officers shall conduct a risk assessment and either take no action , informal action or formal action in accordance with Council's Compliance Policy.

Please note the data on inspection failure rates currently does not differentiate between "owner builder" or "licenced builder", noting officers report the failure rates are prodominately related to owner/builder.



COMMUNITY LIVING

Swimming Pool Inspections

Financial Year

2019/2020

Financial Quarter

Q3



Total Swimming Pool Inspections

46

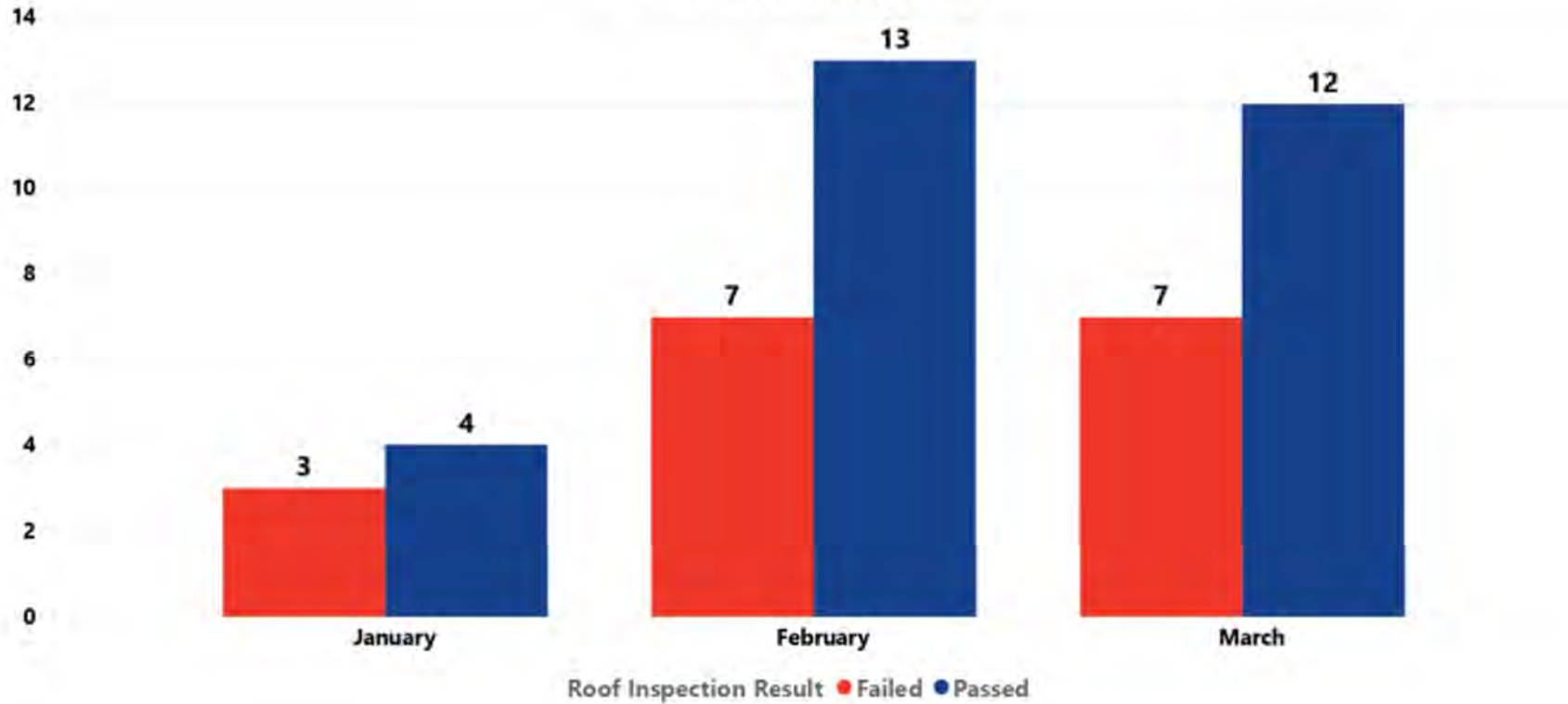
Total Inspections Passed

29

Total Inspections Failed

17

Swimming Pool Inspections





COMMUNITY LIVING

Swimming Pool Inspections

Financial Year and Quarter For Comments

2019/2020 Q3



Comments

The above report details the number of mandatory swimming pool safety barrier inspections undertaken by the building team to verify compliance with both the Building Code of Australia and relevant Australian Standard. Council has established its Building and Swimming Pool Inspection Policy which requires Council achieve the following inspection rates;

- 1) 80% of swimming pools inspected within 2 weeks of Council being notified;
- and
- 2) The remaining 20% of swimming pools inspected within 2 months of Council being notified.

Historically, swimming pool safety barrier inspections tend to peak prior to summer relative to quarter 2; however, quarter 3 figures show that the inspection numbers trend comparatively with quarter 2. Additionally, given the reduction in roof framing notification numbers and the impact of Covid, building officers have taken a proactive approach with pool safety barriers post quarter 2 following up on past approved swimming pool applications where either notification had not been provided to council or pools were found to have commenced or completed. This has contributed to the higher number of pool safety inspections undertaken for this quarter than would be anticipated. With this proactive approach, it was noted that there was a higher failure rate and therefore this approach will continue to ensure all pool safety barriers inspected pass appropriate safety standards due to the high life safety risk posed to young children. Where non compliance is noted during an inspection building officers shall conduct a risk assessment and either take no action (unlikely in the case of pool non-compliance), informal action or formal action as determined against Council's Compliance Policy.



