

# 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 in the Council Chambers, 181 Unley Road Unley on

***Monday 24 August 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 Kurna people and that we respect their spiritual relationship with their country.

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

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Nil	
<b>1.3 CONFLICT OF INTEREST</b>	
<i>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.</i>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 27 July 2020	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
Nil	
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##### **5.2 MOTIONS WITHOUT NOTICE**

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### **5.4 QUESTIONS WITHOUT NOTICE**

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

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Nil

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Event Road Closures	
Building Fire Safety Committee Terms of Reference	
Draft Community Land Management Plans	
Review of Footpath Trading Policy and Guidelines	
Review of Policies	

## **NEXT MEETING**

Monday 28 September 2020 - 7.00pm

Council Chambers, 181 Unley Road Unley



## **DEPUTATION**

**REPORT TITLE:** DEPUTATION RE: MIKE TURTUR BIKEWAY  
**ITEM NUMBER:** 2.1  
**DATE OF MEETING:** 24 AUGUST 2020  
**ATTACHMENTS:** 1. DEPUTATION

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1. Denise Tipper, Goodwood  
Re. Item 4.1 Mike Turtur Bikeway Consultation Summary and Corridor  
Landscape Design





### DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley at least **three (3) clear days** prior to the Council meeting at which you wish to be heard.

To: The Chief Executive Officer

I/We hereby request to be heard at a Council meeting of the City of Unley

**Representor Name:** Denise Tipper  
**Telephone Number:** 8272 3635  
**Email:** denise.tipper@bigpond.com  
**Address:** 2 Almond Street, Goodwood

I will be speaking:

On my behalf:

As a Spokesperson:  Group: \_\_\_\_\_

*If the group has a set of Rules by which the group is governed, please provide a copy of these.*

**Representor 2 Name:** N/A  
**Telephone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Representor 3 Name:** N/A  
**Telephone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_



## DEPUTATION

**REPORT TITLE:** DEPUTATION RE: MIKE TURTUR BIKEWAY  
DESIGN SPEED

**ITEM NUMBER:** 2.2

**DATE OF MEETING:** 24 AUGUST 2020

**ATTACHMENTS:** 1. DEPUTATION

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1. Dr Jennifer Bonham, Wayville  
Re. Item 4.1 Mike Turtur Bikeway Consultation Summary and Corridor  
Landscape Design





### DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley at least **three (3) clear days** prior to the Council meeting at which you wish to be heard.

To: The Chief Executive Officer

I/~~We~~ hereby request to be heard at a Council meeting of the City of Unley

Representor Name: Dr Jennifer Bonham

Telephone Number: 0406 399 249

Email: jbonham@internode.on.net

Address: 1/110 Rose Tee  
Wayville 5034

I will be speaking:

On my behalf:

As a Spokesperson:  Group: Unley Bicycle User Group

If the group has a set of Rules by which the group is governed, please provide a copy of these.

Representor 2 Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Representor 3 Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

23)

**This Deputation relates to the following subject matter:**

*(Please give sufficient details of the matter to enable consideration of your request for a deputation)*

Design speed of Mike Turtur Bikeway  
 Removal of significant, regulated and other trees based on design speed. (associated sight lines & stopping distances)  
 Removal of lower storey vegetation based on design speed (associated sight lines & stopping distances)  
 Surface treatment

**Please Note:** If you wish to distribute information as part of your deputation, this material must be provided to Administration prior to the meeting at which your deputation occurs. Please ensure you discuss any information you wish to be distributed or options for presenting your deputation with Administration when you receive confirmation that your Deputation Request has been approved.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the requirements.

**Signed:**



**Date:**

19 / 08 / 2020

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email [pobox1@unlev.sa.gov.au](mailto:pobox1@unlev.sa.gov.au)

**City of Unley Use Only**

Received (date and time): \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_ am/pm

**Acknowledged by Presiding Member**

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Acknowledged by OCEO**

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved: Yes  No

Meeting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_ am/pm

Representor Notified: Yes  No

## DECISION REPORT

<b>REPORT TITLE:</b>	MIKE TURTUR BIKEWAY CONSULTATION SUMMARY AND CORRIDOR LANDSCAPE DESIGN
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	BEN WILLSMORE
<b>JOB TITLE:</b>	MANAGER CITY DESIGN
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. MIKE TURTUR BIKEWAY CONSULTATION SUMMARY</li><li>2. MIKE TURTUR BIKEWAY CONSULTATION ISSUES TABLE</li><li>3. MIKE TURTUR BIKEWAY REVISED PATH CONCEPT DESIGN (AUGUST)</li><li>4. MIKE TURTUR BIKEWAY PROPOSED LANDSCAPE CONCEPT PLAN</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Mike Turtur Bikeway is a popular off-road shared path providing cycling and walking access between the Adelaide CBD and Glenelg.

In late 2019, the then Department of Planning, Transport and Infrastructure (DPTI) approached the City of Unley seeking to partner with Council to upgrade the shared path and landscape corridor. DPTI requested that Council take the lead on consultation regarding the proposed upgrade.

Following Council's in-principle endorsement in December 2019 and subsequent approval from DPTI regarding the consultation material, consultation on the proposed plans was undertaken between 18 May and 15 June 2020 in accordance with Council's Community Engagement and Consultation Policy. Following consideration of the feedback received, various changes have been made to the design.

The purpose of this report is to present to Council for its consideration the consultation results, changes made to the design in response to the feedback received, and a proposal for Council's funding of the greening aspect of the project which is its commitment to the upgrade.

The project will deliver a new 4m wide shared path within a green corridor featuring 120 new advanced trees and new LED lighting.

Following consultation, path design changes have been undertaken to accommodate existing trees, which has reduced the total number of Significant/Regulated trees to be removed to four. The inclusion of sections of permeable paving will improve water infiltration adjacent existing trees and sections of contrasting pavers will improve safety by alerting a change in condition for users.

Council's estimated costs of \$262,000 for the vegetation clearance, landscape works and lighting upgrade are proposed to be funded from the grant funding received through the Local Road and Community Infrastructure Program. The newly formed Department for Infrastructure and Transport (DIT), which replaces DPTI, will be responsible for all costs associated with the path construction. Please note, references to DPTI in this report should be read as references to DIT.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. Changes made to the Mike Turtur Bikeway Concept Design by the Department for Infrastructure and Transport (DIT), in response to the community consultation feedback received, regarding the civil design element of the proposed upgrade, be noted.
3. The landscape design and greening element of the proposed Mike Turtur Bikeway upgrade, as set out in Attachment 2 to this report (Item 4.1, Council Meeting 24/08/2020) and related budget, be endorsed for the purpose of advancing to tender and construction.
4. An amount of \$262,000 from the Local Road and Community Infrastructure Program grant funding be allocated towards meeting Council's cost for the greening and new lighting elements of the proposed Mike Turtur Bikeway upgrade.

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## **3. RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
  - 1.1 Our Community is active, healthy and feels safe.
  - 1.5 Our City is connected and accessible.
2. Environmental Sustainability
  - 2.1 Unley's urban forest is maintained and improved.
  - 2.5 The City's resilience to climate change is increased.
4. Civic Leadership
  - 4.3 Our business systems are effective and transparent.

Council Strategies

Tree Strategy

Walking and Cycling Plan

#### **4. BACKGROUND**

The proposed shared path upgrade of the Mike Turtur Bikeway includes the 850m section of path on the southern side of the Adelaide / Glenelg tram corridor, linking to the recent shared use path upgrade transition at Railway Terrace / Musgrave Street, Goodwood, and continues to the existing paved shared use path adjacent to the western side of King William Road on the approach to Greenhill Road.

The Mike Turtur Bikeway is one of the most popular off-road commuter routes between the Adelaide CBD and Glenelg, and for recreation within the City of Unley. Demand for use is expected to increase in the future.

The newly formed Department for Infrastructure and Transport (DIT), which replaces DPTI, will be responsible for the costs associated with the civil infrastructure component of the upgrade, including demolition of the existing paved path, new tram platform and side street connection, tram crossings and feature paving inserts along the path. Please note, references to DPTI within this report should be read as references to DIT.

Council will be responsible for the greening component of the project. This will entail Council removing existing trees and vegetation required to facilitate the civil works and replanting of the corridor after the civil works are complete, including irrigation and lighting upgrade.

In accordance with the Shared Use Path Head Agreement between Council and DPTI, Council will be responsible for the ongoing maintenance of the pathway, landscape, lighting and signage on the site once all works have been completed for a period of nine years.

#### **5. DISCUSSION**

Following Council's in-principle endorsement in December 2019 and subsequent approval from DPTI, consultation on the proposed plans was undertaken between 18 May and 15 June 2020 in accordance with Council's Community Engagement and Consultation Policy.

To raise awareness of the consultation, Council undertook the following activities:

- A co-signed letter between DPTI and Council was prepared and distributed to over 190 local residents and property owners along the corridor.
- Information signage was placed along the corridor with a summary of the project and directing readers to Council's YourSay website.
- Promotion on DPTI and Council's websites as well as social media.

The majority of consultation was undertaken online to ensure feedback was received in compliance with the COVID-19 pandemic restrictions. Consultation material included the DPTI concept plan showing tree impacts, frequently asked questions, and a timeline for the works.

An additional factsheet was developed to answer questions raised during the first few weeks of consultation, and the original closing date was extended by one week to 15 June 2020.

During the consultation period, a volunteer community group led by residents from Rogers Street also letterbox-dropped within their local area to raise awareness from residents and the Goodwood Primary School community.

### **Consultation Results**

At the conclusion of the four-week consultation period, Council received 328 survey responses from Council's Your Say Unley page, as well as an additional 17 direct emails to Elected Members and PO Box 1.

The survey attempted to better understand the popularity, frequency and value of the existing bikeway for different movement types, as well as the common purpose for use.

In addition, the survey sought to gauge the community's level of support for key elements proposed in the concept, as well as providing residents with the opportunity to provide further comment.

Of the submissions received, a clear majority (264 of 328 surveys / 80% of respondents) originated from within the City of Unley. Respondents from neighbouring council areas contributed 10%, with the remaining 10% including the greater Adelaide area, reflecting its regional commuter use.

It is apparent from the consultation responses that there was a general level of support expressed for the project. A comprehensive Consultation Summary, highlighting the responses to the five questions posed in the survey, is contained in Attachment 1.

#### *Attachment 1*

The responses in summary indicated the existing popularity of the bikeway for community use and a high level of support for the proposed upgrade.

In particular, the consultation highlighted the following key messages:

- The path is valued for recreational as well as commuter activities – the largest number of responses indicated combined use of the path for 'recreational cycling' and 'recreational walking and running' was 308. 'Cycling to work' was also valued by local residents, as well as commuter submissions (108).
- Responses highlighted the importance of the path to provide shorter connections along the corridor to local services and destinations like shops and schools, and the importance of facilitating safe crossing of the tram lines as well as its popular commuter bikeway route.

- The four main elements of the Concept Design were considered of similar importance to the community, including:
  - widening the path (227),
  - providing a green corridor (202),
  - improving the lighting (197), and
  - replacing the unit pavers (176).

It is apparent from the comments received within the consultation responses that there was a general level of support expressed for the project and the improvement works are considered 'overdue'. However, there were two common issues raised by the community relating to the loss of significant and regulated trees and the proposed path designs.

### Tree Impacts

Prior to the finalisation of the Concept Design, Council staff had worked with DPTI to amend the path alignment or width to enable the retention of a number of existing trees. As the trees are located on DPTI land, it was their responsibility to lodge a notification for Tree Affecting Activities in accordance with Section 49 of the *Development Act 1993* which requires SCAP to notify Council.

This application was lodged in June 2020 and nominated potential tree damaging activity for a total of eleven trees within the project extent as well as four within adjacent private property.

The expanded path width has limited opportunities to divert or narrow and, in four key locations, DPTI considered the removal of the tree the most appropriate solution.

Given the scope of the proposed path widening and reconstruction, it was likely that civil works would occur within the tree protection zone. Working within the root zone is classified as Tree Affecting Activities and, as a result, DPTI listed the seven additional trees, with the expectation that they were to remain. The four identified trees within adjacent private property were to be retained.

Table 1 below provides a summary of further advice provided to DPTI in response to community concern raised through the consultation phase regarding the loss of significant and regulated trees along the corridor.

Table 1: Further advice provided to DPTI

Tree No.	Ref	Status	Species	CoU Staff Recommendation
1	16	Regulated	<i>Callistemon viminalis</i> (Weeping Bottlebrush)	<b>Remove</b> due to trunk location, branch structure and weeping growth habit within the shared path corridor.
2	A2	Regulated	<i>Melia azedarach</i> (White Cedar)	<b>Retain</b> through design alignment of ramp switchback, pier footings and new connection to the Bendall Avenue footpath.
3	A3	Significant	<i>Melia azedarach</i> (White Cedar)	<b>Remove</b> in order to achieve compliant DDA access to Tram Stop #2.
4	33	Regulated	<i>Eucalyptus camaldulensis</i> (River Red Gum)	<b>Retain</b> by splitting the shared path in two halves with the northbound path reduced to approximately 1.7m wide.
5	37	Regulated	<i>Casuarina cunninghamiana</i> (River She-oak)	<b>Retain</b> by starting the new path works in line with the existing edge of pathway and providing 4m width of path towards the tram corridor.
6	46	Significant	<i>Eucalyptus camaldulensis</i> (River Red Gum)	<b>Retain</b> by splitting the shared path in two halves with a path width of 2m each side of the tree.
7	59	Significant	<i>Eucalyptus scoparia</i> (White Gum)	<b>Retain</b> by splitting the shared path in two halves with a path width of 2m each side of the tree.
8	65	Significant	<i>Eucalyptus globulus</i> (Tasmanian Blue Gum)	<b>Remove</b> due to position of trunk and inability to achieve minimum path width.
9	68	Significant	<i>Eucalyptus globulus</i> (Tasmanian Blue Gum)	<b>Retain</b> by reducing path width to approximately 3.5m.
10	69	Regulated	<i>Melia azedarach</i> (White Cedar)	<b>Remove</b> due to position of trunk and inability to achieve minimum path width and in order to retain tree #9.
11	72	Significant	<i>Casuarina cunninghamiana</i> (River She-oak)	<b>Retain</b> by reducing path width to approximately 3.5m.

In summary, four Significant/Regulated trees are recommended for removal.

In addition, Council staff recommended that the proposed split path around Chainage 80 be extended by approximately 14m to the south in order to retain an additional non-regulated Eucalypt tree. This change has been adopted and included within the revised Path Concept Design in Attachment 3.

### *Attachment 3*

The path construction will require the clearance of significant areas of existing vegetation along the corridor, however, the final landscape design includes 120 new advanced trees to be planted, as well as extensive understorey planting.

### Separated Pathway Design

The issue of a separated bike and pedestrian paths has been raised by Council staff with DPTI since the commencement of discussions regarding the proposed upgrade. DPTI have advised that they do not support this due to creating inconsistency along the shared path and confusion over multiple changing conditions at east/west crossings. As such, this has not been supported by DPTI and will not be implemented in the proposed upgrade.

### Other Community Concerns

In addition to the two primary concerns, Council staff have liaised with DPTI to address a number of other issues and/or comments which have been raised through the community consultation. These have been grouped into a summary of 11 key issues and proposed design changes in response to these is included in Attachment 2.

### *Attachment 2*

It is expected that community support for the project will be strengthened with the reduction in proposed Significant and Regulated tree removals required to undertake the works, as well as other design amendments in response to key issues raised during the consultation period.

These include:

- Further adaptation of path alignment and width to maximise the retention of existing Significant and Regulated trees (4 out of 11 trees identified for removal).
- Charcoal grey permeable pavers to be used in proximity to established trees.
- Sandstone coloured pavers to be used at key path junctions or crossing points to alert all users of a change in condition and to proceed with caution.

- Following the completion of the main corridor works, Council will consider adjacent future works to surrounding streets including kerb, road, footpath and sign upgrades to improve legibility and access with the shared path.
- Flush transitions at ramps and crossings will improve access and lower height planting at these crossing locations will improve sightlines for oncoming pedestrians and cyclists.

An updated Concept Design for the bikeway path upgrade has been prepared by DPTI and is included in Attachment 3.

*Attachment 3*

### **Greening the Corridor**

The Unley community has expressed a clear desire to preserve the existing green canopy cover and to find ways of providing new opportunities for tree planting. Whilst it is acknowledged that the project requires the extensive removal of tired, inappropriate and unappealing vegetation along parts of the corridor, there is an opportunity to define a new landscape vision for the bikeway that builds on the retained trees to create a greater tree canopy along the corridor, supported with appropriate native underplanting.

Removal of the internal tram fence opens up significant areas to be used for new planting that were formerly inaccessible. This provides the dual benefit of new tree corridor planting and the removal of current weed species.

Supporting the path upgrade, the landscape design for the corridor has been undertaken with consideration of the community's expressed values of increased greening, tree canopy, habitat creation and improved safety.

The landscape design and the increased availability of planting areas allow for a significant increase in greening and will redefine the path corridor and its surrounds as a contemporary linear park.

New advanced size shade trees will grow to provide canopy cover along the entire length of the project and a variety of tree species will be planted to increase amenity and biodiversity.

Existing trees to be retained include native and exotic species that contribute to the mixed landscape character encountered on other sections of the path corridor. Deciduous and evergreen species will be selected to provide shade and seasonal change throughout the year.

Native understory shrubs will provide seasonal colour and biodiversity whilst assisting in the screening of tram movements in select locations from adjacent residents fronting the corridor.

Shrub placement during construction will consider the need for improved sightlines at path and crossing junctions and the lighting distribution from the upgraded light poles.

A diverse range of native grasses and groundcovers will replace areas of former winter and woody weeds and replace leftover ballast mounds to provide a consistent green cover.

Key landscape design elements include:

- Maximising opportunities for new advanced tree planting, new diverse native understory and the removal of weed species and species not suited to shared path use.
- 120 new advanced trees to be planted at a height of 2-3m to provide an instant visual effect and to screen the tram corridor.
- Retention or relocation of existing community planting, including garden beds on the Musgrave Street corner, Young Street laneway connection, Tram Stop #2, and Bendall Avenue traffic island.
- Retention of existing hedging, climbers, trees and plants on the eastern side of the shared path that are unaffected by the path upgrade.
- Existing light poles are to be retained and new energy efficient LEDs installed.

The proposed landscape plan provides a significantly greener corridor that improves amenity for all users. Formerly inaccessible and weedy areas will be transformed into new landscaped beds to be enjoyed and provide an attractive corridor setting.

*Attachment 4*

### **Funding of Greening the Corridor (Council Commitment)**

In response to the impacts of the COVID-19 pandemic, the Australian Federal Government has committed \$500 million in stimulus funding to councils through the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies. Council is to receive \$462,672 through the LRCI Program.

The funding has been provided to Council to support delivery of local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

However, a key criterion of the grant funding is that it cannot be allocated to projects already committed to financially by Council. Council's greening and lighting works associated with the proposed upgrade align with the requirements of the grant funding.

The estimated cost of Council's works associated with the proposed upgrade is \$262,000 and it is therefore proposed to fund this from the grant funding received from the LRCI Program.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Changes made to the Mike Turtur Bikeway Concept Design by the Department for Infrastructure and Transport (DIT), in response to the community consultation feedback received, regarding the civil design element of the proposed upgrade, be noted.
3. The landscape design and greening element of the proposed Mike Turtur Bikeway upgrade, as set out in Attachment 2 to this report (Item 4.1, Council Meeting 24/08/2020) and related budget, be endorsed for the purpose of advancing to tender and construction.
4. An amount of \$262,000 from the Local Road and Community Infrastructure Program grant funding be allocated towards meeting Council's cost for the greening and new lighting elements of the proposed Mike Turtur Bikeway upgrade.

The Concept Design has been developed to meet the long-term aims of DPTI and Council, providing an expanded shared path along an enhanced green corridor. The community has provided feedback to the original design, which has been valued and reflected in the final Concept Design.

The community consultation feedback demonstrated strong community support. However, it identified some elements that could be improved, namely greater retention of significant and regulated trees, alternate path materials, amendments to the path alignment, as well as a number of location-specific issues.

Council staff have worked with DPTI to subsequently update the Concept Design to address a number of concerns raised by the community.

The existing path demolition and the construction of a new path will be funded and managed by DPTI. Council will be responsible for the removal of existing vegetation along the corridor prior to construction. Council will also be responsible for the replanting and establishment of the new planting along the corridor, following the completion of the path construction.

It is important that the management of the delivery of the civil works elements of the proposed upgrade is managed by DPTI to ensure the delivery of their intent for the upgrade.