CIVIC LEADERSHIP

Website Visits

Financial Year

2019/2020

Financial Quarter

Q3



Total Website Visits

66K

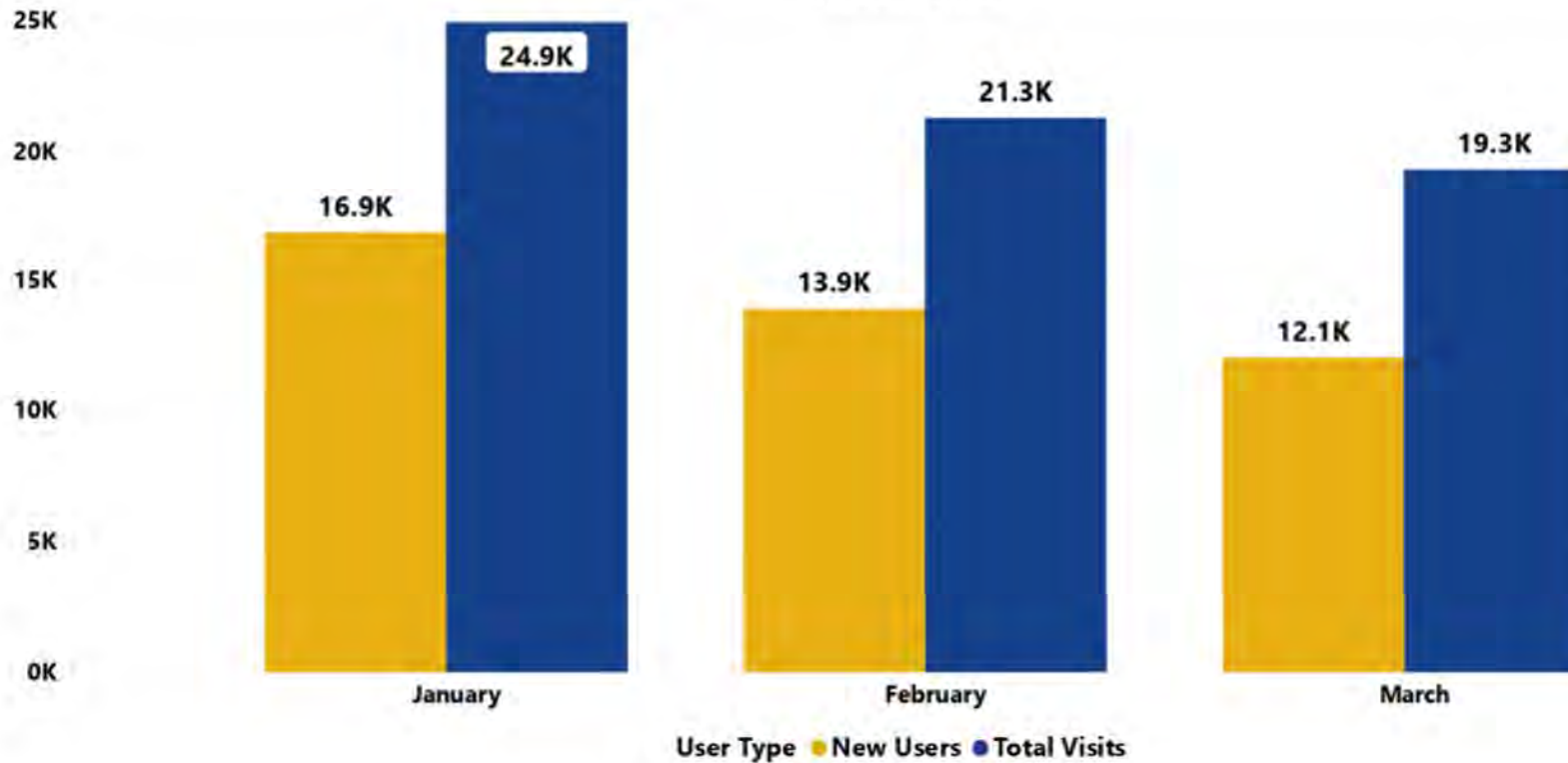
Total Website Visits Outside Aus

1148

Total New Users

2489

Website Visits



 **CIVIC LEADERSHIP**
Website Visits

Financial Year and Quarter For Comments
2019/2020 Q3 



Comments

Website visits reflect the regular traffic experienced for this quarter. Increased visits in January and February can be attributed to the swim centre summer season and interest in community events such as the Unley Gourmet Gala and Ignite Unley outdoor cinema series. Popular content visited by users also included the libraries, community centres, recycling and waste.



CIVIC LEADERSHIP

Customer Requests Timeframes

Financial Year

2019/2020

Financial Quarter

Q3



Target Time Frame Met Average

54%
Of The Time

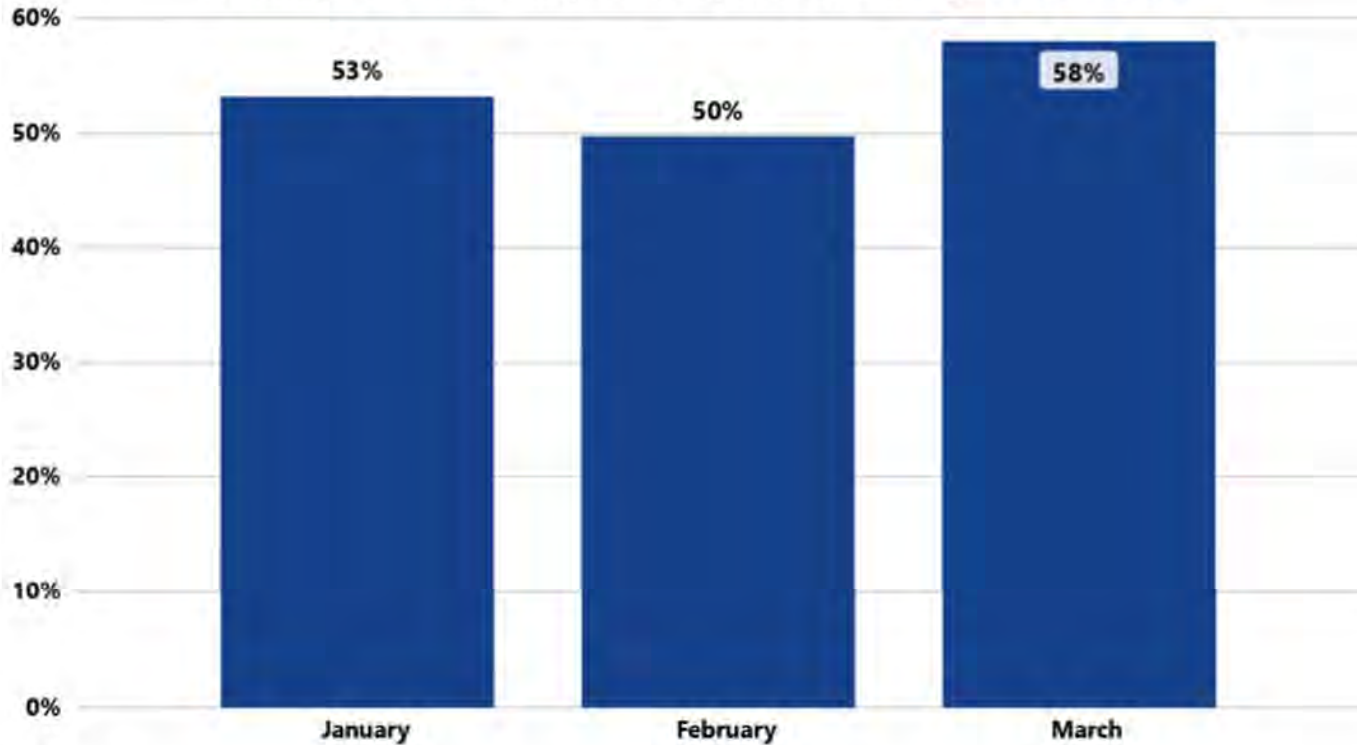
Most Common Request
Phone Message - City Services

32%
Requests Done in Time frame

Target Time Frame Met Average

54%
Of The Time (Non Work Orders)

Percentage of Customer Requests Completed Within Targeted Timeframes



 **CIVIC LEADERSHIP**
Customer Requests Timeframes

Financial Year and Quarter For Comments
2019/2020 Q3



Comments

This data represents the percentage of customer requests lodged as completed within set timeframes. The 53% achieved is below target, which, on review is mainly influenced by officers not closing out the completed task in the system within the timeframe provided. Training has been planned over the coming months to inform and assist staff in more effectively completing this task.

Also an increase in the complexity of current requests has noted for the quarter, thereby requiring longer to resolve than the set expected timeframes.

It is forecasted that the upward trend experienced in March will continue as staff are upskilled in the request system and more proactive approaches are being developed for teams with high volume of requests. Online transaction processes are also being implemented, with an intention to increase self-help options, which should decrease the number of requests received, freeing up resources in some areas, allowing responses to requests to occur in a more timely manner.

Total Customer Requests
4612

Suburb with Most Requests
Unley
1,802 Requests

Week Day with Most Requests
Tuesday

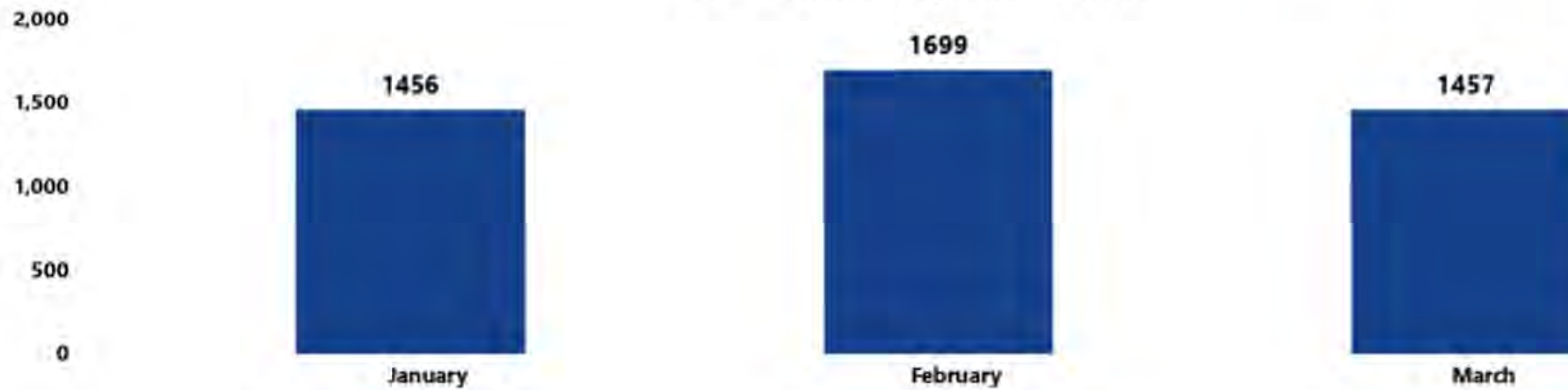
Top 5 Customer Request Types



Customer Request Status



Total Customer Requests Per Month



 **CIVIC LEADERSHIP**
Customer Requests

Financial Year and Quarter For Comments
2019/2020 Q3 



Comments

Customer requests include seeking service, approval, information, action or assistance in line with Council’s service offering. It also includes routine enquiries about Council’s business, reports of failure to comply with laws regulated by Council or requests for explanation of policies, procedures and decisions.

Over the period January – March 2020, 4,612 requests were received, this is a slight decrease of 187 requests from the previous quarter, (which equates to 3 less requests per day).

Of the requests received over this period, at the time of reporting 91.33% were completed.

The top five requests listed in the graph above represent 40%, of all requests, with the remainder being received across the range of services Council provides.

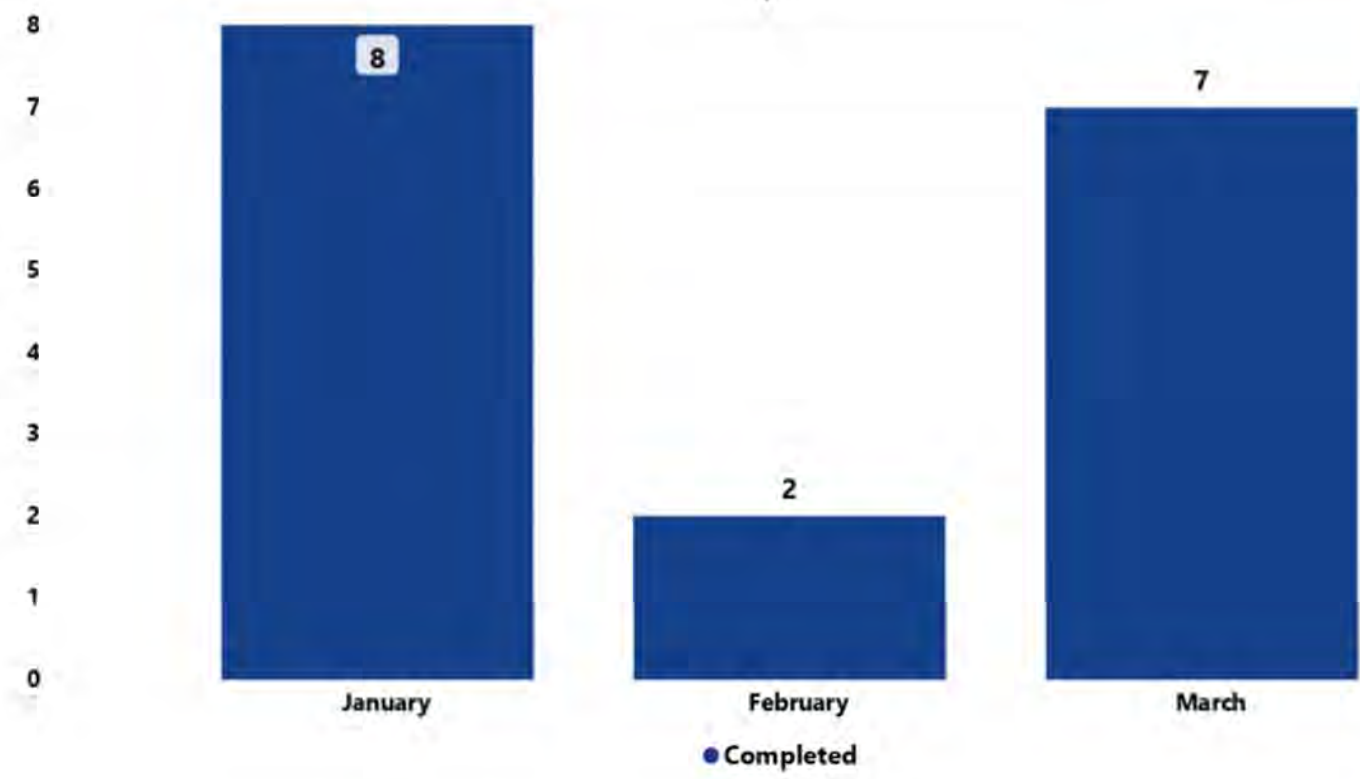
The top five customer request types continue to remain consistent, with the only slight variance being street tree maintenance requests included into the top five request types for the second quarter in a row.

Total Complaints Received
17

Complaints Under Review
0

Complaints Review To Commence
0

Customer Complaints Per Month



THE CITY OF *Unley* **CIVIC LEADERSHIP** Financial Year and Quarter For Comments
Customer Complaints 2019/2020 Q3 

Comments

A total of 17 complaints were received over the past quarter. This is the lowest number of complaints received year to date and represents a reduction of 46% from the 37 complaints received for the same period last year.

The complaints were generally about either the quality of service or the level of service provided.

When considering the depth and breadth of services provided to customers and measuring the total number of complaints received (17) against the 4,611 requests received for the same period, complaints are 0.4% of the total interactions with the City of Unley.

There is not an identifiable pattern of complaints received in any one area.