It is recommended that Council fund its scope of works (ie removal of vegetation, planting of new vegetation including irrigation and new LED lighting) from the LRCI Program grant funding it has received.

Option 2 –

1. The report be received.
2. The Community Consultation and Feedback on the Mike Turtur Bikeway Concept Design and supporting information set out in Attachment 1 to report Item 4.1, Council Meeting 24/08/2020 be received.

Council has to date endorsed the proposed upgrade in-principle for the purposes of community consultation. However, Council may now choose, having considered the feedback received and the cost implications, not to endorse the project on a final basis and not proceed any further.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- As part of the agreement, DPTI will fund and manage the demolition and construction of the new upgraded path. The path will then become the responsibility of Council to maintain, for the duration of the Head and Licence Agreements (nine years).
- Council will be required to undertake the clearance of all surplus vegetation and trees along the corridor ahead of DPTI undertaking the new path construction. These works are anticipated to cost the Council approximately \$20,000 and will be funded through its 2020/21 Operating Budget allocation.
- At the completion of the new pathway, Council will be responsible for the addition of new planting beds along the length of the corridor, including planting of approximately 120 new advanced trees, irrigation and the upgrade of the existing lighting along the path. These works are anticipated to be in the order of \$262,000 which is to be funded from the LRCI grant funding received by Council.

**8.2 Legislative/Risk Management**

Nil

**8.3 Staffing/Work Plans**

- The consultation material, process and assessment has been undertaken in-house by Council staff in collaboration with DPTI.
- The landscape design of the corridor has been developed in-house by Council staff in collaboration with DPTI.

- The delivery of the greening elements of the proposed upgrade will be managed by Council staff and have been incorporated into their work plans. This includes managing the removal of the existing vegetation to facilitate the civil works to be undertaken by DPTI. It also includes undertaking a tender process to engage a contractor and manage on-ground delivery of the greening elements of the works, including lighting.
- DPTI will be responsible for the management and delivery of the civil works elements of the proposed upgrade. The timing of the commencement of works is unclear at this time but it is expected to be undertaken within the 2020/21 financial year.

#### **8.4 Environmental/Social/Economic**

- Community feedback has informed the development of the landscape plans for the corridor.
- The landscape plans provide improved environmental outcomes through new tree planting and an increase in accessible green spaces.
- The wider path will improve the safety and accessibility along the corridor for all users, noting the range of users of the shared path, other than cyclists.
- Improved tram crossing connections will assist in connecting the local Goodwood and Wayville communities, as well as improved access to public transport.
- The expanded shared path improves accessibility to King William Road and Goodwood Road main street precincts.

#### **8.5 Stakeholder Engagement**

- Consultation results have been shared with Elected Members.
- A copy of all submissions was forwarded to DPTI and they were requested to consider the feedback in its review of the Concept Plans.
- All respondents to the survey will be notified of the outcomes of the consultation and the Council's decision regarding the next steps for the project.

### **9. REPORT CONSULTATION**

City Development including City Design, Assets and Operations. Discussions were also held with the Finance Team regarding the allocation of funds from the LRCI Program for Council's contribution to the costs of the proposed upgrade.

### **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager, City Development



# MIKE TURTUR BIKEWAY UPGRADE

## Consultation Summary



### Overview

- Consultation was undertaken via 'Your Say Unley', Council's online community engagement hub from 18/5/20 to 15/6/20.
- The consultation was promoted via registered Your Say users, letterbox drop, Council Website and Facebook.
- A total of 328 Your Say responses were received with 17 additional hardcopy and direct emails to Council via the pobox1 email address, Elected Members, and Mayor. Some of the separate emails were duplicated from Your Say responses.
- A volunteer community group led by residents from Rogers Street also letterbox dropped within their local area to raise awareness from residents and the Goodwood Primary School community.
- 1,780 total Your Say page visits.
- 208 new Your Say registrations received.

### Information

- A downloadable version of DPTI's concept plan was supported by a list of Frequently Asked Questions and an indicative timeframe for the proposed works.
- An additional Community Feedback Sheet was uploaded during the consultation period to provide further detail on common issues raised.

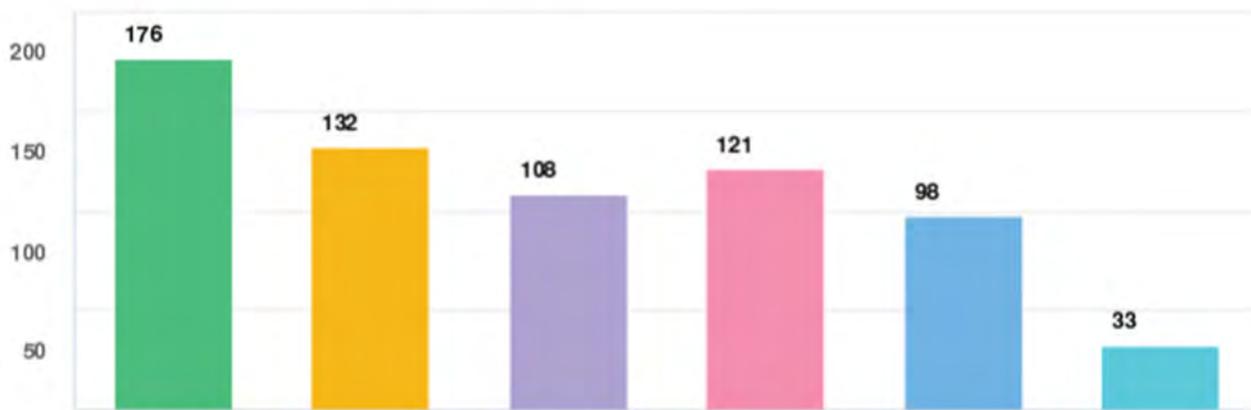
### Survey

- The form of survey provided an indication of users type and frequency of use, together with a confirmation of which elements were considered the most important.
- The ability to provide additional comments was provided and these responses have been grouped into headings to assist in identifying common issues and opportunities.
- An assessment of project support has been interpreted based on the comments received.





**Q1 What do you use the Mike Turtur Bikeway for?**



**Question options**

- Recreational cycling
- Recreational walking and running
- Cycling to work
- Multiple use ( eg walking and cycling)
- Access to public transport
- Other

*Mandatory Question (328 response(s))  
Question type: Checkbox Question*

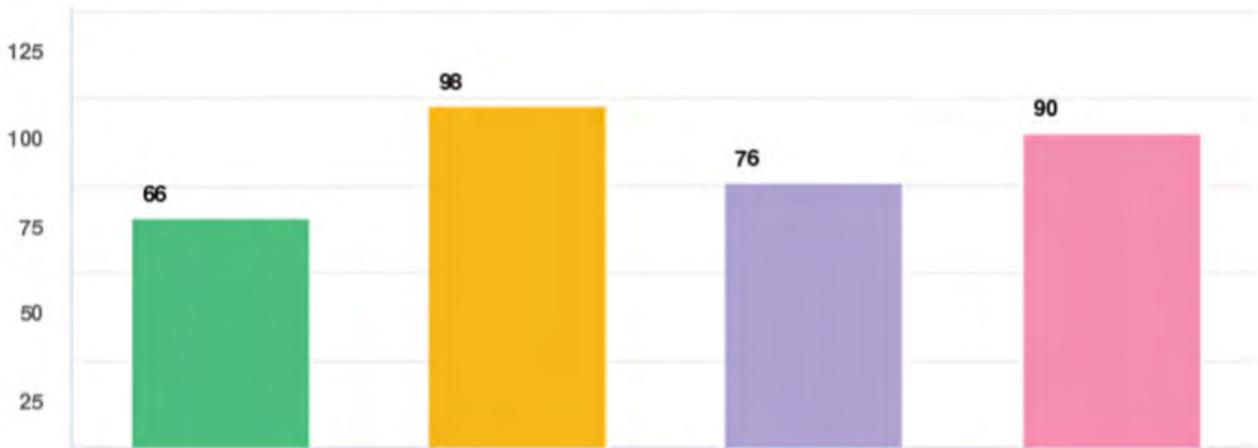
**Q2 Other**

Answers provided under 'Other' included:

- Running
- Dog walking
- Walking to school
- Walking to work
- Access to shops
- Cycling to local services and facilities
- Access to farmers markets
- Teaching kids to ride
- Used it in the past
- Do not currently use it
- Visiting friends



### Q3 How frequently do you use the Mike Turtur Bikeway?



#### Question options

● Everyday ● 3-5 times weekly ● 1-2 times weekly ● Occasionally

Mandatory Question (328 response(s))

Question type: Checkbox Question

#### Discussion:

- Responses indicate the frequency of use is a wide range from daily through to occasional users.
- The high proportion of '3-5 times a week' users are likely to be weekday commuters travelling into the City of Adelaide.





**Q4 What elements of the project upgrade are most important to you (you can select more than one) ?**



**Question options**

- Wider shared-use path width to 4 metres with line marking (where possible)
- Providing a greener corridor and improved amenity
- Improved lighting along shared-use path
- Improved accessibility to Tram Stop 2 (Wayville)
- Bitumen path to replace existing pavers

*Mandatory Question (328 response(s))  
Question type: Checkbox Question*

**Discussion:**

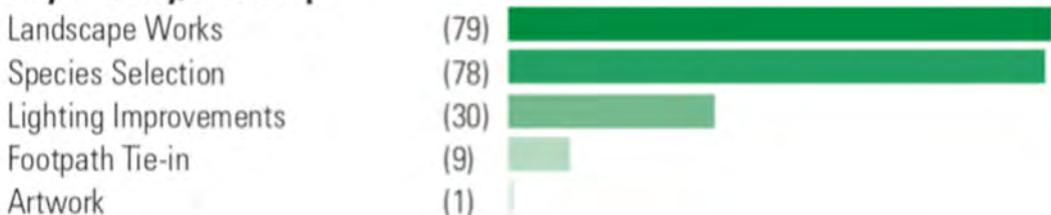
- Responses indicate wide support for the project’s main objectives that were stated in the survey description heading.
- Access to Tram Stop No. 2 is likely of importance from local residents who walk to the station from the surrounding neighbourhood via the Bikeway or adjacent residential street networks.



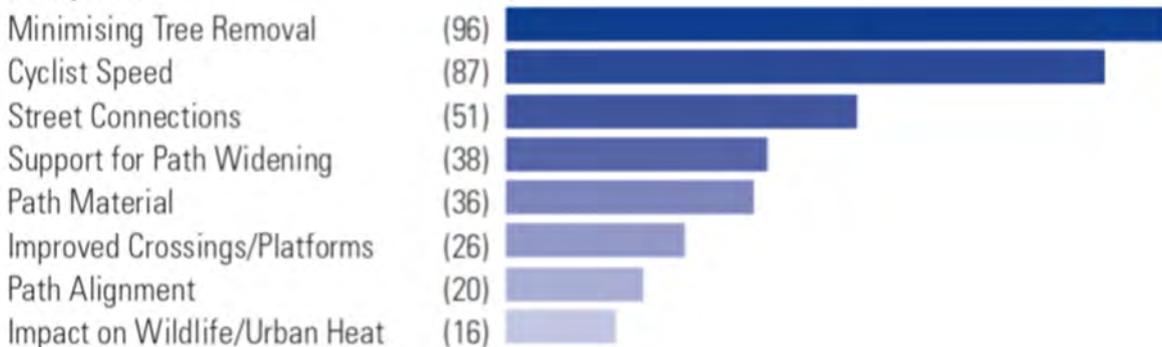
**Q5 Do you have any comments about the proposed Bikeway Upgrade?**

Due to the high volume of comments received the responses have been grouped according to a list of recurring topics expressed. The topics are separated below into the City of Unley, DPTI and shared components of the partnership.

**City of Unley/Landscape**



**DPTI/Civil**



**Shared Comments**





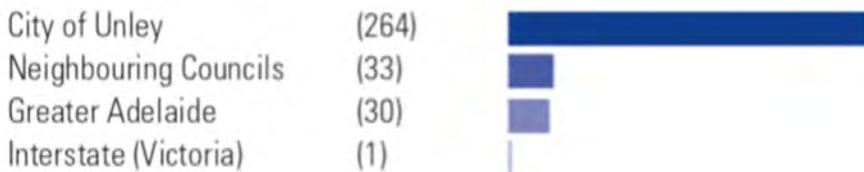
### Project Support

An interpretation of responses is provided below based on direct comments of support or otherwise, given within the comments section of the survey.

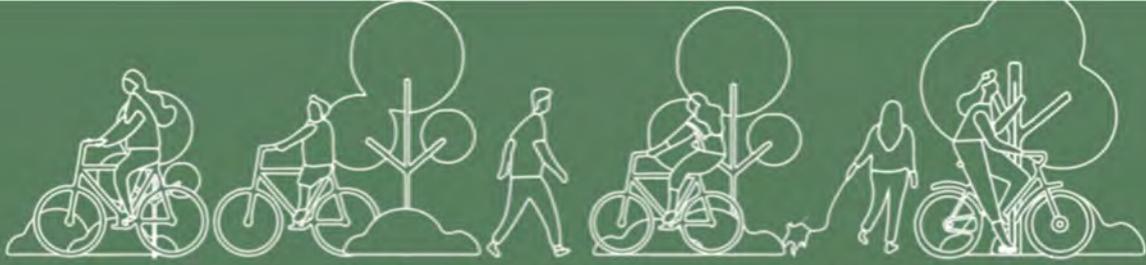


### Respondents Location

The breakdown below provides an overview of responses received based on sign-up location.



Responses from the suburbs of Goodwood, Wayville, Forestville, Millswood and Unley accounted for **60%** of all responses received.



# MIKE TURTUR BIKEWAY UPGRADE

## Email Responses

15 individual responses were submitted to Council via email to pobox1 or Elected Members. Submissions were received from the resident group 'Unley Tree Action Group' (UTAG) and the Bicycle Institute of South Australia (BISA).

### Issues/Opportunities Identified

- Separated walking and cycling
- Confusion regarding tree removals
- Confusion understanding plans
- Desire to retain all trees
- Conflict of users
- Safety of walkers
- Safety for children and school children
- Blind-spots on intersection
- Wider path width and faster speeds
- Parallel pathway on western side
- Permeable paving







## Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

### Key Community Consultation Issues Summary

The YourSay community survey provided an opportunity for residents of the City of Unley and members of the public to give general feedback in addition to responses to the survey questions.

The feedback received has been grouped together in the following key categories:

1. Cyclist speed
2. Path material
3. Street connections
4. Path widening and alignment
5. Improved crossings and platform access
6. Impact on wildlife
7. Urban heat island effects
8. Landscape works
9. Species selection
10. Lighting improvements
11. Artwork

### Consideration of Feedback Received

A total of 328 YourSay and 17 written submissions were provided during the community consultation process. DPTI has been provided a copy of all submissions. Each key issue raised during the community consultation process has been considered by either DPTI or CoU depending on the nature of the issue and whether DPTI or CoU are required to make a determination regarding any amendments to the design to address the issue.

A table summarising the key issues raised during the community consultation process, the consideration given to the key issue, the changes made as a result of this consideration and the final outcome is provided below.



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table  
**Key Issues and Outcomes Table**

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
<p><b>1. Cyclist Speed</b></p> <p>Increased cyclist speed due to wider path and increased potential clashes at side streets or at the interface with tram stops or crossings along the corridor.</p> <p>Blind corners present a hazard for users wanting to join and cross over the path.</p> <p>Crossings of the path are an important element to consider for access to nearby destinations including schools and shops.</p>	DPTI	<p>Changes in material, surface colour and texture are recommended at the following locations to highlight a change in condition for all users:</p> <ul style="list-style-type: none"> <li>• Rogers Street interface (both ends)</li> <li>• Tram Crossing to Parsons Street</li> <li>• Tram Crossing to Moresby Street</li> <li>• Tram Stop #2 Interface and Bendall Avenue</li> <li>• Tram Crossing to Le Hunte Street</li> <li>• Tram Crossing to Bartley Crescent</li> <li>• Young Street Laneway Connection</li> </ul>	Yes	<p>Conflict (real and perceived) between users is reduced when the path is wider as people have more time and space to navigate around each other, and people walking slowly for example don't feel pressured to move out the way or feel like people are passing too close – a 4m wide path will provide room for everyone.</p> <p>Contrasting pavement will help highlight to path users that there is something 'different' at conflict points such as accesses and crossings. Sandstone coloured unit pavers will be used at the seven nominated path junctions and crossing points to alert all users of a change in condition and to proceed with caution.</p> <p>The sandstone colour will contrast with adjacent footpath paving to improve legibility for the visually impaired.</p> <p>Plant placement at intersections have been located to keep sight distances clear on approach from crossings and side streets, appropriate to mature plant height.</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
<p><b>2. Path Material</b></p> <p>Community preference for alternate contemporary path materials.</p>	DPTI	<p>An asphalt surface has been adopted based on its suitability for pedestrian and wheeled traffic and long term maintenance requirements. It provides a high quality flexible and smooth surface free from joints.</p> <p>Additional contemporary path materials including alternative unit pavers, concrete, bitumen surfaces and plastic have been considered but are not recommended due to simplifying the long term maintenance responsibilities for CoU.</p>	Yes	<p>Sections of blocks pavers have been adopted including contrasting sandstone coloured pavers at junctions with other paths and charcoal grey permeable pavers at each of the four sections of split path adjacent retained trees to support healthy tree / root conditions in proximity to the pathway.</p>
<p><b>3. Street Connections</b></p> <p>Side street connections are in varying conditions and levels of accessibility due to existing paving, kerb lines, maintenance vehicle access, stobie poles, street trees, stormwater pits and spoon drains. As a result, some users may walk on the road to avoid obstacles.</p>	CoU	<p>CoU staff will consider future renewal works in Rogers Street, Young Street, Bendall Avenue and Musgrave Street to support improved legibility and access to the bikeway including kerb, road, footpath and signage upgrades.</p> <p>CoU staff will review the condition and placement of existing pram ramps to improve compliance with Australian Standards and to reflect movement desire lines.</p>	CoU Staff Recommendation	<p>CoU City Design Team will assess in 2020/21 Rogers Street and Almond Street against the 'Living Streets' design principles to determine the suitability of additional streetscape improvements. In the event that these streets meet the criteria on-ground delivery will be considered by CoU in the 2021/22 budget at the earliest.</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
<p><b>4. Path Widening and Alignment</b></p> <p>Provide a consistent path width.</p> <p>Splitting path to accommodate existing trees.</p>	DPTI	<p>The design intent is to provide a four metre wide path with localised narrowing where possible to preserve existing trees close to the path edge.</p> <p>The path will split in order to retain trees in four locations at CH80, CH340, CH470 and CH640 with permeable paving as the path surface to improve adjacent tree health.</p>	Yes	<p>A four metre width has been achieved for the majority of the path with small localised sections reduced to a minimum of 3m for short sections to retain existing trees.</p> <p>The path is split in four locations with individual path widths of 1.8-2m to accommodate existing trees.</p> <p>No further amendments can be made to the proposed Upgrade.</p> <p>A straight path alignment is safer for both 'road' safety and personal feelings of safety/security (no 'hiding' corners) that will especially benefit people walking from the tram late at night.</p>
<p><b>5. Improved Crossings and Platform Access</b></p> <p>Improved tram crossings and access to the Tram Stop #2 platform.</p> <p>Separated pedestrian connection from Moresby Street to Tram Stop #2</p> <p>Consolidation and improvement</p>	DPTI	<p>There is a desire for smooth transitions to improve access for bicycles, prams and mobility devices.</p> <p>Residents requested a new pedestrian connection from Moresby Street to Tram Stop #2 inside the current tram fence fully separated from the shared path.</p> <p>The existing green fence and connections to the tram corridor</p>	Yes	<p>The path design is in accordance with disabled access requirements including required ramp grades and landings. No further amendments can be made to the proposed Upgrade.</p> <p>The new tram fence (installed in 2017) is deliberately lower on the approaches to crossing points to assist people's line of sight.</p> <p>In-ground electrical services inhibit a</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
of existing fences		fencing has created inaccessible pockets of land which provide no benefit to the community or tram corridor.		<p>separated pathway being provided in this location.</p> <p>The existing green post and cyclone fence will be removed.</p> <p>Fencing at tram crossings will be consolidated to tie into the tram corridor fencing and align to the new path surfaces and crossing points.</p> <p>DPTI maintenance access is not regularly required from the pathway section of the Tram corridor. Existing pedestrian and vehicle gates will be retained with sacrificial groundcover plants provided as a green buffer between the fence and pathway.</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
<p><b>6. Impact on Wildlife</b></p> <p>Removal of existing habitat.</p>	CoU	Concerns were raised regarding the potential loss of habitat due to tree and shrub removal. The Upgrade proposes a significant enhancement of landscape areas with replacement planting. A number of actions will be taken to reduce any impact on wildlife.	CoU Staff Recommendation	<p>The Upgrade landscape plan proposes 120 new advanced trees and 4,500 understorey plants to replace the vegetation to be removed.</p> <p>Logs salvaged from tree removals will be retained in multiple locations to support new habitat and nesting boxes may be introduced into existing trees following completion of the Upgrade.</p> <p>Existing hedging, climbers, trees and plants on the eastern side of the shared path will be retained wherever possible as it is outside the new path construction zone and assists with screening adjacent properties.</p>
<p><b>7. Urban Heat Island Effects</b></p> <p>Greater sun exposure of dark surfaces.</p>	CoU	The removal of vegetation on the western side of properties will increase afternoon sun exposure. This is welcomed by some residents whose backyards are currently in shade.	CoU Staff Recommendation	<p>The inclusion of lighter coloured surface materials in select locations will provide a minor benefit to address heat island effects until new tree planting grows to 4-6m in height.</p> <p>Advanced trees are proposed to be planted at a height of 2-3m depending on species, to accelerate the greening and screening of the corridor.</p> <p>The bitumen, permeable and contrasting pavers are the three materials supported for</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

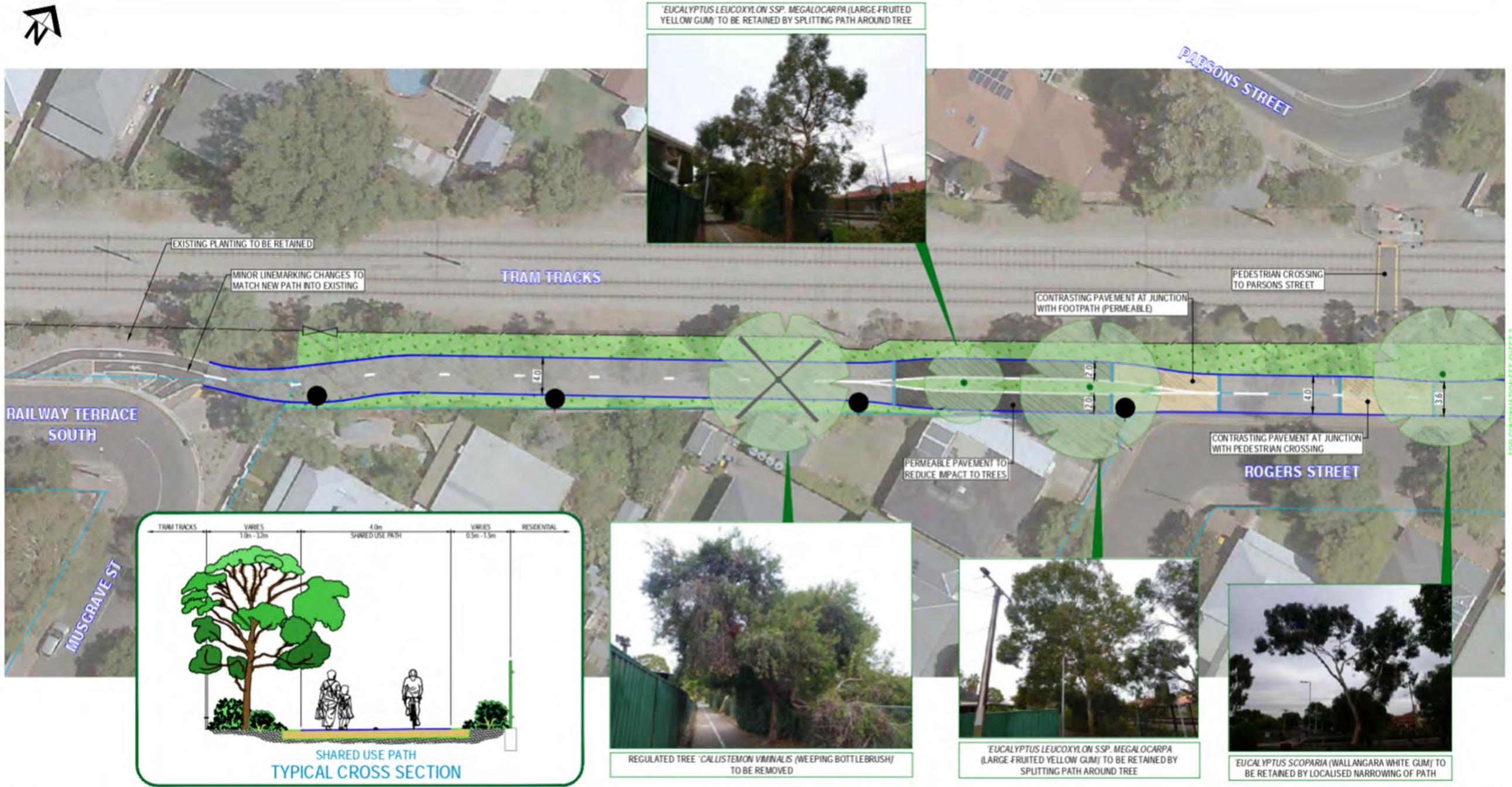
Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
				the pathway. Further alternative materials and surfaces are not supported due to increased maintenance requirements and the inability to repair or reinstate in the future within a reasonable timeframe to avoid disruption to daily use.
<p><b>8. Landscape Works</b></p> <p>New landscaping.</p> <p>Replacement of weeds and unattractive understorey with new vegetation.</p> <p>Existing community planting.</p>	CoU	<p>Residents would like to know what the new landscape will look like and what is included in the design.</p> <p>Removal of weeds and unattractive vegetation in the space between the two existing fences.</p> <p>Access for maintenance is not currently possible.</p> <p>Pockets of planting undertaken by local residents occur in multiple locations. A 'Rail Care' area exists at Tram Stop #2.</p>	CoU Staff Recommendation	<p>The Upgrade landscape plans includes canopy trees, medium height shrubs and a diverse understorey of grasses and groundcovers.</p> <p>Approximately 2,000m<sup>2</sup> of new landscape areas are gained by the removal of the existing green fence. Irrigation will be provided to improve plant success over summer.</p> <p>Weeds, suckering and self-seeded species, as well as those species not suited to a shared path, will be replaced with a new robust palette throughout the corridor.</p> <p>Existing community planting including garden beds on the Musgrave Street corner, Young Street connection, Tram Stop #2, and Bendall Avenue traffic island will be retained or relocated as part of the works by CoU.</p>



Mike Turtur Bikeway Upgrade – Key Community Consultation Issues and Outcomes Table

Key Community Consultation Issue Raised	Considered By (DPTI/CoU)	Amendment Made or Further Consideration Required	Supported by CoU Staff	Final Outcome Proposed for Implementation
<b>9. Species Selection</b>	CoU	Residents would like to know what species are proposed.	CoU Staff Recommendation	<p>CoU staff have developed a proposed tree and native plant species palette based on community feedback received. The selected species recognise similar successful green corridors in Windsor Street and Charles Walk.</p> <p>The plant palette proposes a mix of species and will be irrigated to improve plant success rates during summer.</p> <p>Soil testing has been undertaken to develop a site-specific program of improvements including organic compost to increase plant nutrients and improve water-holding capacity.</p>
<b>10. Lighting Improvement</b>  Improvements to existing lighting.  Additional tram crossing lighting at Moresby Street crossing.	CoU	<p>Existing lighting is patchy with dark spots. Some residents walk to the tram stop to meet friends and family.</p> <p>Request for more lighting at the Moresby Street crossing to improve visibility and safety.</p>	CoU Staff Recommendation	<p>All existing lights will be replaced with new LED fittings to improve light coverage and reduce dark spots.</p> <p>A new light will be provided at the Moresby Street crossing.</p>
<b>11. Artwork</b>	CoU	Residents would like to see artwork provided within the corridor.	CoU Staff Recommendation	Public artwork will not be installed as part of the Upgrade works. However, opportunities for the installation of public artwork along the corridor will be considered by CoU staff as part of future budget preparations.

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



FOR CONTINUATION SEE SHEET 2

LEGEND	
<b>EXISTING FEATURES</b>	<b>PROPOSED FEATURES</b>
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

Department of Planning,  
Transport and Infrastructure

## CONCEPT DESIGN SHEET 1 OF 6

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



LEGEND	
EXISTING FEATURES	PROPOSED FEATURES
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

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THE CITY of  
*Unley*

Government of South Australia  
Department of Planning,  
Transport and Infrastructure

**CONCEPT DESIGN  
SHEET 2 OF 6**

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



LEGEND	
EXISTING FEATURES	PROPOSED FEATURES
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

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Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## CONCEPT DESIGN SHEET 3 OF 6

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



SIGNIFICANT TREE 'EUCALYPTUS CAMALDULENSIS' SSP. CAMALDULENSIS (RIVER RED GUM)  
TO BE RETAINED BY SPLITTING THE PATH AROUND THE TREE



LEGEND	
<b>EXISTING FEATURES</b>	<b>PROPOSED FEATURES</b>
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

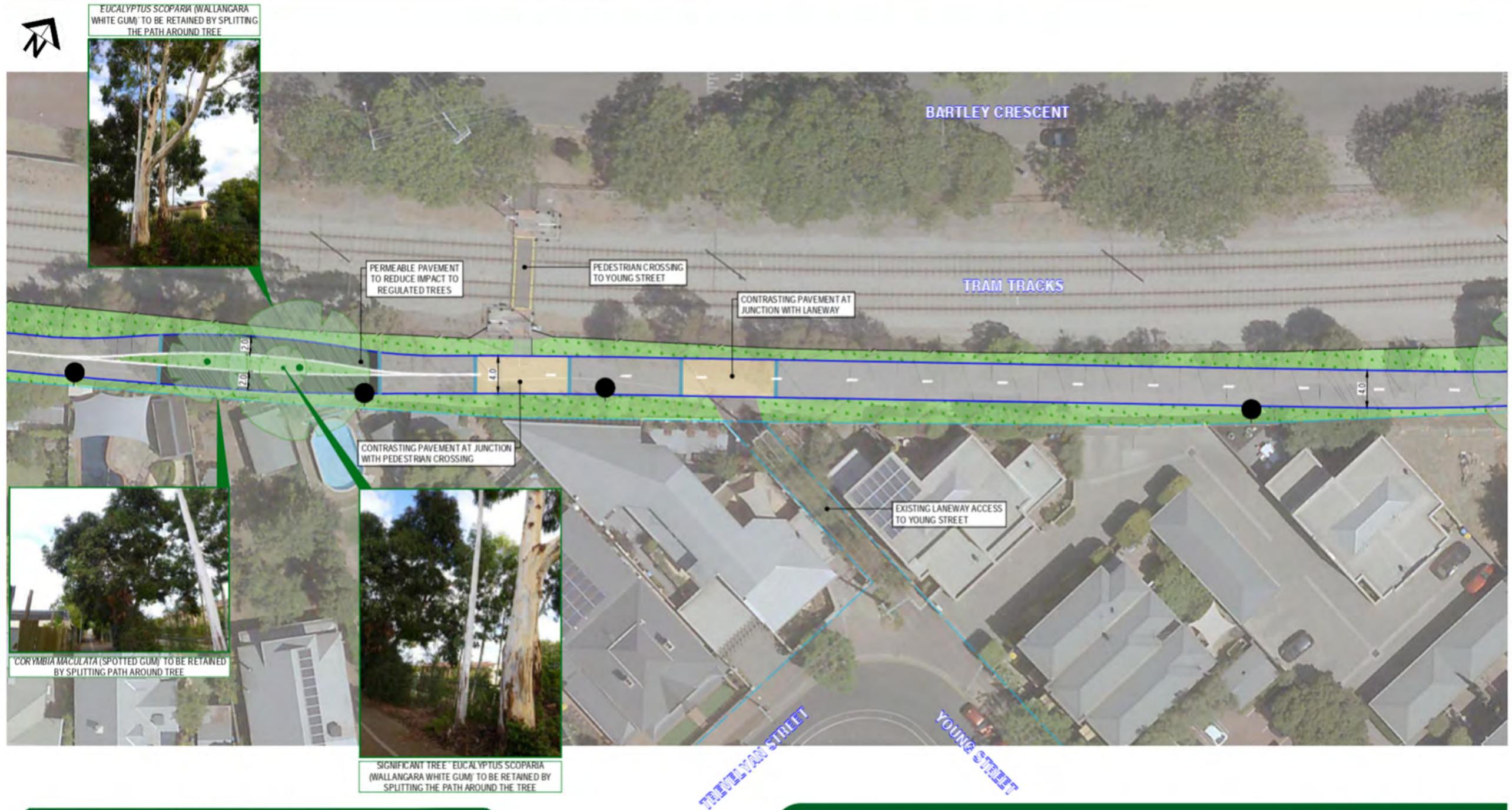
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Department of Planning,  
Transport and Infrastructure

**CONCEPT DESIGN  
SHEET 4 OF 6**

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



LEGEND	
<b>EXISTING FEATURES</b>	<b>PROPOSED FEATURES</b>
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

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Government of South Australia  
Department of Planning,  
Transport and Infrastructure

**CONCEPT DESIGN**  
**SHEET 5 OF 6**

# MIKE TURTUR BIKEWAY UPGRADE MUSGRAVE STREET TO KING WILLIAM ROAD



LEGEND	
<b>EXISTING FEATURES</b>	<b>PROPOSED FEATURES</b>
PROPERTY BOUNDARY (DCDB)	EDGE OF PATH
LIGHT	NEW PLANTING REFER LANDSCAPE PLAN FOR DETAILS
EXISTING TREE TO BE RETAINED	CONTRASTING PAVERS
EXISTING TREE TO BE REMOVED	PERMEABLE PAVERS
	PEDESTRIAN FENCE
	CONCRETE EDGE STRIP

Government of South Australia  
Department of Planning,  
Transport and Infrastructure

**CONCEPT DESIGN**  
**SHEET 6 OF 6**

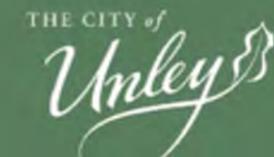


# MIKE TURTUR BIKEWAY

## LANDSCAPE CONCEPT PLAN



**Government of South Australia**  
Department of Planning,  
Transport and Infrastructure



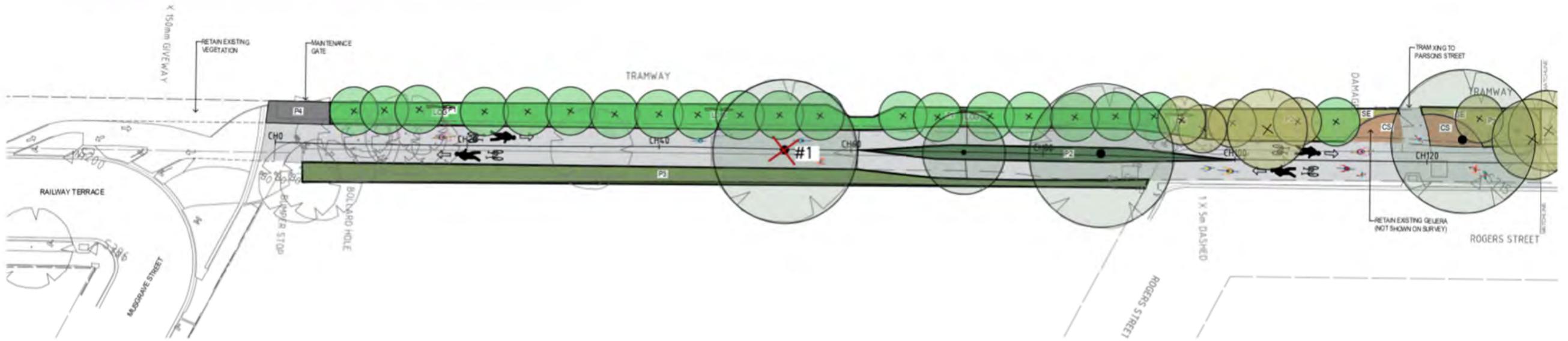
**City of Unley**  
CITY DESIGN

# LOCATION PLAN

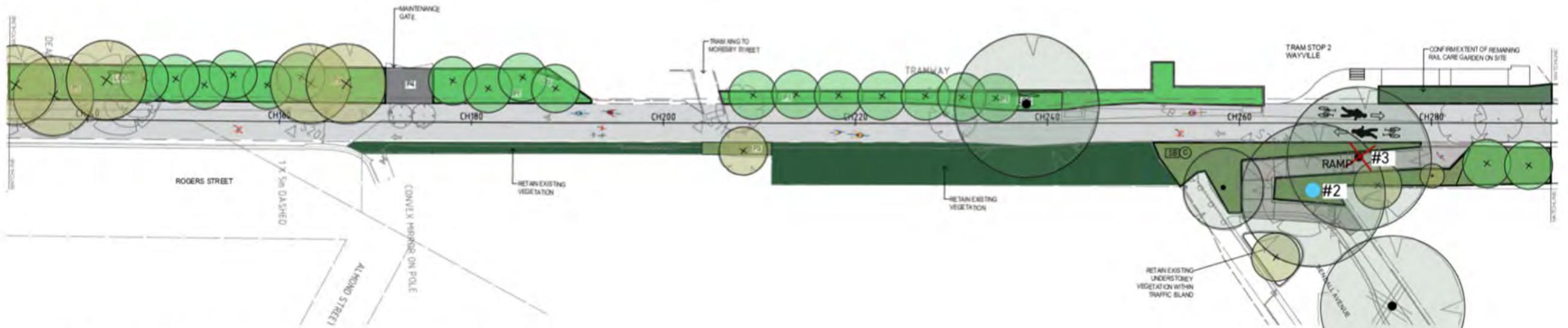


SITE CONTEXT

# LANDSCAPE CONCEPT PLAN



**01 PLAN 01 CH00-CH130**  
SCALE 1:200 @ A1

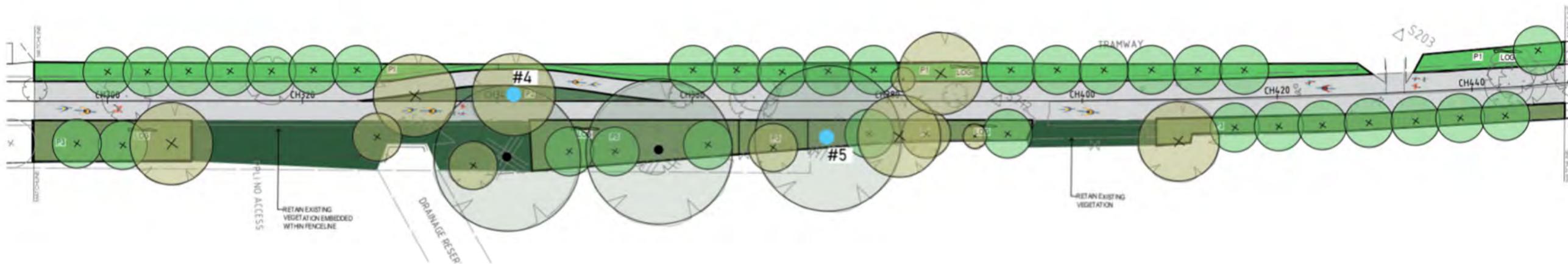


**02 PLAN 02 CH130-CH290**  
SCALE 1:200 @ A1

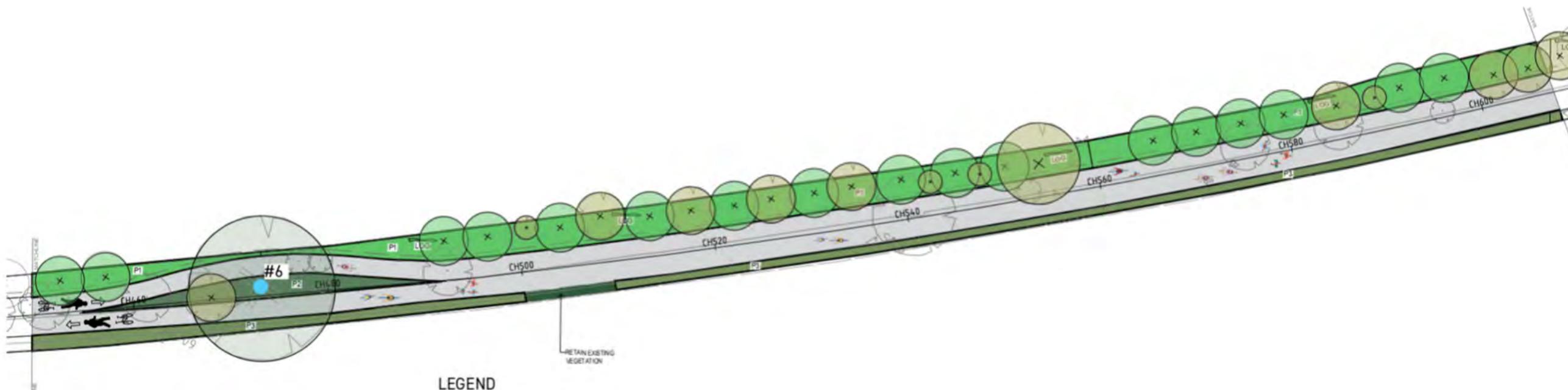
**LEGEND**

- |  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
| <span style="display:inline-block; width:15px; height:15px; background-color:#90EE90; border:1px solid black;"></span> PLANTING TYPE 1<br>Native understorey | <span style="display:inline-block; width:15px; height:15px; background-color:#6AA84F; border:1px solid black;"></span> PLANTING TYPE 3<br>Eastern understorey      | <span style="display:inline-block; width:15px; height:15px; background-color:#006400; border:1px solid black;"></span> RETAIN EXISTING<br>VEGETATION | <span style="display:inline-block; width:15px; height:15px; background-color:#D3D3D3; border:1px solid black;"></span> NEW SHARED PATH   | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">x</span> NEW TREE         | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">x</span> EXISTING TREE               | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">●</span> SIG/REG TREE FOR<br>RETENTION |
| <span style="display:inline-block; width:15px; height:15px; background-color:#9ACD32; border:1px solid black;"></span> PLANTING TYPE 2<br>Native understorey | <span style="display:inline-block; width:15px; height:15px; background-color:#696969; border:1px solid black;"></span> PLANTING TYPE 4<br>Sacrificial Groundcovers | <span style="display:inline-block; width:15px; height:15px; background-color:#A0522D; border:1px solid black;"></span> COMPACTED SAND                | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">LOG</span> SALVAGED LOG<br>Confirm on site | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">●</span> SIGNIFICANT TREE | <span style="display:inline-block; width:15px; height:15px; border:1px solid black; border-radius:50%; text-align:center; vertical-align:middle;">X</span> SIG/REG TREE FOR<br>REMOVAL |  |