CIVIC LEADERSHIP

Customer Satisfaction

Financial Year

2019/2020

Financial Quarter

Q3



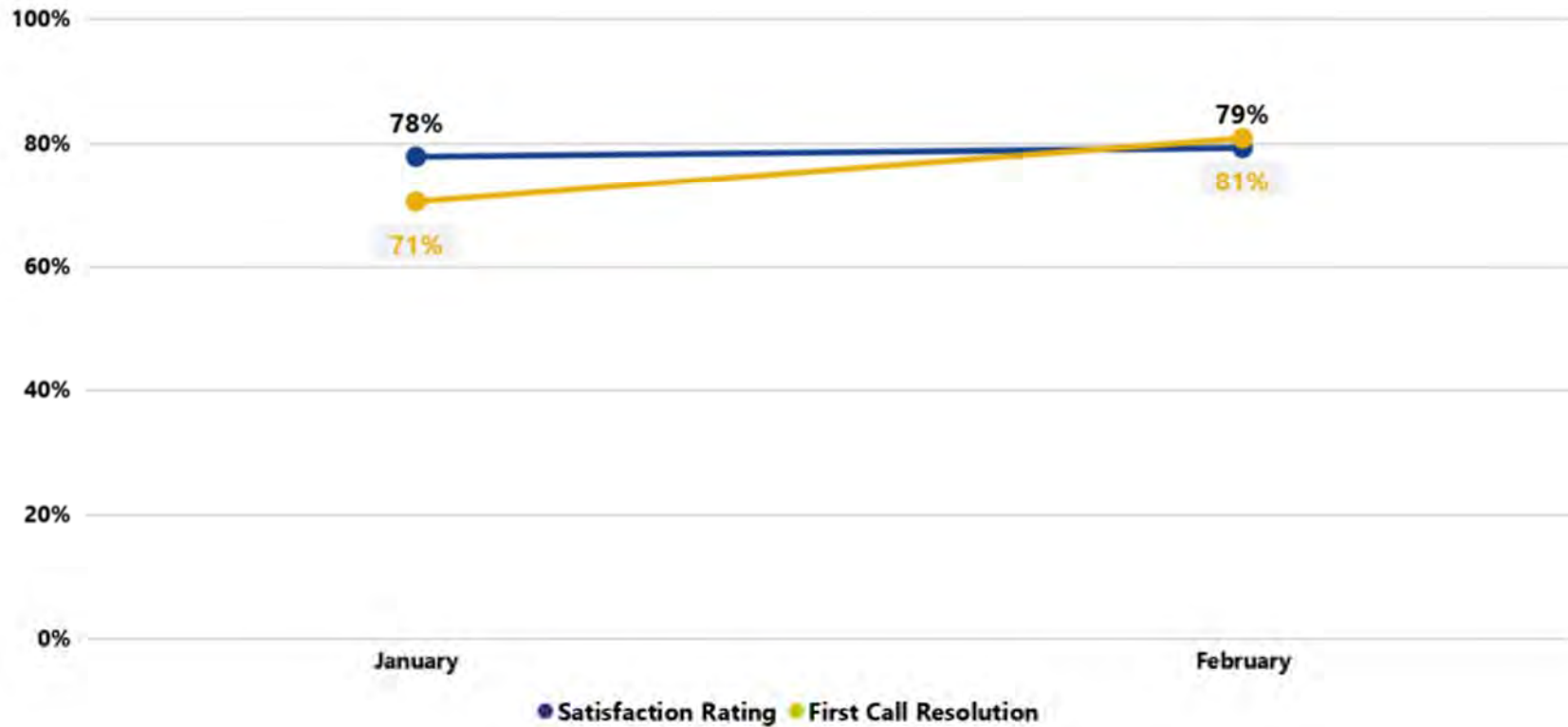
Average Satisfaction Rating

79%

Average First Contact Resolution

76%

Satisfaction vs First Contact Resolution





CIVIC LEADERSHIP

Customer Satisfaction

Financial Year and Quarter For Comments

2019/2020 Q3 ▼



Comments

A total of 131 customers participated in an independent phone survey regarding their satisfaction with the City of Unley between the period January – February 2020, delivering a satisfaction rating of 79% over a 2-month period. Noting that satisfaction monitoring was temporarily paused in March, due to the COVID-19 situation. The satisfaction score achieved for this period is above the SA councils benchmark of 71% and close to the City of Unley's target of 80%.

With the implementation of the corporate 3-year Customer Experience Program in July 2017, overall satisfaction has improved by approximately 20%. First Call Resolution (addressing the customer's need the first time they call, thereby eliminating the need for a customer to follow up with a second call) is currently at 76%, which is also considerably above the industry benchmark of 57% and close to the City of Unley target of 80%. There has been an approximate 20% increase in first call resolution since the commencement of the corporate Customer Experience Program and this can be attributed to the recruitment of highly skilled customer experience officers; upgrades of systems to allow for greater automation and efficiency; and improvement of the quality of information across the organisation.

Both customer satisfaction and first call resolution decreased slightly compared to the previous quarter, which will be monitored.

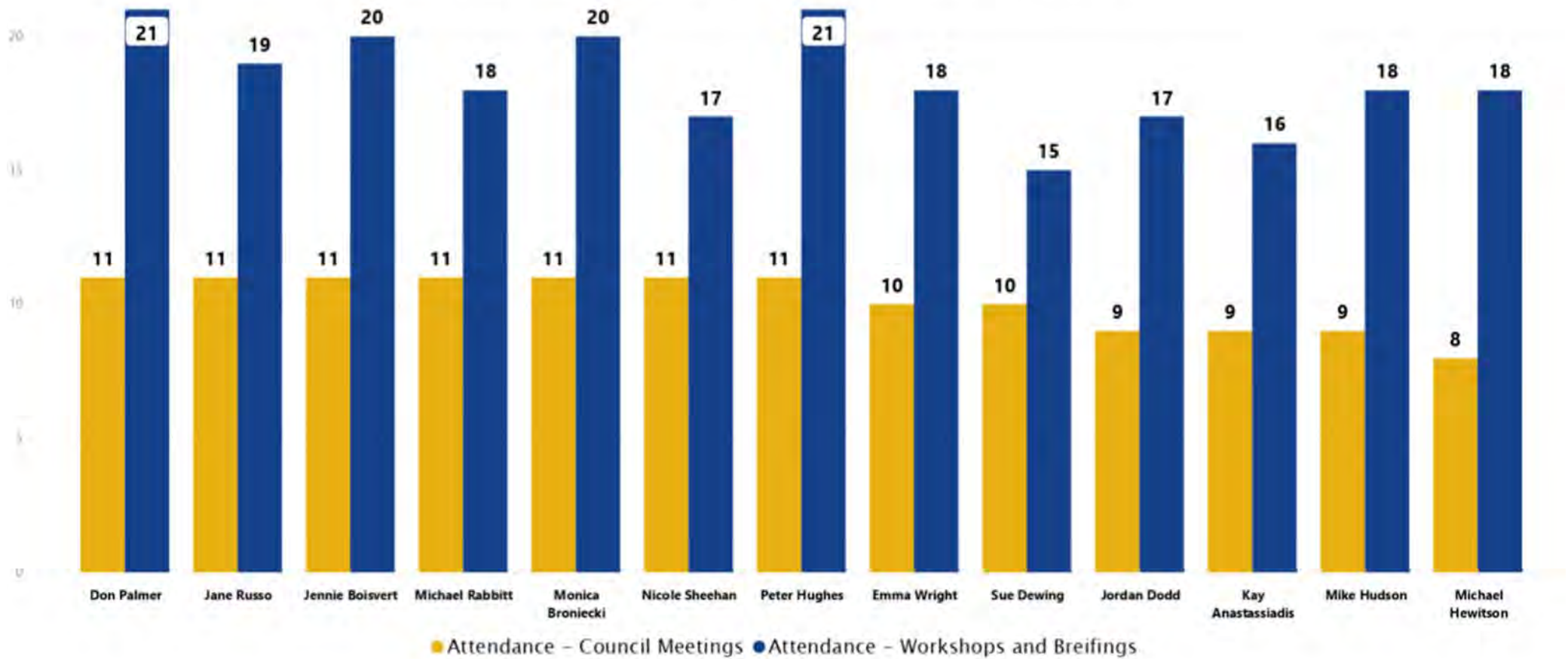


CIVIC LEADERSHIP

Elected Member Attendance



Council Meetings, Briefings and Workshops Attendance YTD 2020



INFORMATION REPORT

REPORT TITLE:	QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY
ITEM NUMBER:	4.8
DATE OF MEETING:	25 MAY 2020
AUTHOR:	LARA JONES
JOB TITLE:	EXECUTIVE ASSISTANT, OFFICE OF THE CEO
ATTACHMENTS:	1. CEO PROGRESS REPORT MARCH QTR 2020

1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 31 March 2020.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to member councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 31 March 2020 is attached for the information of Council as Attachment 1.

Attachment 1

5. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO
Peter Tsokas	Chief Executive Officer



Centennial Park Cemetery
760 Goodwood Road, Pasadena, South Australia 5042
t 08 8276 6011 | e enquiry@centpark.org.au
www.centennialpark.org

CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT MARCH QUARTER 2020

This progress report provides an update to our owner councils in relation to the financial performance of the Centennial Park Cemetery Authority (Centennial Park) for the year-to-date ended 31 March 2020, including insights into recent matter or activities that may be of interest.

Business Performance to 31 March 2020

The Net Operating Surplus for the financial year to 31 March 2020 was \$786K.

After allowing for the Liability Guarantee Fee payable to owner councils (\$478K) and Deferred Interment Right Revenue (\$577K), the year-to-date result is a deficit of \$269K, which compares favourably to the year-to-date budget.

Incrementally strict restrictions on funeral attendances were announced by the federal government throughout March, with the current restrictions being implemented just before the end of the financial quarter, on 29 March. These restrictions limit attendances at funeral services to 10 for an indoor service and 15 for an outdoor service. These numbers include the Funeral Director and any staff.

Due to the timing of the restrictions as well as other services suspended due to Covid-19, the impact on the financial results for the period to 31 March is minimal. Income from these services will be more significantly impacted in the next quarter, however the overall financial impact of Covid-19 is dependent on increases or decreases in other service areas including burials, cremations, pre-need interment rights, renewals, and memorials.

Revised forecasting to the end of the financial year, based on what we believe to be the most probable Covid-19 scenario, shows that we will end the year in line with our budget.

Café Development

Contracts have been signed with a café and catering operator, Blanco Horner Hospitality Management. We are thrilled to have engaged such a highly regarded organisation. Blanco Horner is experienced in both café management and event catering, and currently operate several high-quality venues including the Botanic Gardens Café, Botanic Gardens Restaurant, Sanctuary Events at Adelaide Zoo, and Café Alere at Flinders University.