# LANDSCAPE CONCEPT PLAN



01 **PLAN 03 CH290-CH450**  
SCALE 1:200 @ A1

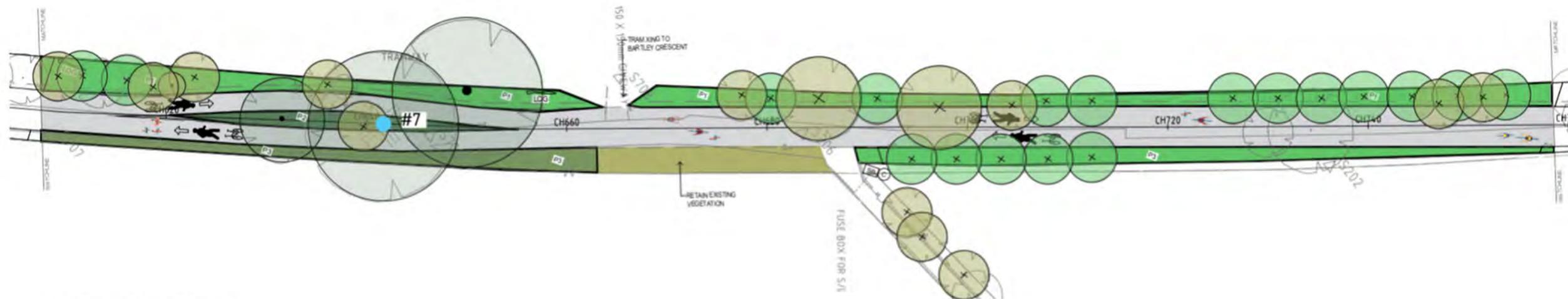


02 **PLAN 04 CH450-CH610**  
SCALE 1:200 @ A1

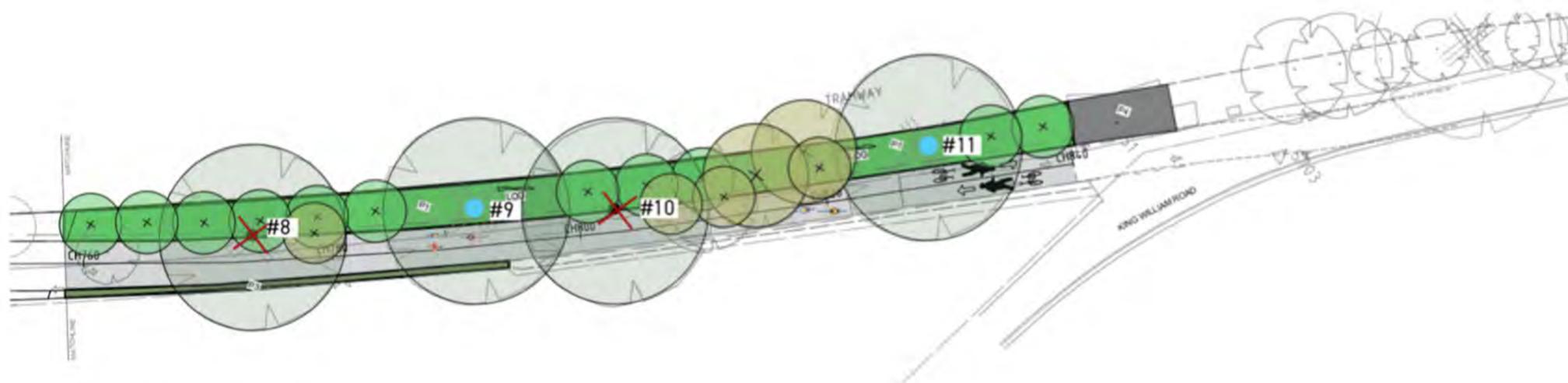
**LEGEND**

PLANTING TYPE 1 Native understorey	PLANTING TYPE 3 Eastern understorey	RETAIN EXISTING VEGETATION	NEW SHARED PATH	NEW TREE	EXISTING TREE	SIG/REG TREE FOR RETENTION
PLANTING TYPE 2 Native understorey	PLANTING TYPE 4 Sacrificial Groundcovers	COMPACTED SAND	SALVAGED LOG Confirm on site	SIGNIFICANT TREE	SIG/REG TREE FOR REMOVAL	

# LANDSCAPE CONCEPT PLAN



01 **PLAN 05 CH610-CH760**  
SCALE 1:200 @ A1



02 **PLAN 06 CH760-CH850**  
SCALE 1:200 @ A1

## LEGEND

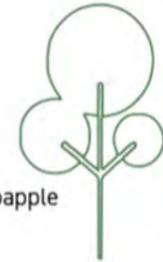
PLANTING TYPE 1 Native understorey	PLANTING TYPE 3 Eastern understorey	RETAIN EXISTING VEGETATION	NEW SHARED PATH	NEW TREE	EXISTING TREE	SIG/REG TREE FOR RETENTION
PLANTING TYPE 2 Native understorey	PLANTING TYPE 4 Sacrificial Groundcovers	COMPACTED SAND	SALVAGED LOG Confirm on site	SIGNIFICANT TREE	SIG/REG TREE FOR REMOVAL	

# PLANTING PALETTE

## TREES



- Acer 'Crimson Sentry'
- Banksia marginata, Silver Banksia
- Callitris gracilis, Native Pine
- Cercis canadensis, Eastern Redbud
- Eucalyptus odorata, Peppermint Box
- Eucalyptus microcarpa, Grey Box
- Geijera parviflora, Wilga
- Hakea luarina, Pin-cushion Hakea
- Malus spectabilis 'Plena', Chinese Flowering Crabapple
- Pyrus betulaefolia 'Southworth Dancer'



## SHRUBS



- Callistemon 'Red Alert'
- Correa glabra, Rock Correa
- Dodonaea viscosa purpurea, Sticky Hop-Bush
- Eremophila glabra, Emu Bush
- Grevillea lavandulacea, 'Lavender Grevillea'
- Grevillea lavandulacea 'Long John'
- Westringia 'Naringa'
- Xanthorrhoea semiplana ssp. semiplana, Yacca



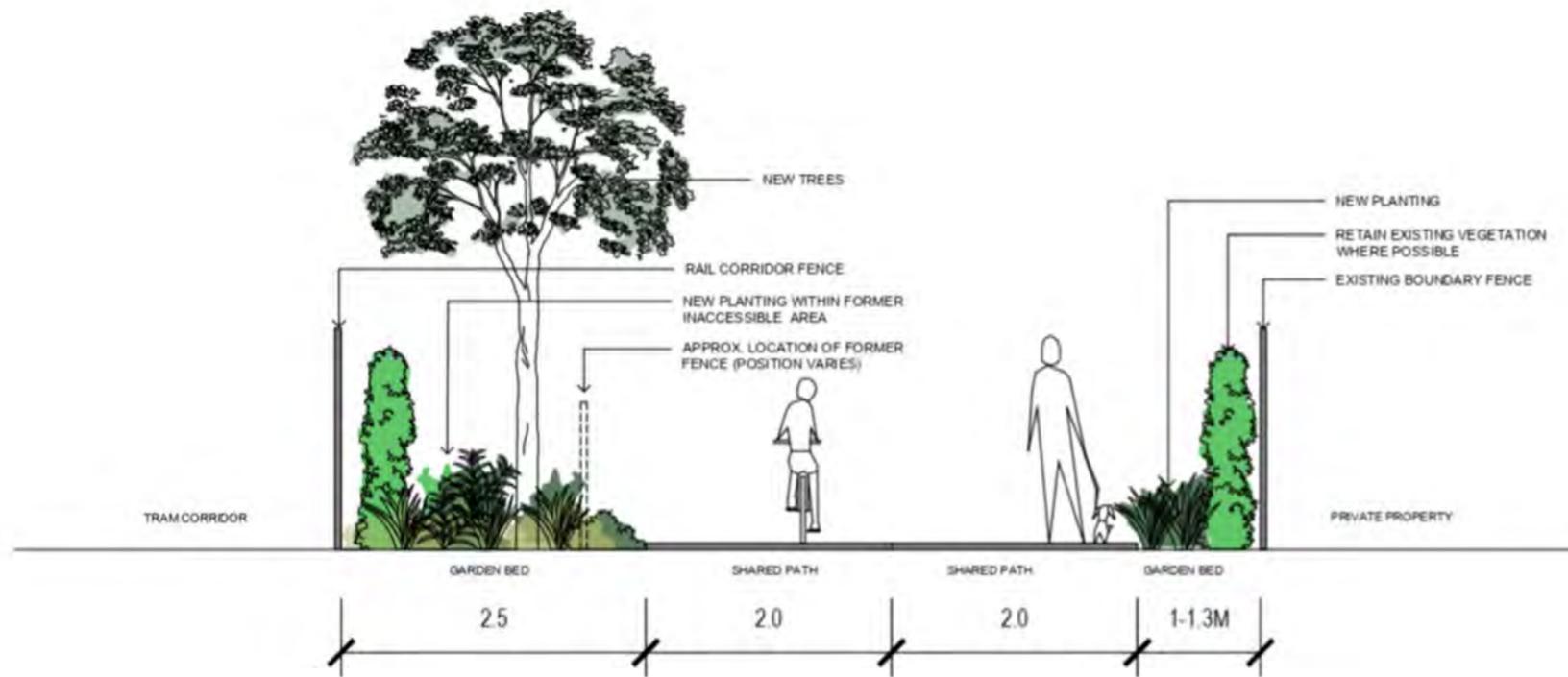
## GRASSES/ GROUNDCOVERS



- Dianella revoluta, 'little rev'
- Eremophila 'Amber Carpet'
- Grevillea 'Gold Cluster'
- Hardenbergia violacea, Native Lilac
- Lomandra 'Nyalla'
- Myoporum parvifolium, Creeping Boobialla
- Poa labillardierei var. labillardierei, Common Tussock-Grass
- Themeda triandra 'Blue Roo', Kangaroo Grass
- Wahlenbergia stricta ssp. stricta, Tall Bluebell

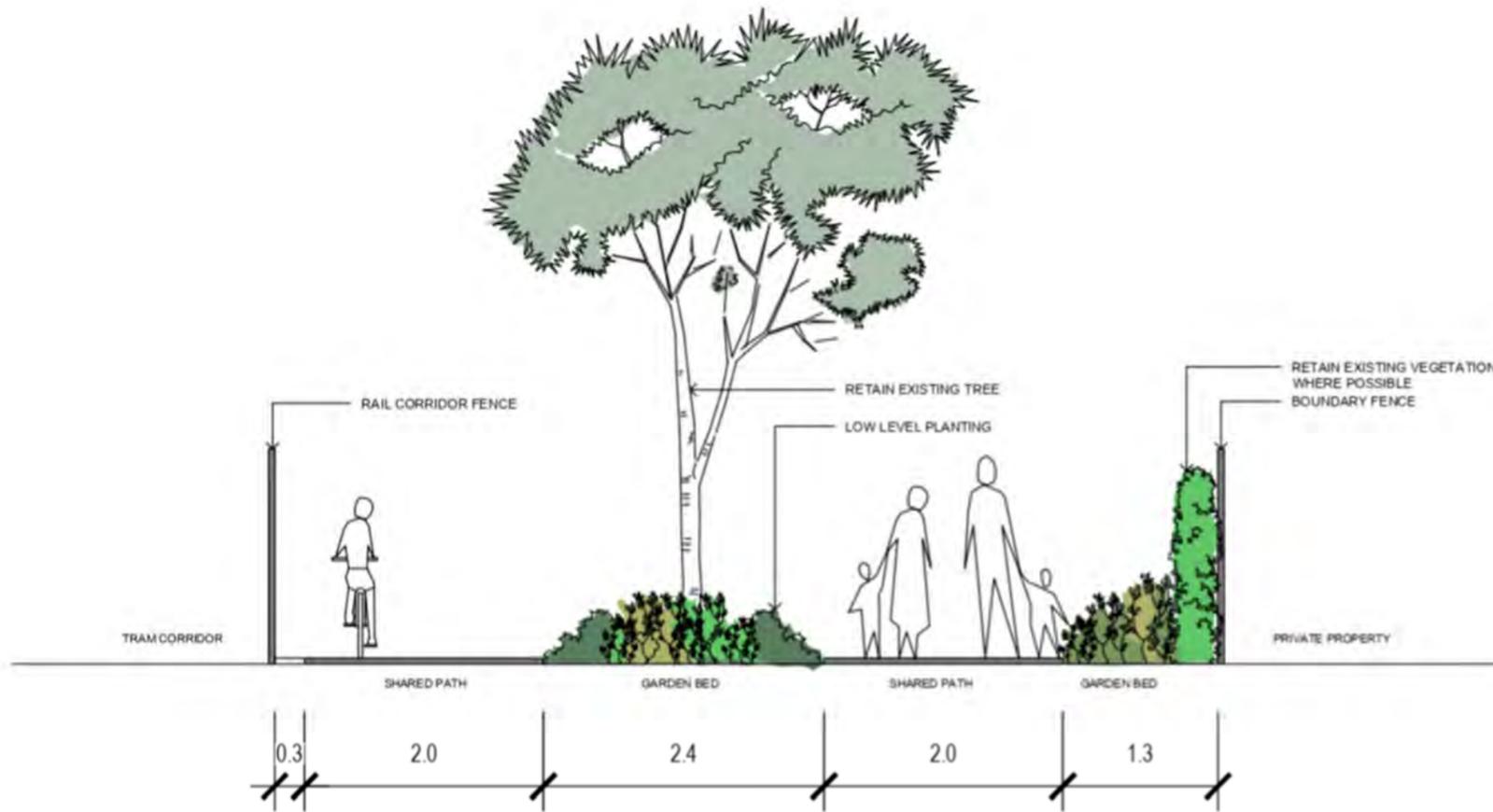


# TYPICAL SECTION



**01** TYPICAL SECTION MAIN BIKEWAY  
SCALE 1:50 @ A1

# TYPICAL SECTION



**02** TYPICAL SECTION AT RETAINED TREE  
SCALE 1:50 @ A1

## DECISION REPORT

<b>REPORT TITLE:</b>	LICENCE AGREEMENTS FOR DEPARTMENT FOR INFRASTRUCTURE AND TRANSPORT SHARED USE PATHS
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	ALANA FABER
<b>JOB TITLE:</b>	PROPERTY SERVICES COORDINATOR
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - HEAD AGREEMENT</li><li>2. ATTACHMENT 2 - DRAFT LICENSE AGREEMENT</li><li>3. ATTACHMENT 3 - SHARED USE PATH MAP</li></ol>

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### 1. **EXECUTIVE SUMMARY**

At its meeting held on 9 December 2019 (Item 4.3 Mike Turtur Bikeway), Council endorsed in principle to enter into a Head Agreement with the then Minister for Infrastructure and Transport.

Council resolved (in part):

...

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.*

*Resolution C0144/19*

The Head Agreement sets out the terms and conditions and clarifies roles and responsibilities between Council and the Department for Infrastructure and Transport (DIT) (formerly Department of Planning, Transport and Infrastructure, DPTI), regarding the maintenance of its eight shared use paths that are located throughout the City of Unley. Please note, references in this report to DPTI should be read as references to DIT.

As part of formalising the Head Agreement, each section of shared use path requires a Licence Agreement which identifies its specific location and sets out any special conditions that relate to that particular path.

The purpose of this report is to seek Council's authorisation for the Chief Executive Officer to sign any Licence Agreements pertaining to this matter on Council's behalf and to give effect to the Head Agreement.

A separate report detailing the current status of the Mike Turtur Bikeway's concept design and a summary of the public consultation has also been put to Council's August meeting for consideration.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. The Chief Executive Officer be authorised to sign any Licence Agreements pertaining to the Department for Infrastructure and Transport's (formerly the Department for Planning, Transport and Infrastructure) Shared Use Path Head Agreement for all sections of paths located within the City of Unley.
- 

## **3. RELEVANT CORE STRATEGIES/POLICIES**

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

## **4. BACKGROUND / DISCUSSION**

The existing Mike Turtur Bikeway and Marino Rocks Greenway shared use paths are located on sections of land within existing rail corridors that are under the care, control and management of DIT for the Minister for Infrastructure and Transport (formerly DPTI for the Minister for Planning, Transport and Infrastructure - please note, references in this report to DPTI should be read as references to DIT). There are currently eight sections of these shared use paths that run through the City of Unley.

Historically, Council and DPTI have both constructed various sections of these shared use paths at different times. Since construction, there has been a lack of clarity and consistency regarding the roles and responsibilities of Council and DPTI with respect to the maintenance of these paths. As such, a formal agreement was required to be negotiated and entered into by both parties.

In March 2020, the Administration reached agreement on the Head Agreement that covered the necessary terms and conditions, and clarifies roles and responsibilities between Council and DPTI.

*Attachment 1*

Subsequently, the attached Head Agreement was signed and sealed by the Mayor and Chief Executive Officer and forwarded to DPTI for execution. The relevant Minister's delegate will sign the Head Agreement once the terms of each Licence Agreement has been agreed to.

### **Licence Agreements (attachment to Head Agreement)**

Throughout the negotiations for the Head Agreement, it was agreed by the Administration and DPTI to have Licence Agreements as an attachment to the Head Agreement. An example of the licence agreement is provided as Attachment 2.

#### *Attachment 2*

This decision was made on the basis that:

- during the term of the Head Agreement (nine years), it will be relatively easy to add and remove Licence Agreements for individual sections of shared use paths if required;
- each Licence Agreement specifically identifies a particular section of shared use path, along with any special conditions regarding that section of path; and
- each shared use path is of varying length, width, condition and contains different assets or features which may need to be specifically identified (ie different path surfaces for varying reasons along some sections of path etc).

At the moment there are eight sections of shared use paths within the City of Unley and as such there will be eight individual Licence Agreements negotiated and added as attachments to the Head Agreement.

The eight sections of shared use paths are summarised as follows:

#### Marino Rocks Greenway

- Anzac Highway to Rose Terrace, Wayville
- Rose Terrace to Leader Street, Wayville
- Canterbury Terrace/Addison Road to Emerson Road, Black Forest
- Victoria Street to Cranbrook Avenue, Goodwood
- Lyons Parade, Forestville - Victoria Street to Chelmsford Avenue/Cromer Parade
- Forestville Reserve – several sections of shared use path through this reserve

#### Mike Turtur Bikeway

- Forestville Reserve – several sections of shared use path through this reserve
- King William Road, Wayville – Greenhill Road to Musgrave Street, Goodwood
- Norman Terrace, Forestville / Everard Park – South Road to Leah Street

#### *Attachment 3*

## 5. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Chief Executive Officer be authorised to sign any Licence Agreements pertaining to the Department for Infrastructure and Transport's (formerly the Department for Planning, Transport and Infrastructure) Shared Use Path Head Agreement for all sections of paths located within the City of Unley.

As entering into a Head Agreement has already been signed by Council, providing approval for the individual Licence Agreements is considered to be a logical step to finalising and giving effect to the Head Agreement. This completes the process by way of a formal agreement and identifies who is responsible to undertake the maintenance and upkeep of the shared use paths throughout the City of Unley.

## 6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

## 7. **POLICY IMPLICATIONS**

### **7.1 Financial/Budget**

- Although Council may have maintained sections of the shared use paths in the past, this would have been on an adhoc basis and therefore not incurred significant costs.
- The finalisation of the arrangements with DPTI will result in an increase in maintenance costs for Council regarding the Mike Turtur Bikeway and all the other shared use paths located within the City. These costs are yet to be confirmed but are estimated to be in the order of \$12,000 per year which can be accommodated in Council's annual operating budget.
- At the conclusion of the nine year Head Agreement period, Council will have the opportunity to review and re-negotiate the terms and conditions of the agreement.

### **7.2 Legislative/Risk Management**

- Once the infrastructure associated with the shared use paths that are located within the City of Unley is confirmed as Council's responsibility, risks in managing this infrastructure will be managed the same as any other within the City.

### **7.3 Staffing/Work Plans**

- The required process to finalise the arrangements regarding the Licence Agreements will be managed by Council staff within their current work plans.

**7.4 Environmental/Social/Economic**

- With Council having the formal Head Agreement and Licence Agreements finalised, this provides Council staff the necessary authority to manage the shared use paths, including the environment that surrounds each path, creating more green corridors for all users to enjoy.

**7.5 Stakeholder Engagement**

Nil

**8. REPORT CONSULTATION**

Council's Strategic Assets Team has been consulted regarding this matter.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Aaron Wood	Manager Assets and Operations
Claude Malak	General Manager, City Development



**HEAD AGREEMENT**

**FOR PUBLIC USE OF PATHWAYS**

**BETWEEN**

**MINISTER FOR TRANSPORT, INFRASTRUCTURE  
AND LOCAL GOVERNMENT**

**-AND-**

**CITY OF UNLEY**



**Government  
of South Australia**

**CROWN SOLICITOR**  
(within the Department of Planning, Transport and Infrastructure)  
Level 7, 77 Grenfell St, Adelaide SA 5000

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**SCHEDULE 1 HEAD AGREEMENT DETAILS**

**SCHEDULE 2 LICENCE AGREEMENT MEMORANDUM**

**AGREEMENT** dated \_\_\_\_\_ day of \_\_\_\_\_ 2020

**PARTIES:**

**MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT** a body corporate pursuant to the *Administrative Arrangements Act 1994* (SA) of 136 North Terrace, Adelaide SA 5000 (**Minister**)

**AND**

**CITY OF UNLEY** of Civic Centre, 181 Unley Road, Unley SA 5061 (**Licensee**)

**BACKGROUND:**

- A. This Head Agreement contemplates that the Minister and the Licensee enter into one or more Licence Agreements in respect of land, for which the Minister is the registered proprietor and the Licensee wishes to enter upon and use.
- B. This Head Agreement will provide a framework and pre-agreed terms and conditions for the establishment of such Licence Agreements.

**IT IS AGREED:**

**PART 1 – PRELIMINARY**

**1. DEFINITIONS**

In this Head Agreement unless the context otherwise requires:

- 1.1 **Business Day** means any day that is not a Saturday, Sunday or a public holiday in Adelaide, South Australia;
- 1.2 **Commencement Date** means the commencement date set out in the Licence Agreement Memorandum;
- 1.3 **Common Areas** means those areas of the Land (if any) provided from time to time for common use by all tenants and occupiers of the Land including paths, driveways, car parking areas, restrooms and any other facility designated as a common area by the Minister;
- 1.4 **Expiry Date** means the expiry date set out in the Licence Agreement Memorandum;
- 1.5 **Fencing** means the fencing, constructed by the Minister at the Minister's cost, that runs along the boundary of the one side of the Site and separates the Site from the rail corridor;
- 1.6 **Head Agreement** means this agreement and includes all schedules and annexures (if any);
- 1.7 **Land** means the land described in the Licence Agreement Memorandum, for which the Minister is the registered proprietor;

- 1.8 **Licence Agreement** means a licence agreement formed in accordance with clause 8 of this Head Agreement;
- 1.9 **Licence Agreement Memorandum** means a licence agreement memorandum in the form set out in Schedule 2 of this Head Agreement;
- 1.10 **Licence Agreement Term** means the term of the Licence Agreement determined under clause 10;
- 1.11 **Licence Fee** means the licence fee specified in the Licence Agreement Memorandum;
- 1.12 **Licensee's Representative** means the person so identified in Item 3 of Schedule 1 to this Head Agreement;
- 1.13 **Minister's Representative** means the person so identified in Item 3 of Schedule 1 to this Head Agreement;
- 1.14 **Party** means either the Minister or the Licensee;
- 1.15 **Pathway** means the path on the Site to be used by members of the public for pedestrian and bicycle traffic;
- 1.16 **Permitted Use** means the permitted use set out in the Licence Agreement Memorandum;
- 1.17 **Representative** means the relevant Party's Representative specified in Schedule 1 of this Head Agreement or such other person nominated as the Party's Representative by written notice to the other Party from time to time;
- 1.18 **Site** means the site, being all or a portion of the Land, set out in the Licence Agreement Memorandum; and
- 1.19 **Start Date** mean date set out in Item 1 of Schedule 1 to this Head Agreement.

## 2. INTERPRETATION

In this Head Agreement (and any Licence Agreement) unless a contrary intention is evident:

- 2.1 any word importing the plural includes the singular and vice versa;
- 2.2 any word importing a gender includes all other genders,
- 2.3 a reference to a body corporate includes a natural person and vice versa;
- 2.4 a reference to the background, a party, clause, schedule or annexure is a reference to the background, a party, clause, schedule or annexure of this Head Agreement;
- 2.5 the headings and clause numbers are inserted only as a matter of convenience and in no way affect the construction of this Head Agreement (or any Licence Agreement); and
- 2.6 nothing in this Head Agreement (or any Licence Agreement) is to be interpreted against a Party solely on the basis the Party put forward this Head Agreement (or the Licence Agreement) or any part of it.

## 3. FORMAL CONSIDERATION

In consideration of the Minister undertaking obligations under this Agreement, the Licensee must pay the consideration of one dollar (\$1.00) on demand by the Minister.

## PART 2 - HEAD AGREEMENT TERM, TERMINATION AND ADMINISTRATION

### 4. TERM OF HEAD AGREEMENT

This Head Agreement shall commence on the Start Date and, subject to any earlier termination of this Head Agreement in accordance with its terms or by operation of law, remains in operation unless and until the Minister and the Licensee either:

- 4.1 enter into a new head agreement which is expressed to replace this Head Agreement; or
  - 4.2 this Head Agreement is terminated by the Minister or the Licensee in accordance with clause 5; or
  - 4.3 this Head Agreement is otherwise terminated by mutual consent,
- (whichever first occurs).

### 5. TERMINATION OF HEAD AGREEMENT

#### Termination by the Minister

- 5.1 The Minister may terminate this Head Agreement by notice in writing served on the Licensee if:
  - 5.1.1 the Licensee commits a material breach of this Head Agreement or any Licence Agreement and has not rectified such material breach within twenty-one (21) days (or such longer period as is reasonable having regard to the nature of the breach) of the Minister giving notice in writing to the Licensee requiring the rectification of such breach; or
  - 5.1.2 the Licensee commits or permits during a calendar year three (3) or more breaches of an obligation imposed on the Licensee for which the Minister has previously given notice of such breaches in writing during the calendar year, even if the previous breaches by the Licensee have been rectified; or
  - 5.1.3 the Licensee is declared a "defaulting council" pursuant to the *Local Government Act 1999* and any of the events specified in section 9(b), (d), (f), (g), (i) or (j) of the *Local Government Act 1999* occur in respect of the Licensee.
- 5.2 If the Minister determines in his absolute discretion that all of the Sites are required for transport purposes, the Minister may terminate this Head Agreement at any time by giving at least three (3) months written notice to the Licensee.

#### Termination by the Licensee

- 5.3 The Licensee may terminate this Head Agreement at any time by giving at least three (3) months written notice to the Minister if the Licensee determines (in its absolute discretion) that it no longer wishes to use or make available any Site as a Pathway.
- 5.4 If this Head Agreement is terminated pursuant to clause 5.3, unless otherwise agreed by the Minister, the Licensee must forthwith remove at its cost and expense in all things the Pathway, lighting, signage as well as all of the improvements on all Sites constructed or installed by or for the Licensee and upon such removal do no damage to any Site or any Land.

**6. EFFECT OF TERMINATION OF HEAD AGREEMENT**

- 6.1\* The Licensee acknowledges and agrees as follows:
- 6.1.1 if this Head Agreement is terminated, the Licence Agreement (and if more than one, each separate Licence Agreement) will automatically terminate; and
  - 6.1.2 unless the Minister or the Licensee expressly terminates this Head Agreement, the termination of a Licence Agreement does not affect the continuation of this Head Agreement or any other Licence Agreement.
- 6.2 Termination of this Head Agreement or any Licence Agreement by the Minister or the Licensee is without prejudice to any rights, remedies or actions that either Party may have against the other which have arisen prior to the date of termination.

**7. ADMINISTRATION**

- 7.1 The Minister's Representative and the Licensee's Representative each has authority to:
- 7.1.1 exercise all of the powers and functions of his or her Party under this Head Agreement or the Licence Agreement (as the case may be), other than the power to amend this Head Agreement or the Licence Agreement; and
  - 7.1.2 bind his or her Party in relation to any matter arising out of or in connection with this Head Agreement or the Licence Agreement (as the case may be).
- 7.2 Either Party may change their Representative by giving written notice to the other.

**PART 3 – LICENCE AGREEMENT FORMATION****8. FORMATION OF A LICENCE AGREEMENT**

- 8.1 The parties acknowledge and agree that this Head Agreement does not impose any obligation on the Minister or constitute any guarantee on the Minister's part that it will grant the Licensee a licence at any time.
- 8.2 If and when the Licensee seeks access to and use of the Site, the Licensee must notify the Minister and if the Minister is willing and able to grant the non-exclusive licence, the parties may enter into a Licence Agreement for the grant of the licence.
- 8.3 A Licence Agreement is formed when the Minister and the Licensee have signed a Licence Agreement Memorandum.
- 8.4 The terms and conditions of a Licence Agreement between the Minister and the Licensee comprise of:
- 8.4.1 the terms and conditions set out in Part 4 of this Head Agreement;
  - 8.4.2 the terms and conditions set out in Parts 1 and 5 of this Head Agreement;
  - 8.4.3 the Licence Agreement Memorandum;

- 8.4.4 any schedules, annexures or attachments to the Licence Agreement Memorandum,  
which in the event of any inconsistency have priority in that order.

#### **PART 4 – LICENCE AGREEMENT CONDITIONS**

#### **9. GENERAL**

The terms and conditions set out in this Part 4:

- 9.1 apply to each Licence Agreement formed under this Head Agreement;
- 9.2 have no application unless and until a Licence Agreement is formed under this Head Agreement; and
- 9.3 are to be interpreted with reference to the details set out in the applicable Licence Agreement Memorandum.

#### **10. TERM OF LICENCE AGREEMENT**

- 10.1 The Licence Agreement shall commence on the Commencement Date and subject to any earlier termination of the Licence Agreement in accordance with its terms or by operation of law, shall expire on the Expiry Date (unless the Licence Agreement is extended in accordance with clause 10.2).
- 10.2 If the Licensee continues to use the Site with the consent of the Minister after the expiry of the Licence Agreement Term then:
  - 10.2.1 the Licensee will use the Site under a quarterly licence;
  - 10.2.2 either Party may terminate the quarterly licence on three (3) calendar months' notice in writing to the other Party; and
  - 10.2.3 the quarterly licence will be at a quarterly licence fee equivalent to the quarterly proportion of the Licence Fee payable and otherwise on the same terms and conditions as the Licence Agreement (so far as applicable).
- 10.3 If the Licensee terminates the Licence Agreement pursuant to subclause 10.2.2, then unless otherwise agreed by the Minister, the Licensee must forthwith remove at its cost and expense in all things the Pathway, lighting, signage as well as all of the improvements on all Sites constructed or installed by or for the Licensee and upon such removal do no damage to any Site or any Land.

#### **11. LICENCE**

- 11.1 The Minister grants to the Licensee and the Licensee accepts a non-exclusive licence to use the Site for the Permitted Use for the duration of the Licence Agreement Term on the terms and conditions of the Licence Agreement.
- 11.2 The Minister grants to the Licensee a licence in common with the Minister and any other tenant, occupier or user of the Land from time to time to use the Common Areas for the purposes such Common Areas are designated.
- 11.3 The rights granted by the Minister to the Licensee under the Licence Agreement are contractual only and do not create or confer on the Licensee any tenancy, estate or interest in the Site.

**12. LICENCE FEE**

The Licensee must pay to the Minister the Licence Fee at the times set out in the applicable Licence Agreement Memorandum.

**13. OUTGOINGS**

13.1 If the Site becomes separately rateable from the Land the Licensee must pay:

13.1.1 charges for water in relation to the Site;

13.1.2 licence fees, rates and other charges imposed on the Site or on the Licensee in relation to the occupancy of the Site by the Licensee or conduct of business from the Site by the Licensee.

13.2 The Licensee must pay any electricity charges against the Licensee which arise as a consequence of its own assets or usage if electricity is supplied to the Site.

13.3 If there is no separate meter for electricity or water used on or from the Site the Licensee may install a meter at its own cost.

13.4 The Licensee must pay an amount payable under this clause directly to the body making the charge unless the Minister requires payment to itself.

13.5 Subject to clauses 13.1 and 13.2, the Licence Fee is otherwise inclusive of all other outgoings relating to the Site.

13.6 If the Licensee fails to pay outstanding charges as and when those charges fall due then the Minister may pay any of the outstanding amounts which have not been paid by the Licensee when due. Any such sum or sums paid by the Minister may be recovered from the Licensee under law.

**14. GST**

14.1 The parties agree that the Licence Fee and any other amounts payable under this Head Agreement or the Licence Agreement are exclusive of GST.

14.2 If any supply under the Licence Agreement by the Minister is a taxable supply, then the Minister will supply to the Licensee a tax invoice in respect of that supply.

**15. CONTAMINATION AND ENVIRONMENTAL ISSUES**

15.1 The Licensee must:

15.1.1 not allow nor bring any substance or compound nor do anything that may in any way cause or contribute to any pollution or Contamination or Environmental Harm to the Site and/or the Land without the prior written consent of Minister (which may be given or withheld by the Minister at its absolute discretion);

15.1.2 immediately notify the Minister of any act or omission by the Licensee or of which the Licensee becomes aware that has caused or has a reasonable prospect of causing any pollution or Contamination or Environmental Harm to the Site and/or the Land;

15.1.3 on receiving a written direction from the Minister that lists its reasons or reasonable opinion, the Licensee must cease any activity on the

- Site and/or the Land that may tend to cause or is causing or has caused any pollution or Contamination or Environmental Harm; and
- 15.1.4 if required by the Minister in writing, at the Licensee's expense remove from the Site any and all substances and compounds which were allowed or brought onto the Site by the Licensee which are causing exacerbating or contributing to any pollution or Contamination or Environmental Harm to the Site and/or the Land and restore the Site and/or the Land to the condition it was in on the date on which the Licensee commenced occupation of the Site.
- 15.2 The Licensee acknowledges that the Minister makes no representation or warranty about the state, condition or suitability of the Site and/or the Land including whether there may be any Existing Contamination. In the event there is Existing Contamination, the Licensee must not do anything that adds to or exacerbates the Existing Contamination and, if required by the Minister in writing, the Licensee must cease such activity that has added or exacerbated the Existing Contamination.
- 15.3 The terms used in this clause have the following meanings:
- 15.3.1 **Environmental Harm** has the same meaning as in the *Environment Protection Act 1993* (SA) and includes but is not limited to harm or potential harm or risk of harm or future harm to the environment regardless of its severity and duration and includes:
- (a) an environmental nuisance whether or not such nuisance is of a high impact or on a wide scale;
  - (b) any environmental harm declared at law or is caused by pollution howsoever caused whether directly or indirectly or results from pollution alone or from the combined effects of pollution and other factors;
  - (c) actual or potential harm to the health or safety of persons;
  - (d) actual or potential environmental harm; or
  - (e) any environmental harm that results in:
    - (i) any actual or potential loss (including such reasonable costs and expenses incurred in taking all reasonable and preventable measures to prevent or mitigate any environmental harm or to make good any environmental damage); or
    - (ii) property damage;
- 15.3.2 **Existing Contamination** means the Contamination, if any, that is existing on the Site as at the commencement of the Licence Agreement or such earlier occupation and use of the Site by the Licensee; and
- 15.3.3 **Site Contamination** has the same meaning as in the *Environment Protection Act 1993* (SA) and includes but is not limited to any chemical substance present on or below the surface of the Land, contamination of the groundwater beneath the Land or on land adjacent or nearby to the Land where such contamination emanates from the Land and **Contamination** has a corresponding meaning.

**16. TRAFFIC**

The Licensee must ensure that in the course of undertaking the Permitted Use vehicular traffic on or adjacent to the Land is not restricted in any way and must ensure that to the extent of the Licensee's control over the same free passage is provided over, across and along such areas at all times, unless otherwise approved by the Minister.

**17. SPECIAL CONDITIONS**

17.1 The Licensee acknowledges and agrees that the special conditions set out in the Licence Agreement Memorandum apply to the Licence Agreement and the Licensee must comply with these special conditions.

17.2 In the case of any inconsistency between the special conditions set out in the Licence Agreement Memorandum and these terms, the special conditions will prevail to the extent of such inconsistency.

**18. FENCING**

18.1 The parties acknowledge and agree that the Fencing is an important element of rail corridor safety and must not be changed, altered or damaged by the Licensee or any agent or contractor of the Licensee.

18.2 The Licensee will, where it is considered to be appropriate, install suitable signage to notify members of the public that the Fencing must not be interfered with.

18.3 The Licensee must as soon as is reasonably possible notify the Network Access Manager, Department of Planning, Transport and Infrastructure on (08) 8218 4098 of any change, vandalism, damage or deterioration of the Fencing that the Licensee becomes aware of.

**19. TRACK ACCESS**

19.1 The Licensee acknowledges and agrees that:

19.1.1 the Site is located in close vicinity to active rail corridor;

19.1.2 at no time are people, vehicles, plant or objects to be placed on, or operated within three (3) metres of, any rail or any track without the prior written approval of the Minister (which approval may be given or withheld in the Minister's absolute discretion); and

19.1.3 if approval as set out in the above sub-clause is granted, it may be subject to conditions as may be required by the Minister, including but not limited to, the 'Track Access - Safe Working Conditions' published on the Department of Planning, Transport and Infrastructure's website ([www.dpti.com.au](http://www.dpti.com.au)) from time to time.

**20. PERMITTED USE**

20.1 The Licensee must only use or permit the Site to be used for the Permitted Use unless the Licensee obtains the prior written consent of the Minister to use the Site for any other purpose.

20.2 The Licensee must at its expense obtain and maintain all necessary approvals and consents required for use of the Site by the Licensee.

- 20.3 Notwithstanding any other provisions of the Licence Agreement, the Minister may restrict the use of the Site where such use will in the Minister's opinion cause damage to the Site or will prejudice, cause nuisance to or obstruct other users of the Land.
- 20.4 The Minister will for the purposes of clause 20.3 consult with the Licensee prior to the imposition of any restrictions (except in the case of an emergency as determined by the Minister in his absolute discretion).
- 20.5 The Licensee must not use the Site as business premises:
- 20.5.1 at which goods are sold to the public by retail; or
- 20.5.2 at which services are provided to the public or to which the public is invited to negotiate for the supply of services.
- 20.6 The Minister acknowledges and agrees that the Licensee may permit members of the general public to use the Site consistently with the Permitted Use at any and all times.