A construction tender process is underway, managed by our Architects, Studio S2. The awarding of the building contract is expected in early May and we anticipate construction will commence around the end of May. The timing, coupled with some delays that are starting to become evident in some areas within the building industry, means handover is expected to be early in 2021.

Beam Replacement Program

Contracts have been executed with the successful tenderer and the Beam Replacement Program is well underway. Despite starting the program in the second half of the financial year, the contractor is confident they will be able to complete around 80% of the planned FY2020 replacements by the end of the financial year.

Each beam replacement has three components; removal and replacement of the beam; removal and replacement of the headstones; and landscaping (path levelling & reinstatement of the lawn). With the replacements undertaken to date, we can confirm that the average actual cost per beam will be within the costs forecast in the Asset Management Plan.

Covid-19 Response

The CEO provided a detailed report to the CPCA Owners Executive Committee in early April regarding the measures that had been implemented by Centennial Park up to that point in response to the Covid-19 pandemic.

The Leadership Team at Centennial Park has been meeting weekly since the first week in March in order to consider federal and state government announcements; discuss expanded or new measures to be introduced that week; and plan for potential next phases.

The measures introduced are categorised into four key areas. The measures are too numerous to list here, but the following examples provide a snapshot of the work done to date.

1. Health & Wellbeing (protecting the health and wellbeing of our team and all visitors, including families, funeral directors, contractors, and the broader community)
 - Staff distancing arrangements including staff access to buildings restricted to their base building; WFH arrangements; staggered leave; meetings via Zoom; and room capacities displayed in each room.
 - Individual hygiene measures including issuing individual hand sanitisers issued to all staff; wipes and sanitisers placed in all vehicles, commercial hand sanitising stations installed in all public areas & rooms.
 - PPE provided – gloves, overalls, respirators & masks.
 - Increased cleaning – increased cleaning in between services by staff; increased end-of-day cleaning by external cleaners.
 - Suspension of tours, events, lounge services, witness of placements.
 - Processes moved to online where possible – approvals, forms, clocking on/off.
 - Regular reminders regarding access to Mental Health resources.
 - New process requiring confirmation of deceased's Covid-19 status.
 - New CPR arrangements & PPE to protect First-Aiders and visitors.

2. Operational Capacity
 - Confirmation sought re Essential Services status (not yet received).
 - Backups identified for all Leadership roles – working from separate locations.
 - All teams split to allow members to work in different locations to ensure continuity of service. Backup teams created for burials and cremation teams, with the backup teams and all equipment relocated to a different building
 - Operational modelling completed to determine burial, cremation, and grave capacity

- Cross training of team members in key areas to provide additional resources at short notice in case of increased demand.
 - Regular external communications to reassure the public.
 - Trials completed for remote provision of services in case of a lockdown.
 - Staged recovery planning underway.
3. Financial Management
- Financial modelling of potential scenarios completed and organisational capacity to survive the coronavirus confirmed.
 - Revised forecasts to June 2020 prepared and presented to the Board in April.
 - All operational costs reviewed for potential savings.
 - Grants and funding reviewed for eligibility - applications submitted for Open Spaces & Places for People™ funding via Mitcham Council.
 - Continuous tracking of potential trends, changing demands, requests for refunds, terms of trade.
 - Layby extensions offered to all families, and a grace period offered on renewals.
 - Monitoring key projects for Covid-19 impact – Café, Plotbox, Beam replacements
4. Leadership
- Confident, decisive, united leadership.
 - Increase visibility of CEO across all areas of the organisation to engage with teams and answer questions.
 - Weekly Leadership Team meetings re Covid-19 response.
 - Weekly Senior Management Team meetings.
 - Weekly transparent communication to staff from CEO.
 - Information and resources section created on Intranet.
 - Q&A function created on Intranet.
 - Clear information provided to staff re expectations, access to WFH, access to leave.
 - Weekly check-ins of all Leadership Team Members with teams.

After each meeting, a full report is sent to all staff keeping advising of the measures we are taking, our expectations of the team, and the information & resources available to them – particularly in the area of mental health.

Response from External Stakeholders

The response from our community to the steps we have taken has been overwhelmingly positive. Our communications have been timely and transparent, and we have taken the opportunity to be bolder in our messaging. We have been sought out on four occasions to date to provide media commentary.

In the initial stages of the federal government's response, the restrictions on funeral attendances changed several times in a matter of days. This caused some understandable angst for families who had booked services prior to each round of increased restrictions.

Most Funeral Directors are working cooperatively with us as we implement the federal government restrictions and comply with our WHS obligations. We are experiencing resistance by a small number of Funeral Directors, particularly in relation to maximum numbers attending services, and to providing information that enables us to fulfil our WHS obligations. Despite this,

we will continue to do what is necessary in order to comply with our obligations and to keep our team and visitors safe.

Response from Centennial Park Staff

The Centennial Park team has shown great professionalism and adaptability throughout the pandemic so far.

All teams have been affected in terms of splitting and relocations, and whilst this is undoubtedly inconvenient, team members have accepted the moves willingly, recognising the need to keep the team and organisation protected.

There has so far been minimal impact on staff in terms of income and leave. Work from home arrangements are in place for some teams, other functions are needed onsite, and team members are being redeployed into other areas where possible. Small amounts of leave are being taken as/when demand dictates and we are testing our ability to provide non-essential services remotely should it become necessary.

The feedback is that the team appreciates we are doing what we can to keep them safe and to keep them working. Morale is therefore good and whilst I expect there are pockets of anxiety, the overall mood is calm and positive.

Impact on Centennial Park services to 31 March 2020

Chapels

Unsurprisingly, the restrictions on attendances at funeral services has had an immediate impact on the number of services being held in the Jubilee Complex which have reduced from an average of 21 per week in February to 16 per week in March (and 6 per week in April as at the writing of this report).

All services are held in our two smaller chapels and we are providing discounted fees due to the limits on mourners. No lounge services are being offered at this time.

Burials & Cremations

Burials and cremations were a little lower than expected in March. We suspect that the cremation numbers are related to the restrictions on services. If no funeral service is booked at Centennial Park, the cremation is more easily directed to an alternative crematorium.

We encourage families to ask about where a cremation is to take place; and have asked our Funeral Directors (through our Funeral Director Newsletter) to proactively disclose to the families where they plan to arrange for the cremation to occur.

Client Services (Bookings, Memorials, Customer Care)

Bookings for cremations, burials and memorial appointments continue. We have seen an increase in enquiries about prices and availability for pre-need burial positions and families are telling us they are seeing the deaths overseas and want to be prepared.

Janet Miller

Chief Executive Officer

24 April 2020

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.9
DATE OF MEETING: 25 MAY 2020
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

1. **EXECUTIVE SUMMARY**

To provide an update to Members on information and actions arising from resolutions of Council.

2. **RECOMMENDATION**

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
26/02/18	1102	<p>MOTION OF WHICH NOTICE HAS BEEN GIVEN</p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed. Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	<p>1. Budget was not allocated in 2018/19 to enable the review of alternative uses of the Forestville Hockey playing fields and building. The Administration has considered future uses of the Goodwood Oval Complex. An Elected Member briefing will be held in June 2020 to present these considerations.</p> <p>2. The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Now that the Goodwood Oval Grandstand Project is underway, investigations are being undertaken into possible future uses of the hockey facilities. The Club has confirmed its seasonal use for 2019 and is not expected to vacate in the short / medium term.</p> <p>A meeting between the Office for Recreation, Sport and Racing (ORSR) and the CEO was held in early February 2020 to confirm that the relocation of the Club to Women's Memorial Playing Fields was no longer feasible, and that the ORSR staff were working with the Club to locate alternate venues.</p> <p>The Administration has investigated the suitability of a synthetic hockey pitch in place of the existing grass pitch, however determined that this is not a viable solution. There are no alternative Council owned sites in the City of Unley for a synthetic hockey pitch. The Hockey Club is working with ORSR to determine alternate locations, likely to be outside the City of Unley.</p>	<p>June 2020</p> <p>Completed</p>	
25/02/19	1399	<p>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</p> <p>2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.</p> <p>3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.</p> <p>4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.</p>	<p>Executive Manager OCEO</p> <p>GM City Development</p> <p>GM City Development</p>	<p>2. Completed.</p> <p>3. Bell Architects have developed concept designs to support discussions with possible sources for external funding for the project. An Elected Members briefing was held on 4 November 2019 to outline the concept designs. A report was presented for consideration by Council at its meeting held in January 2020 seeking endorsement of the developed concept designs and Option 1 was endorsed.</p> <p>4. A review of Council's Community Land Management Plan for Unley Oval is currently being undertaken as part of a City-wide review of its Community Land Management Plans (CLMPs). The draft CLMPs will be presented to Council for endorsement for community consultation at its meeting to be held in June 2020. The final CLMPs will be presented to Council for adoption at its meeting to be held in August 2020.</p>	<p>Completed</p> <p>Completed</p> <p>August 2020</p>	
22/07/19	4.5	<p>5-YEAR CULTURAL PLAN</p> <p>2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.</p>	GM City Services	<p>First round of community engagement has been undertaken and has been taken into consideration in drafting the plan. The draft is nearing completion and will progress to Council, for in principle endorsement, ahead of undertaking a second round of engagement with the community.</p>	September 2020	