## 21. MAINTENANCE

- 21.1 The Licensee must at its expense maintain, repair and keep the Site and any fixtures, fittings or other property in good and substantial repair and condition.
- 21.2 The Licensee must at its expense repair, renew, replace, maintain and keep:
- 21.2.1 the Pathway;
- 21.2.2 the lighting on the Site; and
- 21.2.3 the signage on the Site,
- in good and reasonable repair and condition that is fit for the Permitted Use.
- 21.3 The Licensee must within a reasonable period of time at its expense make good any damage caused to the Site (except any damage caused by the Minister or Minister's agents or contractors).
- 21.4 The Licensee must at its expense maintain and prune landscaping on the Site so as to ensure safe use of the Pathway by members of the public and that vegetation does not impede the Minister's capacity to maintain the Minister's fence line or restrict the Minister's access from the Site to the rail corridor through access gates located along the Pathway.
- 21.5 The parties acknowledge and agree that ownership of the Pathway, landscaping, lighting and signage on the Site (including any improvements, erections and fixtures thereto constructed by or for the Licensee) will remain vested in the Licensee during the Licence Agreement Term.
- 21.6 For the avoidance of doubt, the parties acknowledge and agree that the Licensee is not required to maintain or repair the Fencing.

## 22. LITTER

The Licensee must take all reasonable steps to ensure that litter does not accumulate on the Site.

**23. CONTROL OF ANIMAL AND PLANT PESTS**

The Licensee must, as is reasonably practical, control all animal and plant pests as required by the relevant authorities pursuant to the *Native Vegetation Act 1991* (SA) and the *Natural Resources Management Act 2004* (SA).

**24. NOTICE OF HAZARDS**

24.1 The Licensee must give to the Minister notice immediately on becoming aware of any circumstances, including any accident to or defect or lack of repair in any fixture, fitting or other item on the Site which the Minister should reasonably be aware of that might cause any danger, risk or hazard to or on the Site or any person on the Site.

24.2 If the Minister becomes aware of any circumstances affecting the Site that might cause any danger, risk or hazard to or on the Site or any person on the Site, the Minister must within a reasonable period of time give notice to the Licensee of those circumstances.

**25. STATUTORY COMPLIANCE**

The Licensee must at all times during the Licence Agreement Term perform, observe and comply with the requirements of all laws, statutes, regulations, by-laws, ordinances, rules and other forms of statutory instruments or delegated legislation applicable to any Licence Agreement, to the Licensee's activities on the Site or to the use of the Site by the Licensee.

**26. ALTERATIONS OR ADDITIONS**

26.1 The Licensee must not erect, make or effect any alteration or addition in or to the Site or any part of it without the prior written consent of the Minister (which consent may be given or withheld in the Minister's absolute discretion) and, if consent is given, may be subject to such conditions as may be required by the Minister.

26.2 Any alteration, addition or installation made by the Licensee will remain the property of the Licensee who is responsible at its cost for the:

26.2.1 maintenance and repair and, in the case of any plant or equipment, for the repair and running costs; and

26.2.2 removal of the alteration, addition or installation at the expiration or earlier termination of the Licence Agreement.

26.3 For the avoidance of doubt, the Minister will be responsible for the costs incurred pursuant to subclause 26.2.2 in the event the Minister terminates this Head Agreement early pursuant to clause 5.2 or a Licence Agreement early pursuant to clause 28.2.

26.4 The Licensee must carry out additions:

26.4.1 in a proper and workmanlike manner;

26.4.2 using materials of an appropriate standard;

26.4.3 in accordance with any direction given by the Minister.

26.5 The Licensee must take all necessary steps to ensure that the construction of any new additions shall be undertaken in such manner so as to not unreasonably interfere with any of the Minister's assets on the Site.

**27. NO ASSIGNMENT**

The rights and obligations on the Licensee under this Head Agreement and any Licence Agreement are personal to the Licensee and the Licensee must not assign, transfer, sub-contract or otherwise part with possession of any Site without the prior written consent of the Minister (which consent may be given or withheld at the Minister's absolute discretion).

**28. TERMINATION OF LICENCE AGREEMENT****Termination by the Minister**

28.1 The Minister may terminate the Licence Agreement by notice in writing served on the Licensee if:

28.1.1 the Licensee commits a material breach of the Licence Agreement and has not rectified such breach within twenty one (21) days (or such longer period as is reasonable having regard to the nature of the breach) of the Minister giving notice in writing to the Licensee requiring the rectification of such breach; or

28.1.2 the Licensee commits or permits during a calendar year three (3) or more breaches of an obligation imposed on the Licensee for which the Minister has previously given notice of such breaches in writing during the calendar year, even if the previous breaches by the Licensee have been rectified; or

28.1.3 the Licensee is declared a "defaulting council" pursuant to the *Local Government Act 1999* and any of the events specified in section 9(b), (d), (f), (g), (i) or (j) of the *Local Government Act 1999* occur in respect of the Licensee.

28.2 If the Minister determines in his absolute discretion that a Site or any portion of a Site is required for transport purposes, the Minister may terminate the Licence Agreement at any time by giving at least three (3) months written notice to the Licensee.

**Termination by the Licensee**

28.3 The Licensee may terminate the Licence Agreement at any time by giving at least three (3) months written notice to the Minister if the Licensee determines (in its absolute discretion) that it no longer wishes to use or make available the Site as a Pathway.

28.4 If the Licence Agreement is terminated pursuant to clause 28.3, unless otherwise agreed by the Minister, the Licensee must forthwith remove at its cost and expense in all things the Pathway, lighting, signage as well as all of the improvements on all Sites constructed or installed by or for the Licensee and upon such removal do no damage to any Site or any Land.

**29. EFFECT OF TERMINATION OF LICENCE AGREEMENT**

29.1 The Licensee acknowledges and agrees as follows:

29.1.1 if this Head Agreement is terminated, the Licence Agreement will automatically terminate; and

29.1.2 unless the Minister or the Licensee expressly terminates this Head Agreement, the termination of a Licence Agreement does not affect

the continuation of this Head Agreement or any other Licence Agreement.

- 29.2 Termination of the Licence Agreement by the Minister or the Licensee is without prejudice to any rights, remedies or actions that either Party may have against the other which have arisen prior to the date of termination.

**30. OBLIGATIONS AT THE END OF THE TERM**

- 30.1 On the earlier termination of the Licence Agreement by the Minister, or where consent is not granted by the Minister pursuant to clause 10.2, the Licensee must at its expense vacate the Site within the timeframe specified by the Minister acting reasonably and deliver up possession of the Land consistent with the Licensee's obligations contained in the Licence Agreement.
- 30.2 If the Licensee does not continue to use the Site after the Expiry Date or if the Licensee terminates the Licence Agreement early pursuant to clauses 10.2.2 or 28.3, the Licensee must at its expense vacate the Site within the timeframe specified by the Minister acting reasonably and deliver up possession of the Land consistent with the Licensee's obligations pursuant to clauses 10.3 and 28.4 in the Licence Agreement.
- 30.3 If the Licensee fails to comply with its obligations under this clause 30, the Minister may carry out such repairs or undertake other obligations of the Licensee at the Licensee's expense and the Minister may recover all reasonable expenses incurred from the Licensee as a debt due.

**31. MINISTER'S INSPECTION**

- 31.1 The Licensee acknowledges that the Minister and any officer, employee agent or contractor of the Minister may enter on the Land at all reasonable times to examine the condition of the Site.
- 31.2 The Minister may require the Licensee by notice in writing to undertake repairs to the Site or such other actions to ensure compliance with the obligations on the Licensee contained in the Licence Agreement and the Licensee must comply with such notice issued pursuant to this clause 31 within the time specified in the notice (which period of time must be reasonable having regard to the nature of the actions required).
- 31.3 If the Licensee fails to comply with its obligations under this clause 31, the Minister may carry out such repairs or undertake other obligations of the Licensee and the Minister may recover all reasonable costs and expenses incurred from the Licensee as a debt due.

**32. NO WARRANTY**

The Licensee acknowledges that the Minister does not expressly or impliedly provide any warranty:

- 32.1 the Site is now or will remain suitable or adequate for all or any of the purposes of the Licensee; or
- 32.2 in relation to any past use of the Site or the presence or otherwise of any contaminants or pollutants, toxic, noxious or dangerous substance in, on or under the Site.

**33. RELEASE**

The Licensee will occupy and use the Site at its own risk and the Licensee releases to the full extent permitted by law the Minister, its officers, employees, agents and contractors, in the absence of any default, neglect or omission on their part, from all claims resulting from:

- 33.1 any accident, injury to persons or loss or damage to property occurring in, on or in the vicinity of the Site (including any loss or damage to any personal property of the Licensee, its workers, contractors, agents or invitees); or
- 33.2 any defect, contamination or pollution in or on the Site.

**34. INDEMNITY**

The Licensee must indemnify and keep indemnified the Minister, its officers, employees, agents and contractors against all claims which the Minister incurs in connection with any loss of life, personal injury, loss or damage to property or any other loss whatsoever arising out of:

- 34.1 the use or occupation of the Site by the Licensee, its agents, employees, contractors or invitees;
- 34.2 the exercise of the rights or obligations of the Licensee, its agents, employees, contractors or invitees; or
- 34.3 any breach of a Licensee obligation under the Licence Agreement,

except the indemnity by the Licensee will be reduced in proportion to the extent such loss of life, personal injury or loss or damage to property is contributed to by any negligent act default or omission of the Minister or its officers, employees, agents or contractors.

**35. INSURANCE**

- 35.1 The Minister warrants that the Minister is entitled to the benefits of the South Australian Government Insurance and Risk Management arrangements administered by the South Australian Government Captive Insurance Corporation in respect of the operations under the Licence Agreement.
- 35.2 The Licensee warrants that it is a member of the Local Government Association Mutual Liability Scheme (**Scheme**) and is bound by the rules of the Scheme pursuant to provisions in the *Local Government Act 1999* and in the event that the Licensee ceases to be a member of the Scheme it will immediately take out and maintain insurance to cover its civil liabilities at a minimum level of cover of THREE HUNDRED MILLION DOLLARS (\$300,000,000).

**36. DAMAGE OR DESTRUCTION**

- 36.1 The Minister has no obligation to:
  - 36.1.1 reinstate or restore the Site if the Site is damaged or destroyed or otherwise rendered unfit for occupation or use by the Licensee; or
  - 36.1.2 reinstate or restore any part of the Land if access to the Site is compromised by damage to or destruction of any part of the Land.

- 36.2 If the Site or any part of the Land is damaged or destroyed, the Minister may determine acting reasonably whether the Site has been rendered unfit for occupation or use by the Licensee.
- 36.3 If the Minister determines that the Site is unfit for occupation or use by the Licensee, the Minister may give notice to the Licensee of its intention to terminate this Licence Agreement (**Notice of Intention**).
- 36.4 On receipt of a Notice of Intention, the Licensee may give the Minister a written notice:
- 36.4.1 that it intends to repair at its expense in all things the Site to make the site suitable for the Permitted Use; or
- 36.4.2 that it terminates the Licence Agreement with immediate effect.
- 36.5 If the Licensee:
- 36.5.1 does not give the Minister a notice pursuant to clause 36.4; or
- 36.5.2 gives a notice pursuant to clause 36.4.1 but does not make the Site suitable for the Permitted Use within six (6) months of the date of that notice;
- then the Minister may terminate the Licence Agreement with immediate effect by written notice to the Licensee.
- 36.6 Any termination of the Licence Agreement pursuant to this clause 36 is without prejudice to any rights, remedies or actions that have arisen prior to the date of termination.

### 37. QUIET ENJOYMENT

- 37.1 Subject to the terms of the Licence Agreement, the Licensee may use the Site for the Permitted Use without interference by the Minister.
- 37.2 The Minister must not make any alterations or additions to the Site or the Land that would materially interfere with the Permitted Use without first consulting with the Licensee.

## PART 5 - GENERAL

### 38. GENERAL

#### 38.1 Relationship

The relationship between the Parties is only that of independent contractors with the rights, liabilities, duties and obligations set out in the Head Agreement or the Licence Agreement and the Parties acknowledge and agree nothing in the Head Agreement or Licence Agreement will be deemed or construed to constitute any Party as a partner, joint venturer, employer, employee, principal, agent, trustee (whether express or constructive), beneficiary, fiduciary or representative of the other Party.

#### 38.2 Severance

If any term or condition of this Head Agreement or the Licence Agreement is for any reason unlawful, void, invalid or unenforceable then the offending term or condition will be severed without affecting the validity or enforceability of the remainder of this Head Agreement or the Licence Agreement (as the case

may be).

**38.3 Entire Agreement**

This Head Agreement (including any Licence Agreements formed under it) constitutes the entire agreement of the parties for this subject matter and supersedes any prior agreement, understanding and representation of the parties on the subject matter.

**38.4 Modification**

Any modification of this Head Agreement or Licence Agreement must be in writing and signed by each Party.

**38.5 Waiver**

38.5.1 A waiver of any provision of this Head Agreement or Licence Agreement must be in writing and signed by the Party or by persons duly authorised to execute such a document on a Party's behalf.

38.5.2 No waiver by a Party of a breach of a term or condition contained in this Head Agreement or the Licence Agreement will operate as a waiver of another breach of the same or of any other term or condition contained in this Head Agreement or the Licence Agreement.

38.5.3 No forbearance, delay or indulgence by a Party in enforcing the provisions of this Head Agreement or the Licence Agreement will prejudice or restrict the rights of that Party.

**38.6 Joint and Several**

Where two or more persons comprise the Licensee, this Head Agreement and the Licence Agreement binds them jointly and severally.

**38.7 Governing Law**

The laws in force from time to time in South Australia apply to this Head Agreement and the Licence Agreement and the courts of South Australia have exclusive jurisdiction to determine any proceedings in relation to the Head Agreement and the Licence Agreement.

**38.8 Auditor General**

Nothing in this Head Agreement or the Licence Agreement derogates from the powers of the Auditor-General under the *Public Finance and Audit Act 1987* (SA).

**38.9 Disclosure of Agreement**

38.9.1 The Minister may disclose this Head Agreement and the Licence Agreement and/or information in relation to those agreements in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

38.9.2 Nothing in this clause derogates from the parties obligations under any provisions of this Head Agreement or the Licence Agreement or the provisions of the *Freedom of Information Act 1991* (SA).

**39. NOTICES**

- 39.1 A "notice" means:
- 39.1.1 a notice; or
  - 39.1.2 a consent, approval or other communication required to be in writing under this Head Agreement or the Licence Agreement.
- 39.2 A notice or other communication is properly given or served if the Party delivers it by hand, posts it or transmits it by electronic mail to the other Party to the address specified in Schedule 1 of this Head Agreement.
- 39.3 A notice or other communication is taken to be received if:
- 39.3.1 delivered by hand before 5.00 pm on a Business Day, on the day of delivery, otherwise on the next Business Day;
  - 39.3.2 sent by pre-paid mail, on the third Business Day after posting;
  - 39.3.3 transmitted by electronic mail:
    - (a) when the relevant email appears in the sender's sent log with properties disclosing an appropriate routing; and
    - (b) the sender does not receive a message from the system operator to the effect that the relevant email was undeliverable.
- 39.4 If the result under clause 39.3 is that a notice would be taken to be given on a day that is not a Business Day in the place to which the notice is sent, then it will be taken to have been given on the next Business Day in that place.
- 39.5 A Party may from time to time notify of a change to its contact details by written notice to the other Party.

40. **COSTS**

Each Party will bear its own costs incurred in respect of the preparation, negotiation and execution of this Head Agreement and any Licence Agreement and the Licensee must pay the stamp duty (if any) in respect of this Head Agreement or any Licence Agreement.

**EXECUTED AS AN AGREEMENT**

**SIGNED** for and on behalf of the **MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT** by his duly constituted Attorney pursuant to Power of Attorney 13198555, who has not received a notice of the revocation of that Power of Attorney in the presence of:

.....  
Witness (sign above)

.....  
Print Name (above)

.....  
Address (above)

.....  
Tel:.....

.....  
Director, Property (sign above)  
Across Government Services  
Department of Planning, Transport and Infrastructure  
Stephen McQuillan  
Address:  
C/- Property Directorate  
Department of Planning, Transport and Infrastructure  
GPO Box 1533  
ADELAIDE SA 5001



The **COMMON SEAL** of **CITY OF UNLEY** was affixed in the presence of:

.....  
*Michael Hewitson*  
.....  
Mayor (sign above)

.....  
Michael Hewitson  
.....  
Print Name (above)

Date: *17/03/2020*

.....  
*Peter Tsokas*  
.....  
Chief Executive Officer (sign above)  
**Peter Tsokas**  
**Chief Executive Officer**  
**City of Unley**  
.....  
Print Name (above)

**SCHEDULE 1**

**HEAD AGREEMENT DETAILS**

**ITEM 1            START DATE**

The date of execution of this Head Agreement by the last of the parties.

**ITEM 2            NOTICES**

Minister  
Director, Property  
Across Government Services  
Department of Planning, Transport and Infrastructure  
PO Box 1533  
Adelaide SA 5001  
[dpti.propertyportfolioassets@sa.gov.au](mailto:dpti.propertyportfolioassets@sa.gov.au)

Licensee  
General Manager, City Development  
City of Unley  
PO Box 1  
Unley SA 5061  
[pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

**ITEM 3            REPRESENTATIVES**

Minister's Representative  
Director, Property  
Across Government Services  
Department of Planning, Transport and Infrastructure

Licensee's Representative  
General Manager, City Development  
City of Unley  
8372 51 22



**SCHEDULE 2****FORM OF LICENCE AGREEMENT MEMORANDUM****BETWEEN:**

**MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT** a body corporate pursuant to the *Administrative Arrangements Act 1994* (SA) of 136 North Terrace, Adelaide SA 5000 (**Minister**)

**AND**

**CITY OF UNLEY** of Civic Centre, 181 Unley Road, Unley SA 5061 (**Licensee**)

**THE PARTIES AGREE AS FOLLOWS:**

This is a Licence Agreement between the Minister and the Licensee under the terms of the Head Agreement between the Minister and the Licensee dated [*insert date of Head Agreement*].

In consideration of the Licence Fee, the Minister grants to the Licensee and the Licensee accepts a non-exclusive licence to use the Site for the Permitted Use for the duration of the term of the Licence Agreement on the terms and conditions of this Licence Agreement.

The terms of this Licence Agreement are as described in clause 8 of the Head Agreement, which incorporates terms and conditions of the Head Agreement.

**SCHEDULE OF PARTICULARS****ITEM 1      LAND**

The whole of the land comprised and described in Certificate of Title Volume [*insert*] Folio [*insert*].

**ITEM 2      SITE**

That portion of the Land being [*insert*] and more particularly [*insert*] on the plan attached to this Licence Agreement Memorandum.

**ITEM 3      PERMITTED USE**

- Pathway to be used by members of the public for pedestrian and bicycle traffic;
- Landscaping; and
- Public Amenity.

**ITEM 4      TERM**

Commencement Date: [*insert*]

Expiry Date: [*insert*]

**ITEM 5 LICENCE FEE**  
Amount: \$1.00 (exclusive of GST) per annum  
Payable: within thirty (30) days if demanded by the Minister

**ITEM 5 SPECIAL CONDITIONS**  
 [\*insert\*]

**EXECUTED AS AN AGREEMENT**

**SIGNED** for and on behalf of the  
**MINISTER FOR TRANSPORT,  
 INFRASTRUCTURE AND  
 LOCAL GOVERNMENT** by his duly constituted  
 Attorney pursuant to Power of  
 Attorney 13198555, who has not received  
 a notice of the revocation of that  
 Power of Attorney in the presence of:

.....  
 Director, Property (sign above)  
 Across Government Services  
 Department of Planning, Transport and  
 Infrastructure  
 Stephen McQuillan  
 Address:  
 C/- Property Directorate  
 Department of Planning, Transport and  
 Infrastructure  
 GPO Box 1533  
 ADELAIDE SA 5001

.....  
 Witness (sign above)  
 .....  
 Print Name (above)  
 .....  
 .....  
 Address (above)  
 Tel:.....

The **COMMON SEAL** of )  
**CITY OF UNLEY** was )  
 affixed in the presence of: )

.....  
 Mayor (sign above)  
 .....  
 Print Name (above)  
 .....  
 Date: .....

.....  
 Chief Executive Officer (sign above)  
 .....  
 Print Name (above)

**PLAN**

*[insert plan depicting Site]*



## LICENCE AGREEMENT MEMORANDUM

### **BETWEEN:**

**MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT** a body corporate pursuant to the *Administrative Arrangements Act 1994 (SA)* of 136 North Terrace, Adelaide SA 5000 (**Minister**)

**AND**

**CITY OF UNLEY** of Civic Centre, 181 Unley Road, Unley SA 5061 (**Licensee**)

### **THE PARTIES AGREE AS FOLLOWS:**

This is a Licence Agreement between the Minister and the Licensee under the terms of the Head Agreement between the Minister and the Licensee dated [*insert date of Head Agreement*].

In consideration of the Licence Fee, the Minister grants to the Licensee and the Licensee accepts a non-exclusive licence to use the Site for the Permitted Use for the duration of the term of the Licence Agreement on the terms and conditions of this Licence Agreement.

The terms of this Licence Agreement are as described in clause 8 of the Head Agreement, which incorporates terms and conditions of the Head Agreement.

### **SCHEDULE OF PARTICULARS:**

#### **ITEM 1**

#### **LAND**

The whole of the land comprised and described in Certificate of Title Volume [*insert\**] Folio [*insert\**].

#### **ITEM 2**

#### **SITE**

That portion of the Land being [*insert\**] and more particularly [*insert\**] on the plan attached to this Licence Agreement Memorandum.

#### **ITEM 3**

#### **PERMITTED USE**

- Pathway to be used by members of the public for pedestrian and bicycle traffic;
- Landscaping; and
- Public Amenity.

#### **ITEM 4**

#### **TERM**

Commencement Date: [*insert\**]

Expiry Date: [*insert\**]

**ITEM 5 LICENCE FEE**

Amount: \$1.00 (exclusive of GST) per annum  
Payable: within thirty (30) days if demanded by the Minister

**ITEM 5 SPECIAL CONDITIONS**

[\*insert\*]

**EXECUTED AS AN AGREEMENT**

**SIGNED** for and on behalf of the  
**MINISTER FOR TRANSPORT,  
INFRASTRUCTURE AND  
LOCAL GOVERNMENT** by his duly constituted  
Attorney pursuant to Power of  
Attorney 13198555, who has not received  
a notice of the revocation of that  
Power of Attorney in the presence of:

.....  
Director, Property (sign above)  
Across Government Services  
Department of Planning, Transport and  
Infrastructure  
Stephen McQuillan  
Address:  
C/- Property Directorate  
Department of Planning, Transport and  
Infrastructure  
GPO Box 1533  
ADELAIDE SA 5001

.....  
Witness (sign  
above)

.....  
Print Name (above)

.....  
.....

Address (above)  
Tel:.....

The **COMMON SEAL** of )  
**CITY OF UNLEY** was )  
affixed in the presence of: )

.....  
Mayor (sign above)

.....  
Chief Executive Officer (sign above)

.....  
Print Name (above)

.....  
Print Name (above)

Date: .....

**PLAN**

*[insert plan depicting Site]*



Location	Approximate Length
1. Marino Rocks Greenway - Anzac Highway to Rose Terrace	80m
2. Marino Rocks Greenway - Rose Terrace to Leader Street	600m
3. Marino Rocks Greenway - Emerson Road to Addison Road	850m
4. Pathway from Victoria Street to Cranbrook Avenue	120m
5. Marino Rocks Greenway - Victoria Street to Chelmsford Street	150m
6. Forestville Reserve - Paths forming part of Marino Rocks Greenway and Mike Turtur Bikeway	95m
7. Mike Turtur Bikeway - South Road Overpass to Leah Street	700m
8. Mike Turtur Bikeway - Musgrave Street to Greenhill Road	1100m





## DECISION REPORT

<b>REPORT TITLE:</b>	UNLEY CIVIC PRECINCT - EDMUND AVENUE COTTAGES REDEVELOPMENT - COMMUNITY CONSULTATION AND NEXT STEPS
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	BEN WILLSMORE
<b>JOB TITLE:</b>	MANAGER CITY DESIGN
<b>ATTACHMENTS:</b>	1. EDMUND AVENUE COTTAGES UPGRADE CONSULTATION SUMMARY

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### 1. **EXECUTIVE SUMMARY**

At the Council meeting held on 22 June 2020, the Unley Civic Precinct – Edmund Avenue Cottages Redevelopment - Concept Design was presented to Council for the purpose of proceeding to community consultation.

The purpose of this report is to provide to Council a summary of the community consultation feedback received regarding the Unley Civic Precinct - Edmund Avenue Cottages Redevelopment Concept Design.

Community consultation was conducted from 6 to 28 July 2020, with 428 visits to the website and 38 responses.

There was strong support for the precinct vision, project aims and design. A number of suggestions and concerns were raised during the consultation process which warrant consideration in the next phase, being the detailed design, subject to integration within the established project budgets.

Council has allocated funding in the 2020/21 Annual Business Plan and Budget to develop the detailed design, development approval and preparation of tender for construction of the Cottages located at 72, 74 and 76 Edmund Avenue and associated public realm.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Edmund Avenue Cottages Concept Design information set out in Attachment 1 to report Item 4.3, Council Meeting 24/08/2020, be endorsed.

3. The detailed design for each Cottage takes into account the feedback received from the Edmund Avenue Cottages Concept Design consultation process as is summarised in this report.
4. The detailed design, development approval and preparation of tender for construction commence for Cottages 72, 74 and 76 Edmund Avenue.
5. The Administration pursue State and Commonwealth Government grant funding opportunities for the construction of new additions to the Edmund Avenue Cottages.

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### **3. RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
  - 1.2 Our Community participates in community activities, learning opportunities and volunteering.
3. Economic Prosperity
  - 3.1 Unley is recognised as an easy place to do business.
4. Civic Leadership
  - 4.2 Council provides best value services to the community.

### **4. BACKGROUND**

At the Council meeting held on 22 June 2020, the Unley Civic Precinct – Edmund Avenue Cottages Redevelopment - Concept Design report was considered, and the following was resolved by Council:

*That:*

1. *The report be received.*
2. *The Draft Edmund Avenue Cottages Concept Design information set out in Attachment 1 to this report (Item 4.2, Council Meeting 22/06/2020) be endorsed for the purpose of community consultation.*
3. *Following the conclusion of community consultation on the Draft Edmund Avenue Cottages Concept Design, a further report summarising the community feedback and identification of any alterations to the design be presented to Council for endorsement.*
4. *State and Commonwealth funding support programs for the relevant stages or total Edmund Avenue Cottages redesign project be pursued.*

C0258/29

Community consultation was conducted from 6 to 28 July 2020 and the results are discussed in this report.

## 5. **DISCUSSION**

Consultation was undertaken via 'Your Say Unley', Council's online community engagement hub from 6 to 28 July 2020. The consultation was promoted via Council's website, social media, email to registered 'Your Say Unley' users and notification of the Working Group, which comprised local residents including representatives and their networks from FOCUS, SOS Village Green and St Augustine's.

The communication via email and electronic media was targeted and effective in contacting and engaging interested and affected residents through the relationships with the Working Group. The broader 'Unley Your Say' community also provided a different perspective in terms of an additional interested City-wide group.

The aim of the consultation was to seek community feedback regarding the proposed Concept Design and the questionnaire prompted consideration of several key issues. The associated survey and questions addressed:

- respondent's location, how often and why they visited the Village Green;
- proposed uses for the Cottages;
- demolition of the existing rear lean-to's and new flexible extensions;
- design of the Cottage extensions and presentation to the Village Green;
- long-term vision for the Village Green, including staged redevelopment of Cottages and greener, more accessible and active public realm; and
- removal of two existing trees behind 74 and 76 Edmund Avenue.

An opportunity was also provided for any additional comments to expand on areas of support or concerns about the proposed design.

Explanatory information provided on the website included the Edmund Avenue Cottages Concept Design Presentation, Business and Innovation Concept Floorplan, Art and Culture Proposed Concept Plan and Proposed Tree Removals Plan. Also, relevant background information of previous Council reports and minutes and a list of Frequently Asked Questions were included.

### **Community Consultation Feedback**

A summary of the consultation feedback, highlighting the responses to the nine questions posed in the survey is contained in Attachment 1.

#### *Attachment 1*

From 428 'Your Say Unley' page visits, a total of 38 responses were received.

The responses were from residents of Unley, and the majority from adjacent suburbs. Visitation of the Village Green was relatively high, with most visitors accessing the area at least monthly or weekly. Visitation was mainly as part of access to facilities in the wider precinct, or to enjoy the open space or events held there. Not many respondents visited the cottages themselves.

The responses in the summary indicate a high level of support for the precinct vision and Concept Design, with a small number concerned about the level of community use, environmental impacts and impact on existing established trees.

These responses revolve around a limited number of key issues.

Key Issue	Feedback	Concept Design Response
<i>Support for the uses proposed for each of the Cottages (Q4)</i>	18 responses (47%) replied Yes. 16 responses (42%) replied Neutral. 4 responses (11%) raised the following issues: <ul style="list-style-type: none"> <li>• redevelopment should involve retention of more community uses and less commercial emphasis;</li> <li>• impact of redevelopment on character of existing cottages;</li> <li>• cost of the project</li> <li>• request for alternate interactive uses and interface (coffee shop, exercise classes, and avoid inactive office/toilets).</li> </ul>	Noted – Concept Design valued by the community in its sympathetic response to the existing built form and a more consistent frontage onto the Village Green. Mix of uses subject to demand but both serve to support the whole community. In particular the proposed co-working spaces support local residents who are not ready for their own premises.
<i>Support the demolition of the existing rear lean-to's and replacement with new flexible extensions that face onto the Village Green (Q5)</i>	29 responses (76%) replied Yes. 3 responses (8%) raised the following issues: <ul style="list-style-type: none"> <li>• support for relocation of existing tenants;</li> <li>• importance of maintaining Village Green;</li> <li>• negative environmental impact of construction works;</li> <li>• high cost of upgrade and unwarranted expenditure of public funds;</li> <li>• should demolish all cottages and replace them with a modern, purpose-built facility and return more open space.</li> </ul>	Noted – Concept Design valued by the community. Detail Design to consider: <ul style="list-style-type: none"> <li>• maximising the size and amenity of the Village Green in the final design;</li> <li>• a high environmental design performance through construction, reuse/recycle removed material etc and final building design; and</li> <li>• new co-working facilities will be a commercial arrangement.</li> </ul>

<b>Key Issue</b>	<b>Feedback</b>	<b>Concept Design Response</b>
<i>Support the design of the Cottage extensions and their presentation to the Village Green (Q6)</i>	23 responses (60%) replied Yes. 3 responses (8%) raised the following issues: <ul style="list-style-type: none"> <li>• loss of significant native trees;</li> <li>• building footprint reduces open green area; and</li> <li>• should minimise paving within and across Village Green.</li> </ul>	Noted – Concept Design reflects less than 10% increase in total floor area only. Change to rear fencing associated with No 84 will provide increased open space connectivity and amenity. Detail Design to consider: <ul style="list-style-type: none"> <li>• paving and landscape interface between the Cottage extensions and the Village Green to be restrained to preserve the size of the Village Green and positively contribute to its amenity in the final design.</li> </ul>
<i>Support the long-term vision for the Village Green, including the staged redevelopment of the Cottages and a greener, more accessible and active public realm (Q7)</i>	32 responses (84%) replied Yes. 4 responses (10%) raised the following issues: <ul style="list-style-type: none"> <li>• should include more family orientated facilities within the wider precinct as attractors;</li> <li>• Village Green should be made greener and should retain existing trees; and</li> <li>• Demolish the existing cottages and consolidate activities into new functional building(s) and enlarge green space.</li> </ul>	Noted – Concept Design valued by the community. Detail Design to consider: <ul style="list-style-type: none"> <li>• integration of existing trees where appropriate;</li> <li>• increase tree canopy within the Village Green, including offset of tree loss (if required); and</li> <li>• the creation of a cultural / arts hub through expansion of the museum will offer improved facilities for visitors.</li> </ul>
<i>Support possible removal of two existing trees behind 74 and 76 Edmund Avenue as part of the redevelopment (Q8)</i>	23 responses (63% support - Yes; if replaced; or they pose long-term issues). 15 responses (32%) raised concerns about the removal of trees and a preference for design to incorporate existing trees.	Noted – Concept Design recognised the proximity of the existing trees to the current and proposed lean-to's and their compromised form as issues. Detail Design to consider: <ul style="list-style-type: none"> <li>• assessment of existing trees to determine viability of retention.</li> </ul>

### ***Design Alterations***

In summary, the community consultation was positive towards the Concept Design. However, there are a number of suggestions that warrant further consideration in the next phase of design in response to key issues raised by some respondents.

These include:

- any development should include high building environmental standards and provide for waste minimisation;
- the trees behind 74 and 76 Edmund Avenue should be further assessed for possible retention but in the alternative, they be removed;
- replace trees by at least three for one in a comprehensive planting scheme for the Village Green; and
- paving and landscape interface between the Cottage extensions and the Village Green to be restrained.

These issues can be considered within the next phase of detail design, appropriate to the established project budget for each Cottage.

### **Next Steps**

Council's 2020/21 Annual Business Plan and Budget includes provision of \$180,000 for detailed design and documentation and development approval for the three cottages at 72, 74 and 76 Edmund Avenue.

Subject to Council endorsement of the final Concept Design, the next phase of works would include the appointment of a Design Team and the undertaking of the detailed design and required Development Approvals for the changes to the three cottages (72, 74 and 76). The Development Assessment process would require Category 2 public notification.

Once the Development Approval has been granted, and subject to confirmation of commercial leasing arrangements for the three cottages, documentation would then progress for the purposes of tender and construction.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Edmund Avenue Cottages Concept Design information set out in Attachment 1 to report Item 4.3, Council Meeting 24/08/2020, be endorsed.
3. The detailed design for each Cottage takes into account the feedback received from the Edmund Avenue Cottages Concept Design consultation process as is summarised in this report.
4. The detailed design, development approval and preparation of tender for construction commence for Cottage 72, 74 and 76.
5. The Administration pursue State and Commonwealth Government grant funding opportunities for the construction of new additions to the Edmund Avenue Cottages.

The Concept Design has addressed the aims for a modest, contemporary and interactive refresh of the rear of the Cottages and improved interface with the Village Green. Stakeholders and tenants have been involved in the design process and the community consulted to provide a broader review and comment, which has been well received.

The Concept Design was endorsed by Council in June 2020 as primarily sound. The feedback from the community consultation has identified some elements that should be considered, namely high environmental design and construction standards and comprehensive tree planting scheme to complement the Cottages rear interface and the amenity of the Village Green. These features can be considered within the next phase of detail design, appropriate to the established project budget.

In accordance with the programmed budget for 2020/21, provision of \$180,000 has been made for detailed design and documentation and development approvals for the three cottages at 72, 74 and 76 Edmund Avenue. The Administration will pursue State and Commonwealth Government grant funding opportunities as previously stated in this report.

#### Option 2 –

1. The report be received.
2. The Community Consultation and Feedback on the Draft Edmund Avenue Cottages Concept Design information set out in Attachment 1 to report Item 4.3, Council Meeting 24/08/2020 be received.

Council may choose to not progress the project any further at this stage and not proceed with the redevelopment of the three Cottages. This would mean that Council would need to consider the timing of progressing this project sometime in the future.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

8.1.1 Funding has been allocated in Council's 2020/21 Annual Business Plan to undertake the detail design and documentation of the first stage of works associated with the combined adaptation of No. 72, 74 and No. 76 Edmund Avenue. This phase of the project is estimated to cost \$180,000 which will be subject to a tender process.

8.1.2 It is anticipated that the Cottages located at 72, 74 and 76 Edmund Avenue would be leased at commercial rates (market tested) and a business case is currently being developed by Council staff.

- 8.1.3 The works would only advance beyond the Development Application, once leasing arrangements for the three cottages (72, 74 and 76) are confirmed.
- 8.1.4 The Concept Design per the previous Council resolution has an anticipated construction cost of \$500,000 per Cottage, noting these are preliminary costs only. Due to the composition of the cottages, some proposals involve two cottages, or in the case of the Museum, larger scale of extensions equivalent to two cottages. The construction costs are intended to cover all works necessary for the demolition of existing rear lean-to, new contemporary extensions and any adaptation to internal building structure. All additional fittings / fixtures within the Cottages would be at the cost of each tenant, noting that Council is the tenant of the Museum.
- 8.1.5 The preparation of 'shovel-ready' documentation may proactively position Council to take advantage of any State or Commonwealth Government grant funding opportunities towards the construction of the three Cottages.

## **8.2 Legislative/Risk Management**

- 8.2.1 The *Local Government Act 1999* promotes Council's role in improving and developing public assets and facilities for community benefit and/or effective budget management.
- 8.2.2 The proposed Cottage works would be subject to requisite Planning, Building and Development Approvals and Category 2 public notification (no third-party appeal), likely pursuant to the current Development Act given the operation of the Planning and Design Code under the Planning, Development and Infrastructure Act now not being expected until December 2020.

## **8.3 Staffing/Work Plans**

- 8.3.1 Staff work plans have been considered as part of planning for the 2020/21 budget for the detailed design and documentation phase as well as seeking development approval.

## **8.4 Environmental**

- 8.4.1 The adaptive reuse of the existing Cottages is an important approach to demonstrating a more sustainable approach to local built form. Building design, material selection and construction/demolition should also demonstrate a sustainable approach.
- 8.4.2 The proposed long-term vision for the Village Green will integrate new built form with a cohesive public realm, which will improve the visibility, accessibility and amenity of the Village Green. Additional tree canopy and planting beds will improve the amenity of the open space and the environmental performance of the Cottages.

## **8.5 Social**

- 8.5.1 The long-term vision for the Village Green will support the built form with a more accessible public realm, which will include spaces for the community to enter, pause and gather, as well as upgrade of the public toilets for full accessibility.
- 8.5.2 The District Centre Zone and designated community area that encompasses the subject precinct envisages land uses including community centre, library, educational establishment, places of worship, office, consulting room, complementary small retail/cafe and similar land uses, but excludes residential uses.

## **8.6 Economic**

- 8.6.1 Council has “economic prosperity” as one of its key strategic outcomes. The establishment of a Business Innovation and Co-working facility within the Precinct enhances the attraction and vitality of the Precinct and supports the Council’s Economic Development Strategy and provision of services to local businesses within the community.
- 8.6.2 The Cottages are intended to provide additional services that would support local businesses, enhance the attraction and value of the cultural facilities and general activation within the Civic Precinct.

## **8.7 Stakeholder Engagement**

- 8.7.1 Engagement will be undertaken with existing and future tenants to understand their aspirations for the Cottages and requirements of each of their activities.
- 8.7.2 The Administration have advised existing tenants of Council’s aspirations with regards to the planned works and been given an end date to their tenancies. DASH vacated their lease earlier this year, Cancer Care are due to vacate the site by 31 October and St John by 31 December. Monthly tenancy arrangements are in place until the sites are vacated. Little Ciity have indicated a desire to expand their operations at this site and discussons have occurred with them to that effect.
- 8.7.3 The Civic Precinct Working Group will continue to be engaged to seek feedback and ensure alignment with their expectations through the detailed design phase.
- 8.7.4 The redevelopment of the Cottages would be the subject of a Development Application process that would include public notification as appropriate.

**9. REPORT CONSULTATION**

The development of the Concept Design has involved pertinent areas of the Administration across the CEO's Office, City Development and City Design.

**10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager City Development



## Edmund Avenue Cottages Upgrade

### Consultation Summary

#### Overview

- Consultation was undertaken via 'Your Say Unley', Council's online community engagement hub from 6/7/20 to 28/7/20.
- The consultation was promoted via email to registered Your Say users, Council Website, and Social Media as well as the Unley Civic Precinct Working Group.
- A total of 38 survey responses were received.
- 428 total Your Say page visits.
- 3 new Your Say registrations received.

#### Information

- Related documents were available for download on the Your Say website including; Edmund Avenue Cottages Concept Design Presentation, Business and Innovation Concept Floorplan, Art and Culture Proposed Concept Plan and Proposed Tree Removals Plan.
- Relevant background information of previous Council Reports and decision was also available.
- Supported by a list of Frequently Asked Questions and an indicative proposed timeframe.