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
23/09/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</p> <p>1. That Community consultation be undertaken as part of the planned review of the Community Land Management Plan and the Animal Management Plan, to ascertain support for a 4pm start to the dogs off leash time at Page Park in the winter months of June, July and August.</p>	GM City Development and GM City Services	The Administration is currently finalising a City-Wide review of its Community Land Management Plans (CLMPs) which will be provided to Council for endorsement in June 2020. The draft CLMPs note the existing conditions to dog on/off leash times, as well as refer to Council's Animal Management Plan in relation to conditions and management of the land. This Animal Management Plan is also concurrently under review, with further consultation to be undertaken specifically on dog on/off leash times. This is due to be completed by September 2020.	September 2020	
09/12/19	4.1	<p>FOUNDRY STREET PETITION - STREET TREE PRUNING, REMOVAL AND REPLACEMENT ON FOUNDRY STREET, GOODWOOD</p> <p>2. Council removes all existing trees (10 trees) on the western side of Foundry Street, Goodwood as per the petition submitted.</p> <p>3. Council will replace with at least 15 new trees on the western side of Foundry Street.</p> <p>4. Consultation with residents of Foundry Street, Goodwood with regard to the species of trees to be planted.</p> <p>5. Council does not remove any Queensland Box trees on the eastern side of Foundry Street, Goodwood.</p> <p>6. The petitioners be advised of Council's decision.</p>	GM City Development	<p>2. Existing trees on the western side have been removed.</p> <p>3. New trees are scheduled to be planted no later than June 2020.</p> <p>4. Residents are currently being consulted regarding the tree species to be planted and this is expected to be completed in May 2020.</p> <p>5. Existing Queensland Box trees located on the eastern side will be retained.</p> <p>6. The petitioners have been advised of Council's decision.</p>	<p>Completed</p> <p>June 2020 May 2020</p> <p>Completed</p> <p>Completed</p>	
09/12/19	4.3	<p>MIKE TURTUR BIKEWAY</p> <p>2. That Council endorse, in principle, entering into a Head Agreement between the Minister for Transport, Infrastructure and Local Government and the City of Unley regarding the shared-use pathways as set out in this report and that the Chief Executive Officer be authorised to make amendments to the attached Draft Head Agreement, as required, to enable the signing and sealing of a final document.</p> <p>3. That Council endorse, in principle, the Mike Turtur Bikeway Concept Design that has been developed by the Department of Planning, Transport and Infrastructure, for the purpose of undertaking community consultation.</p> <p>4. That Council endorse, in principle, funding the removal of existing vegetation, new tree planting and new path lighting along the Mike Turtur Bikeway, as part of the proposed civil works upgrade to be undertaken and funded by the Department of Planning, Transport and Infrastructure.</p> <p>5. That a further report be presented to Council in early 2020 outlining the results of the community consultation process to be undertaken regarding the Mike Turtur Bikeway Concept and the detail design and financial implications for Council regarding the greening aspect of the project.</p>	GM City Development	<p>2. The Administration has reviewed the Head Agreement and identified amendments for DPTI to review. Council's changes have been agreed to and final document has been signed.</p> <p>3. Draft consultation material has been prepared by Council and is awaiting Ministerial approval to proceed.</p> <p>4. A report is to be considered by Council at its meeting to be held in June 2020 regarding funding its cost for the removal of existing vegetation, new vegetation and new lighting.</p> <p>5. Consultation has not commenced as originally planned at the direction of DPTI. Once Ministerial approval is given, Council will commence consultation and at the conclusion a report to Council will be prepared. This is likely to be a separate report to the one regarding funding its works as outlined in Item 4 above.</p>	<p>Completed</p> <p>TBC</p> <p>June 2020</p> <p>TBC</p>	
09/12/19	4.9	<p>COLLABORATION - CITY OF TRIKALA</p> <p>2. The Administration be empowered to draft correspondence from the Mayor of the City of Unley to the Mayor of the Municipality of Trikala, to indicate the City of Unley's willingness to establish a Twinning Relationship with the Municipality of Trikala, through the development of a Memorandum of Understanding, based upon the following key interest areas:</p> <ul style="list-style-type: none"> • Smart City initiatives; • Environmental initiatives; • Cycling and Walking; • Age Friendly Cities; and • Arts and Culture. 	Executive Manager OCEO	A letter was sent to the Mayor of Trikala in January 2020. The letter has been received and we are awaiting a response.	Completed	
09/12/19	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE. COUNCIL WEBSITE SPACE DEDICATED TO CLIMATE CHANGE DOCUMENTS AND REPORTING</p> <p>1. The Administration be asked to consider and report back to Council on the merits and issues (if any) of creating a prominent space on Council's website entitled Climate Change that is dedicated to reporting relevant information about Council's Policies and Actions (Past, Present and Proposed) that support Mitigation and Adaptation to Climate Change.</p>	Executive Manager OCEO	Environmental Hub section is live on the website.	Completed	

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
28/01/20	4.1	<p>CIVIC PRECINCT: FUTURE USE/CONCEPT DESIGNS - EDMUND AVENUE COTTAGES</p> <p>2. The concept designs to be developed for the Edmund Avenue cottages focus on business activities in 72, 74 and 76 Edmund Avenue and Cultural / Arts activities in 78, 80-82 and 84 Edmund Avenue be endorsed.</p> <p>3. A further report be presented to Council following completion of the concept designs for the Edmund Avenue cottages and indicative cost estimates.</p> <p>4. Existing tenants of Edmund Avenue cottages be advised of Council's decision to develop concept plans for alternative use of the cottages, and that until clarification on longer term lease availability is provided as part of the 2020/21 budget process, any existing periodic arrangements or leases that expire prior to budget finalisation will continue on a month by month basis.</p>	CEO	<p>2. Greenway Architects engaged to develop concept designs for presentation to Council.</p> <p>3. EM Briefing scheduled for 18/05/2020, with a report to go to Council following the briefing.</p> <p>4. Existing tenants have been advised of Council's decision.</p>	<p>Completed</p> <p>TBC</p> <p>Completed</p>	
28/01/20	4.4	<p>PAGE PARK TURF CONDITION ASSESSMENT</p> <p>2. The irrigation system at Page Park be fully replaced during the 2020/21 financial year as part of Council's irrigation asset renewal program, with the design to meet performance requirements stipulated in the Turf and Irrigation Assessment CF Page Memorial Park Report, November 2019.</p> <p>3. The Page Park Turf Maintenance Program be continued at current service levels until the new irrigation system is installed, whereby additional turf maintenance works will be incorporated as deemed necessary, within current budget allocations.</p>	<p>GM City Development</p> <p>GM City Development</p>	<p>2. Upgrade works for the irrigation system has been included in Council's Draft 2020/21 Annual Business Plan and is awaiting approval by Council as part of the budget adoption process. Once approved, works will be completed by September 2020.</p> <p>3. Maintenance is continuing as required.</p>	<p>September 2020</p> <p>Noted</p>	
24/02/20	4.3	<p>APPLICATION FOR WEEKLY GREEN WASTE COLLECTION TRIAL</p> <p>2. Subject to a successful grant application for \$25,885 to the Green Industries SA Council Modernisation Grants Program (with Council matched funding provided from within existing budget) a weekly green waste collection trial to 500 residents and up to 40 businesses in Goodwood for a period of six months be undertaken.</p>	GM City Development	2. Council was successful in receiving the grant funding. The contract agreement for the grant has been received and is currently being reviewed by the Administration. The Administration is also currently considering the details regarding the rollout of the trial and what impact (if any) COVID-19 may have on timing.	TBC	
24/02/20	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR N. SHEEHAN RE: BEE HIVES AT COUNCIL FACILITIES</p> <p>1. Staff investigate options and costs for installation of honey bee hives and native bee hotels at Council facilities, including the Civic Centre at 181 Unley Road.</p>	GM City Development	The Administration will present a report to Council for its consideration at its meeting to be held in July 2020.	July 2020	
24/02/20	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: INVESTIGATION INTO FEASIBILITY OF INTRODUCING E-SCOOTERS WITHIN THE CITY OF UNLEY AND EASTERN REGION ALLIANCE COUNCILS</p> <p>1. Staff investigate the feasibility of trialling access to e-scooters within the City of Unley, including but not limited to connectivity with the City of Adelaide and the level of interest from Eastern Region Alliance councils in participating in a trial.</p>	GM City Development	The Administration will present a report to Council for its consideration at its meeting to be held in May 2020.	Completed	
23/03/20	4.2	<p>CULROSS AVENUE LIVING STREET INVESTIGATION</p> <p>3. Six months following the completion of the developments at 402 Fullarton Road and 25 Culross Avenue, traffic volumes, speeds and on-street parking along Culross Avenue be reviewed to assess the impact the developments have had on the street and if any traffic calming measures are warranted.</p>	GM City Development	A review of traffic and on-street parking conditions will be undertaken six months following the completion of the developments.	TBC	
23/03/20	4.4	<p>DRAFT TREE STRATEGY - AMENDED</p> <p>2. Following the conclusion of community engagement regarding the Draft Tree Strategy, a further report setting out the results of the engagement process and a final Tree Strategy be presented to Council for endorsement.</p>	GM City Development	The Draft Tree Strategy community consultation process concluded on 11 May 2020. The Administration will present a report to Council for its consideration, outlining the results of the community consultation process and a Final Tree Strategy, at its meeting to be held in May 2020.	Completed	
27/04/20	4.1	<p>VARIATION TO CODE OF PRACTICE - PROCEDURES AT MEETINGS; CODE OF PRACTICE - ACCESS TO MEETINGS AND DOCUMENTS AND INFORMAL GATHERINGS POLICY IN ACCORDANCE WITH ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS NOTICE (NO 1) 2020</p> <p>2. The Code of Practice – Procedures at Meetings be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 1 to this report (Item 4.1, Council Meeting 27/04/2020).</p> <p>3. The Code of Practice – Access to Council Meetings and Documents be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 2 to this report (Item 4.1, Council Meeting 27/04/2020).</p> <p>4. The Informal Gatherings Policy be amended to facilitate participation by Council members in Informal gatherings by electronic means through the inclusion of the provisions set out in Attachment 3 to this report (Item 4.1, Council Meeting 27/04/2020).</p>	Executive Manager OCEO	Completed	Completed	

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/04/20	4.3	<p>MAINSTREET ASSOCIATION MARKETING FUNDING REQUESTS 2020/21 - REVISED PROPOSALS</p> <p>2. A Separate Rate to raise \$69,835 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) on Unley Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.</p> <p>3. A Separate Rate to raise \$92,280 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop) on King William Road between Greenhill Road and Commercial Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.</p> <p>4. A Separate Rate to raise \$13,000 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) with addresses along Fullarton Road (between Cross Road and Fisher Street), be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.</p> <p>5. A Separate Rate to raise \$57,225 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop), Commercial (Office) and Commercial (Other) on Goodwood Road, between Leader Street/Parsons Street and Mitchell Street/Arundel Avenue 2020/21 for community consultation.</p>	GM Business Support & Improvement	The Mainstreet Association marketing funding requests have been included in the Draft Annual Business Plan 2020-21 for the purpose of community consultation.	Completed
27/04/20	4.7	<p>NOMINATIONS FOR ICLEI OCEANIA REGIONAL EXECUTIVE COMMITTEE 2021-2024</p> <p>2. Mayor M. Hewitson be nominated for consideration by the International Council for Local Environmental Initiatives Oceania as a Local Government representative on the ICLEI Oceania Regional Executive Committee for the 2021-2024 term.</p>	Executive Manager OCEO	Completed	Completed

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR P. HUGHES RE: COVID-19 BUSINESS RETENTION ASSISTANCE
ITEM NUMBER:	5.3.1
DATE OF MEETING:	25 MAY 2020
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor P. Hughes and the answers are provided:

QUESTIONS

1. When will affected ratepayers be advised of the 50% discount of 4th quarter rates?
2. What formal evaluation will be undertaken from these 361 businesses?
3. Can the timeliness of receipt of assistance to these 361 businesses be assessed?
4. To inform any future considerations of Covid-19 support, can a report be provided to Council summarising the success or otherwise of this Business Retention Assistance and any other feedback received from the business owners?

ANSWERS

1. **When will affected ratepayers be advised of the 50% discount of 4th quarter rates?**

Affected ratepayers will be advised in writing by week ending 22 May 2020. The correspondence will include information about Clause 6 of the Leasing Principles set out in the National Cabinet Mandatory Code of Conduct – SME Commercial Leasing Principles. That “any reduction in statutory charges (e.g.land tax, council rates) or insurance will be passed onto the tenant”.

2. **What formal evaluation will be undertaken from these 361 businesses?**

To provide immediate financial relief to those businesses that have been impacted by the Government imposed restrictions, no formal evaluation will be undertaken. In accordance with the Council resolution, the discount of 50% will only be applied to the following business categories:

1810	Hotel
2120	Drapery, clothing and footwear
2310	Food and drink
2320	Beauty salons, ladies hairdressing
2330	Men's hairdressing and tobacconist
2460	Gymnasiums, sauna's etc
2780	Dentists

3. Can the timeliness of receipt of assistance to these 361 businesses be assessed?

The 50% discount will be applied to the eligible ratepayers 4th quarter rates within the first week of June 2020.

4. To inform any future considerations of Covid-19 support, can a report be provided to Council summarising the success or otherwise of this Business Retention Assistance and any other feedback received from the business owners?

A report summarising the response and feedback of the initiative can be distributed to Members in October 2020. This report can also cover the financial impact of the current postponement of rates payments until 31 August 2020.

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF MAY
ITEM NUMBER: 6.1.1
DATE OF MEETING: 25 MAY 2020
ATTACHMENTS: NIL

1. RECOMMENDATION


That:

1. The report be received.

Functions attended (22/04/20 to 19/05/20)

Legend for attendance type at Function/Event:

Attendee – only, no duties	Guest – specifically invited as an event guest
Interview – on-air radio guest	Host – hosted a meeting as Mayor
Mayor – attended as the Mayor of City of Unley	Presenter – involved in presenting awards
Representative – attended as Council representative	Speaker – attended and gave a speech as Mayor

Date	Function/Event Description	Type
25 April	Anzac Day – laid wreath 	Mayor
27 April	LGA GAROC webinar – current & proposed activities	Mayor
28 April	St Augustine's Anglican Church re Draft Tree Strategy	Mayor
30 April	Business Breakfast with Small Business Commissioner (John Chapman) in conjunction with City of Prospect	Mayor
	LGA COVID-19 Briefing on Business Support & Economic Recovery	Mayor
15 May	FOCUS Group meeting	Mayor
	CEO Performance Panel meeting re draft KPIs	Mayor
17 May	Grow Grow Grow webinar – Mediterranean Gardens	Attendee
18 May	Special Meeting of Council	Mayor
18 May	Elected Member Briefing – Concept Designs Edmund Avenue Cottages	Attendee

Draft Tree Strategy

I met with the following community groups and individuals via zoom to seek their feedback on our draft tree strategy which was out for consultation:

- St Augustine's Anglican Church
- Grow Grow Grow and a number of other interested parties
- Glen Osmond Baptist Church
- Member for Badcoe, Jayne Stinson MP
- St John's Lutheran Church
- Uniting Church of Unley
- Unley Park Baptist Church

It was pleasing to note that the groups were supportive of the Council and the proposed Tree Strategy as a whole.

Council Website – Filmed Mayor's Message

Following examples from other councils, I have started to film a short video as a means of sharing information with our community.

The videos will involve me as Mayor providing information about Council's decisions and special activities such as community consultation on Council projects, and encouraging residents and stakeholders to have their say.

The videos will be produced by staff internally, and will be hosted on Council's YouTube channel and updated regularly on Council's website.

REPORTS OF MEMBERS

REPORT TITLE: REPORTS OF MEMBERS FOR MONTH OF
MAY

ITEM NUMBER: 6.3.1

DATE OF MEETING: 25 MAY 2020

ATTACHMENTS: 1. COUNCILLOR M. BRONIECKI

Council to note attached reports from Members:

1. Councillor M. Broniecki
-

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. BRONIECKI

Functions attended (22/04/20-19/05/20)

Date	Function/Event Description
22/4/2020	KESAB webinar
27/4/2020	Council Meeting via Zoom
12/5/2020	Audit Committee Meeting via Zoom

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	
DATE OF MEETING:	25 MAY 2020
ATTACHMENTS:	<ol style="list-style-type: none">1. TRANSPORT & TRAFFIC MANAGEMENT STUDY OF UNLEY ROAD2. COUNCIL MODERNISATION PROGRAM3. CONDOLENCES FOR MAJOR LES PARTRIDGE OAM4. APPRECIATION FOR SUPPORT FROM COUNCIL

The correspondence from:

- Chief Executive Officer – re. Transport & Traffic Management Study of Unley Road
- Hon David Speirs MP – re. Council Modernisation Program
- Mayor Michael Hewitson – re. Condolences for Major Les Partridge OAM
- Hon Steven Marshall MP – re. Appreciation for Support from Council

be noted.



2 April 2020

Hon Stephan Knoll MP
Minister for Transport, Infrastructure & Local Government
GPO Box 1533
Adelaide SA 5001

Dear Minister

Transport and Traffic Management Study of Unley Road

At the Council Meeting of 23 March 2020, Council considered a motion on notice for a transport and traffic management study of Unley Road and resolved that:

1. *The City of Unley write to the Minister for Transport, Infrastructure, Local Government and Planning, Stephan Knoll, requesting that the Department of Planning Transport and Infrastructure (DPTI) undertake a holistic transport and traffic management study of Unley Road that includes:*
 - *Parking*
 - *Traffic speeds*
 - *Right-hand turns/slip lanes*
 - *Traffic light numbers and coordination*
2. *The City of Unley work with DPTI to ensure that the study includes consideration of local traffic conditions along the surrounding and interfacing Council roads with Unley Road.*
3. *A copy of the letter to the Minister for Transport, Infrastructure, Local Government and Planning requesting an holistic transport and traffic management study of Unley Road be sent to the local Member for Unley, Minister David Pisoni.*

Resolution No. C0216/20

The resolution is consistent with the discussions that the Mayor and I had with you and DPTI staff some time ago in relation to the extension of clearway hours.

Our view is that Unley Road should be considered in a holistic manner and not limited to on road parking times. For example, the Council is constructing a bikeway along Rugby – Porter Streets that connects with the bikeways in Mitcham and the City of Adelaide. This bikeway runs parallel to Unley Road and is only one street block east of Unley Road. The review should consider whether we need the bike lanes on Unley Road.

....2/

CITY of VILLAGES

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- 2 -

Similarly, Council would like to investigate on-street parking opportunities in the side streets of Unley Road that may lead to a reduction in parking on Unley Road.

There are a number of other opportunities we would like to explore with the Government to improve traffic conditions on Unley Road. The State Member for Unley (the Hon David Pisoni) is also supportive of this approach.

Accordingly, we now request your consideration for a transport and traffic management study of Unley Road that includes the matters outlined above and look forward to working with DPTI to achieve the outcomes.

Yours sincerely



Peter Tsokas
Chief Executive Officer

CC. Minister David Pisoni, Member for Unley



**Government
of South Australia**

Office of the Minister for
Environment and Water
81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

20EW0008787

Mayor Michael Hewitson
City of Unley
Email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson *Michael,*

The Marshall Liberal government has approved funding for projects totalling more than \$1.6 million to support innovation, efficiencies and improvements in local government waste management and recycling. The funding will assist councils to upgrade and standardise waste collection and recycling services to increase the kerbside diversion rate and reduce the amount of household waste sent to landfill.

I am pleased to advise that the following list provides a summary of the benefit within your council as a result of the Council Modernisation Grants, Kerbside Performance (Food Waste) Incentives and Regional Transport Subsidies program:

- City of Unley - \$25,885 through the Council Modernisation Program for a pilot proposing to provide weekly collection of organics from both residential and commercial properties.

This is another example of the Marshall Liberal government investing in South Australia's circular economy. I look forward to seeing the value that this funding will have on the recycling industry within your electorate.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Speirs'.

DAVID SPEIRS MP
Minister for Environment and Water

Date: 29/04/2020.

MAYOR'S OFFICE

Michael Hewitson AM



5 May 2020

John Partridge
C/- Alfred James Funerals (Unley Funeral Home)
193 Unley Road
Unley SA 5061

Dear John

It is with sadness that I note the passing of your dear father and esteemed Past President of the Unley RSL sub branch, Major Les Partridge OAM.

Les was a highly respected member of the Unley community, recognised by his peers for his outstanding service to Country and bestowed the Medal of Meritorious Service and life membership of the Unley RSL sub branch.

I had the privilege of working with Les in preparations for the Unley RSL ANZAC Day Service. Les cared for others and had the current COVID-19 restrictions on gatherings not been in place, I would have attended the funeral service to represent our community in recognition of his work in Unley.

On behalf of the Council Members and Staff at the City of Unley, please accept our sincere condolences to your family. As per your family's wishes, Council has forwarded a donation to Legacy. Lest we forget.

With kind regards

Michael Hewitson AM
Mayor

Copy to: Ian Duncan, President Unley RSL

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THE HON STEVEN MARSHALL MP
PREMIER OF SOUTH AUSTRALIA



B562047

Mayor Michael Hewitson
City of Unley
PO Box 1
UNLEY SA 5061
Email: pobox1@unley.sa.gov.au

Dear Mayor Hewitson,

We write to thank you for your support over recent months, in what has no doubt been one of the most challenging periods for all South Australians.

We also acknowledge the enormous amount of cooperation and understanding we have received from our regions as we have worked together through the COVID-19 pandemic impacts. In particular, the restrictions we have had to impose on travel and community activities – to protect our entire population – were significant but absolutely required.

We understand the restrictions on travel and hospitality have substantially impacted your region, both economically and culturally, and that there will be long-term effects in many areas.

However, it pleases us enormously to say your fellow South Australians have had your back. They have been with us all the way through this journey and have responded exceptionally well to our advice on limiting social outings and cancelling weekends away.

This means we can start to ease these restrictions, and you can welcome visitors back to your regions.

With sustained low case numbers across the State, it is now safe to start a managed return to normal, and we have each and every South Australian to thank for that.

We have also listened to your local tourism officials and operators, and to your community leaders, and the clear advice is that you are ready to put up the "open for business" sign.

Tourism and regional communities are an incredibly important part of our lifestyle in South Australia, and it is great news that – due to our collective diligence – we can start to get back to normal again soon.

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www.premier.sa.gov.au

Please continue to encourage your communities to do the right thing – practice good hygiene and social distancing and to seek testing if they have any cold or flu symptoms.

Over the coming days, there will be further details on what the easing of restrictions will look like. We recommend you monitor <https://www.covid-19.sa.gov.au/> for more information.

Once again, thank you for your continued cooperation and we look forward to getting out and about across our great State soon.

Yours sincerely,



Hon Steven Marshall MP
PREMIER OF SOUTH AUSTRALIA

8 May 2020



Professor Nicola Spurrier
CHIEF PUBLIC HEALTH OFFICER

8 May 2020