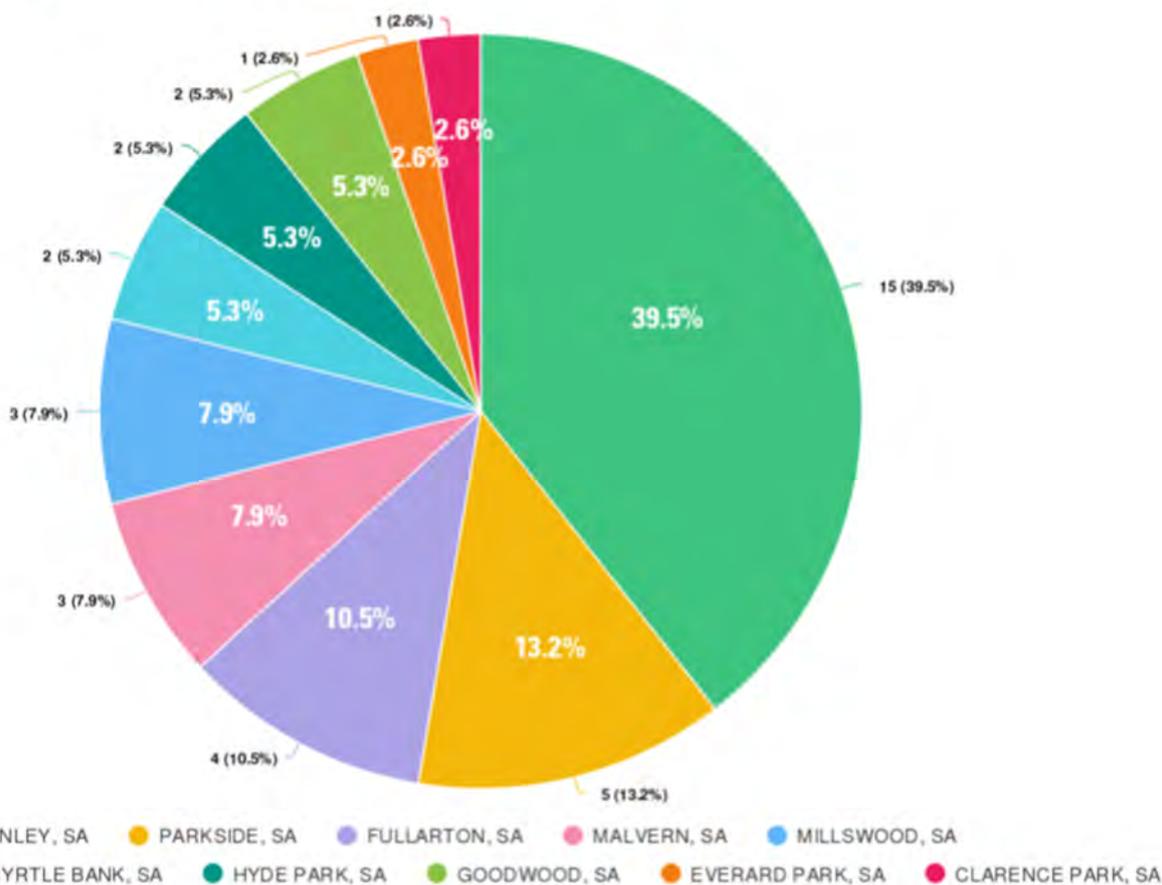
#### Survey

- The survey provided an indication of the how the respondents used the Unley Precinct and the frequency of use.
- High level of respondents support the long-term vision for the precinct as well as concept design for the cottage extension and the proposed uses.
- Low numbers of respondents did not support the proposal with main concerns regarding the community use, environmental impacts and retention of existing established trees.
- Respondents were able to provide additional comments on the upgrade and the key comments have been summarised as follows.

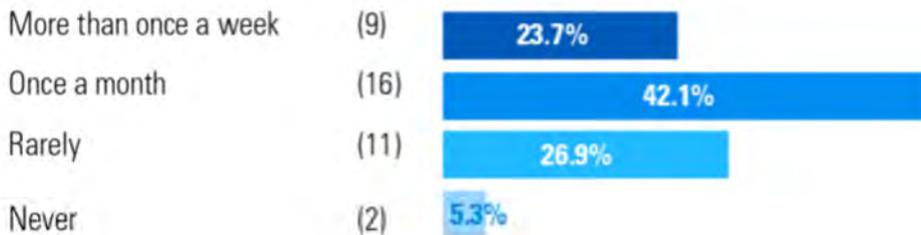




### Q1 Where respondents live?



### Q2 How often do you visit the Village Green?



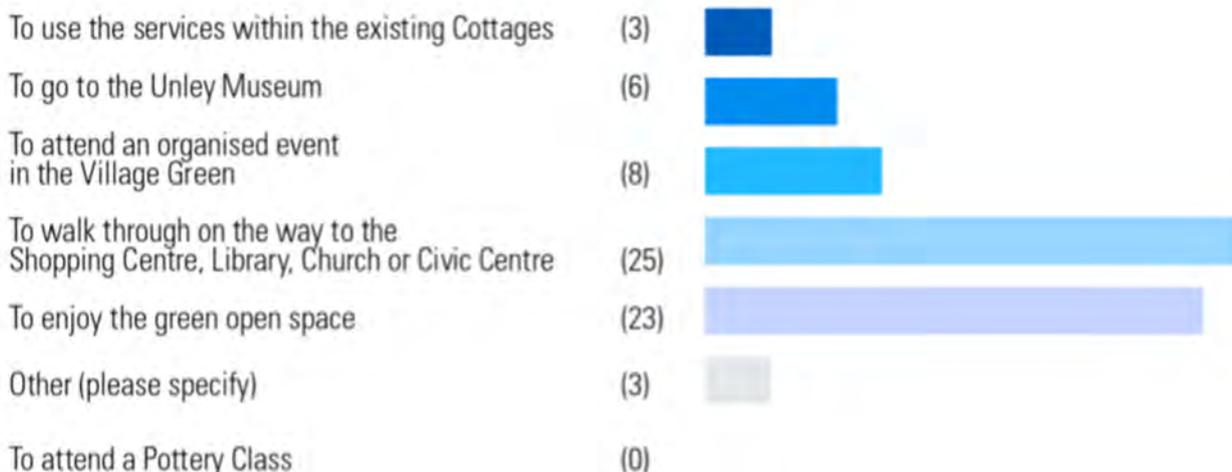
#### Discussion

- Majority of respondents (42.1%) visit the Village Green at least once a month and 23.7% visit more than once a week.
- The highest number of respondents live nearby in the Unley and Parkside suburbs. All respondents live in the City of Unley Council area.

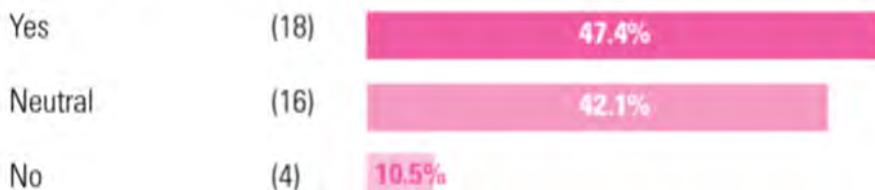


## Edmund Avenue Cottages Upgrade

### Q3 Why do you visit the Village Green?



### Q4 Do you support the uses proposed for each of the Cottages?

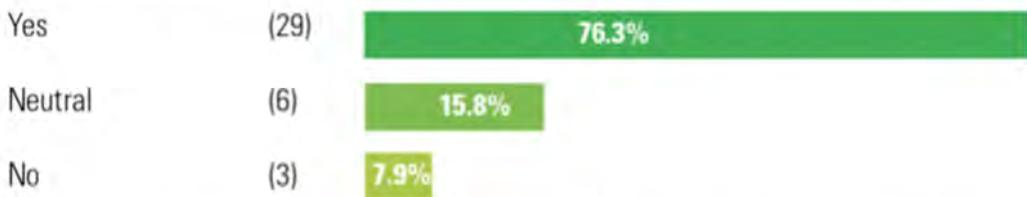


### Discussion

- A high proportion (70.6%) of respondents use the Village Green as a thoroughfare to adjoining precinct facilities and for the open green space.
- Respondents indicated a high level of support (89.5% for Yes and Neutral) for the proposed uses. Comments indicated support for the sympathetic design to the existing built form and the uniform appearance, while also creating usable spaces.
- A low percentage of 10.5% indicated no support for the proposed uses in the cottages with concerns regarding more community use and retaining the existing charm and beauty. Some suggestions included a coffee shop or exercise classes to benefit the Unley community.
- Some suggestions included a focus on innovation and cultural activities as well as showcasing environmental energy efficient building and state of the art refurbishment.



**Q5 Do you support the demolition of the existing rear lean-to’s and replacement with new flexible extensions that face onto the Village Green?**



- Respondents indicated high levels of support (92.1% for Yes and Neutral) to demolish the rear of the cottages for the new extension with some neutral respondents concerned with the outcome of relocating existing tenants.
- Some comments included; support for more commercial opportunities to encourage more social interactions as well as night time activation. Comments indicated importance of the green open space to remain while also considering the environmental design and building methods to reduce environmental impact. Opportunities for more commercial tenants, elevated decks that would enhance the experience overlooking the greenspace.
- Respondents who answered ‘No’ (7.3%) highlighted concerns with the high cost involved to upgrade the cottages and environmental impact of the new construction. Also, the importance that the Village Green did not reduce in size.



**Q6 Do you support the design of the Cottage extensions and their presentation to the Village Green?**



- 92.1% (Yes and Neutral) respondents indicated support for the proposed design.
- Some comments include; opportunities to showcase local architectural design and development innovation.
- Not supportive of loss of significant native trees and a building footprint which reduces the open green area.
- Existing lean-to's could be re-purposed or re-furbished to save waste of materials and high costs.



## Edmund Avenue Cottages Upgrade

### Q7 Do you support the long-term vision for the Village Green, including the staged redevelopment of the cottages and a greener, more accessible and active public realm?

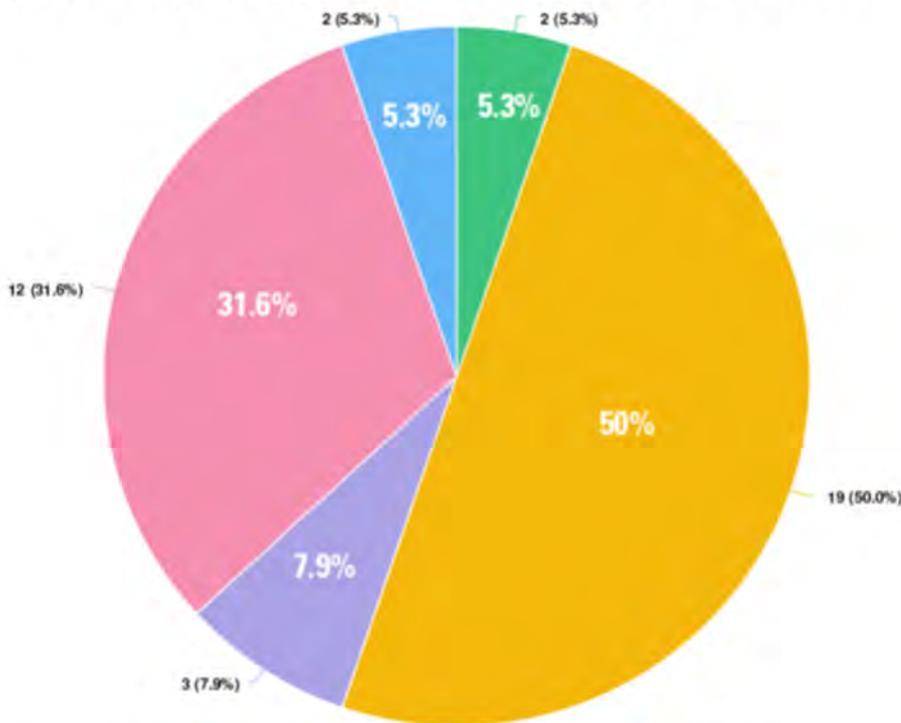


- 89.5% (Yes and Neutral) of respondents are supportive of the long term vision for the Village Green to make it greener, more accessible and an active public realm.
- Respondents shared positive comments on the future use of the precinct and an emphasis on preserving the green space.
- Suggestions for more family orientated facilities such as a playspace or a nearby cafe which create a purpose and discovery in the precinct.
- Making the space greener and retain existing trees, plus avoid paved pathways that intrude or bisect the green area.



## Edmund Avenue Cottages Upgrade

### Q8 The extension of Number 74 and 76 may require the removal of two existing trees. Do you support their removal as part of the redevelopment?



- Yes, they dont appeal to me
- Yes, if they are to be replaced with additional new tree planting
- No, unless their retention poses long term issues for the Cottages or surrounding Village Green
- No, the design should be undertaken to retain the existing trees
- Other (please specify)

- 63.2% were supportive of the two tree removals as part of the redevelopment (5.3% Yes and 50% Yes, if they replaced with additional trees and 7.9% if retention poses long term issues for the cottages or village green)

### Q9 Do you wish to add any further comments?

- Better use of the northern premium frontage for a more vibrant community hub (currently proposed offices/staff toilets).
- Concerns regarding Council funds being invested into new redevelopments.
- Provide more community focused spaces for activities and less commercial use spaces (eg the innovation hub).
- Retention of established tree canopy and limit encroachment on the Village Green space.

## DECISION REPORT

<b>REPORT TITLE:</b>	ACTIVE AGEING STRATEGY DOCUMENT UPDATE
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	JUDITH LOWE
<b>JOB TITLE:</b>	ACTIVE AGEING PROJECT OFFICER
<b>ATTACHMENTS:</b>	1. ACTIVE AGEING STRATEGY

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### 1. EXECUTIVE SUMMARY

The City of Unley is a recognised leader in responding to the needs of an ageing community. In 2012, the City of Unley was the first Council in South Australia to gain membership to the World Health Organisation (WHO) Global Network of Age-friendly Cities, and in 2015 Council endorsed its Active Ageing Strategy. This Strategy was developed in consultation with our community and key stakeholders, and incorporates the values, principles and definitions of Age-friendly cities and communities as outlined by the WHO.

The Active Ageing Strategy has enabled an Age-friendly lens to be placed across the various services delivered by Council and the approach has been embedded across the City for the benefit of all generations. Significant achievements have occurred in each of the nine core areas of the Strategy; including the ability to respond to the changing needs of our community as they age; gaining significant grants to fund innovative new work; and maintaining our reputation as leaders in the field of Active Ageing.

As the Strategy is now five years old and requires an update, we have an opportunity to provide a refreshed edition that includes the following changes:

- New forewords from the current Mayor and Dr Alexandre Kalache (Thinker in residence in Adelaide 2014 and current President of the International Longevity Centre Brazil, International Global Ambassador on Ageing);
- Statement from the City of Unley's Active Ageing Alliance;
- Updated progress on the considerable achievements and successes over the past five years in delivering services, piloting innovative programs and winning competitive grants and awards;
- Highlights of the exciting new initiatives that have commenced since the Strategy was first published;
- Aligning the Age-friendly Indicators contained within the Strategy to the recently revised World Health Organisation's Age-friendly Indicators;
- Other minor corrections to grammar.

There have been no other changes proposed to the Strategy, and the original Vision, guiding principles, key focus areas and actions have not been updated.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. The progress and achievements outlined in the Active Ageing Strategy be noted.
  3. The updated Active Ageing Strategy, as set out in Attachment 1 to this report (Item 4.4, Council Meeting 24/08/2020) be endorsed.
- 

## **3. RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
- 1.3 Our City meets the needs of all generations.

## **4. BACKGROUND**

The City of Unley has been proactive in responding to an ageing community and is recognised as a local government leader in ensuring that our City is celebrated as a great place to grow old. In 2012, the City of Unley was the first Council in South Australia to gain membership of the World Health Organisation (WHO) Global Network of Age-friendly Cities, signifying Council's commitment to ensuring that we meet the changing needs of our population throughout their lifetime.

In 2015, the Active Ageing Strategy was developed and endorsed by Council. The purpose of the Strategy is to guide Council's approach in all its activities to promote active ageing and to maintain its status as an Age-friendly City. The Strategy covers nine different areas as detailed below.

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Social participation
5. Respect and inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services
9. Leadership in the field of Active Ageing

This Strategy has successfully guided Council to be recognised as a leader in the active ageing field, evident through the awards and grant funding that has been received for our innovative initiatives over the last five years.

The original Strategy, and this refreshed version, remain true to the underlying vision that the City of Unley is celebrated by our community as a great place to grow older, with meaningful opportunities provided for access, inclusion, wellbeing and participation.

## **5. DISCUSSION**

As the Strategy is halfway through its lifespan and requiring re-print/update, it is timely to update the progress of action plan items, to record achievements to date and to highlight new projects and programs that have been instigated since the development of the Strategy. Much has been achieved over the last five years, so this also provides an opportunity to celebrate the success of the Strategy.

A new Mayoral foreword provides the opportunity for Mayor Michael Hewitson AM to add the current Council's consideration and endorsement of this important Strategy. Additionally, Dr Alexandre Kalache has updated his foreword and there has been an additional statement included from the current Active Ageing Alliance.

It is important to note that in the update there has been no change to the principles or core activities of the Strategy. It is envisaged that a full review will occur at the completion of the current Strategy in 2025.

The following updates have been provided in the Active Ageing Strategy in Attachment 1:

- New foreword from the current Mayor;
- Updated foreword from Dr Alexandre Kalache;
- Statement from the current Active Ageing Alliance;
- An overview of the progress the City of Unley has made on the implementation of the Strategy to date including positive impacts and success stories;
- Updated timelines and progress of action items;
- Highlights of key new initiatives that have commenced since endorsement; and
- Adjustment of Age Friendly City Indicators included in the Strategy, to align to current WHO Age-friendly City indicators and to enable measurement of indicators and community benchmarking.

*Attachment 1*

To ensure that updates to project timelines and action items were accurate, each department across Council was consulted and provided with update reports on the individual items.

The phrasing of the Age-friendly Indicators contained in this Strategy have also been revised to align to recently published WHO Age-friendly City indicators used in outcome studies. This enables consistent measuring on indicators and benchmarking by Age-friendly cities across the globe.

Analysis of Options.

Option 1 –

1. The report be received.
2. The progress and achievements outlined in the Active Ageing Strategy be noted.
3. The updated Active Ageing Strategy, as set out in Attachment 1 to this report (Item 4.4, Council Meeting 24/08/2020) be endorsed.

This provides the opportunity to update the existing Strategy to incorporate a Foreword from the current Mayor, Age Friendly City Indicators adjusted to align to the World Health Organisation Indicators and include progress achieved to date.

Option 2 –

1. The report be received.
2. The updated Active Ageing Strategy, as set out in Attachment 1 to this report (Item 4.4, Council Meeting 24/08/2020) be endorsed, subject to the inclusion of the following amendments:
  - *[insert update as recommended by Council]*
  - *[insert update as recommended by Council]*

This option provides Council with the opportunity to incorporate further amendments to the Active Ageing Strategy, whilst still ensuring an updated version of the document is endorsed.

Option 3 –

1. The report be received.
2. The progress and achievements relating to the Active Ageing Strategy be noted.

This option would acknowledge the achievements to date under the existing strategy and not endorse any updates or changes to the document, with the 2015 version remaining as the most current edition of the strategy.

This is a lost opportunity to alter the Strategy to align with current World Health Organisation indicators and to highlight achievements to date.

## **6. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **7. POLICY IMPLICATIONS**

Providing an update to this Strategy ensures that age-friendly policy and practice in the City of Unley is relevant and in line with current World Health Organisation practice and policy.

### **7.1 Financial/Budget**

- There will be no financial or budget implications with the endorsement of the updated Strategy. Noting no new actions or initiatives have been included in the updated version. Active Ageing projects are considered and funded through Council's Annual Budget and Business Plan process and external grant funding.
- Over the last 5 years, an annual amount of \$20,000 has been provided by Council via Operating Projects in the Annual Budget and Business Plan, noting that this was reduced to \$10,000 in 2020/21 in response to the financial impact of the COVID-19 pandemic.
- Additionally, \$36,000 is included within Council's 2020/21 operating budget to fund a .4FTE Project Officer who coordinates and undertakes the strategic initiatives associated with this program.

### **7.2 Legislative/Risk Management**

- There are no legislative obligations associated with this Strategy and no risks with the updates proposed.

### **7.3 Staffing/Work Plans**

- No impact upon staffing or work plans.

### **7.4 Environmental/Social/Economic**

- No change to the environmental/social or economic impact of the Strategy.

### **7.5 Stakeholder Engagement**

- Ongoing engagement with the Active Ageing Alliance remains critical to identifying the priorities, processes and manner of delivering the Active Ageing Strategy principles. Furthermore, the consistent support of Council staff from every department has been a vital element to ensure the Active Ageing philosophy is holistically embedded across all action areas, and all the work of the Council.
- Using the City of Unley Community Engagement Toolkit, baseline data has been established to measure the rephrased Age-friendly Indicators. This data will be essential in assessing the City of Unley's progress in the future, enable benchmarking with other Age-friendly cities and will be shared with the Active Ageing Alliance to inform the focus of the Active Ageing priorities for 2020 and beyond.

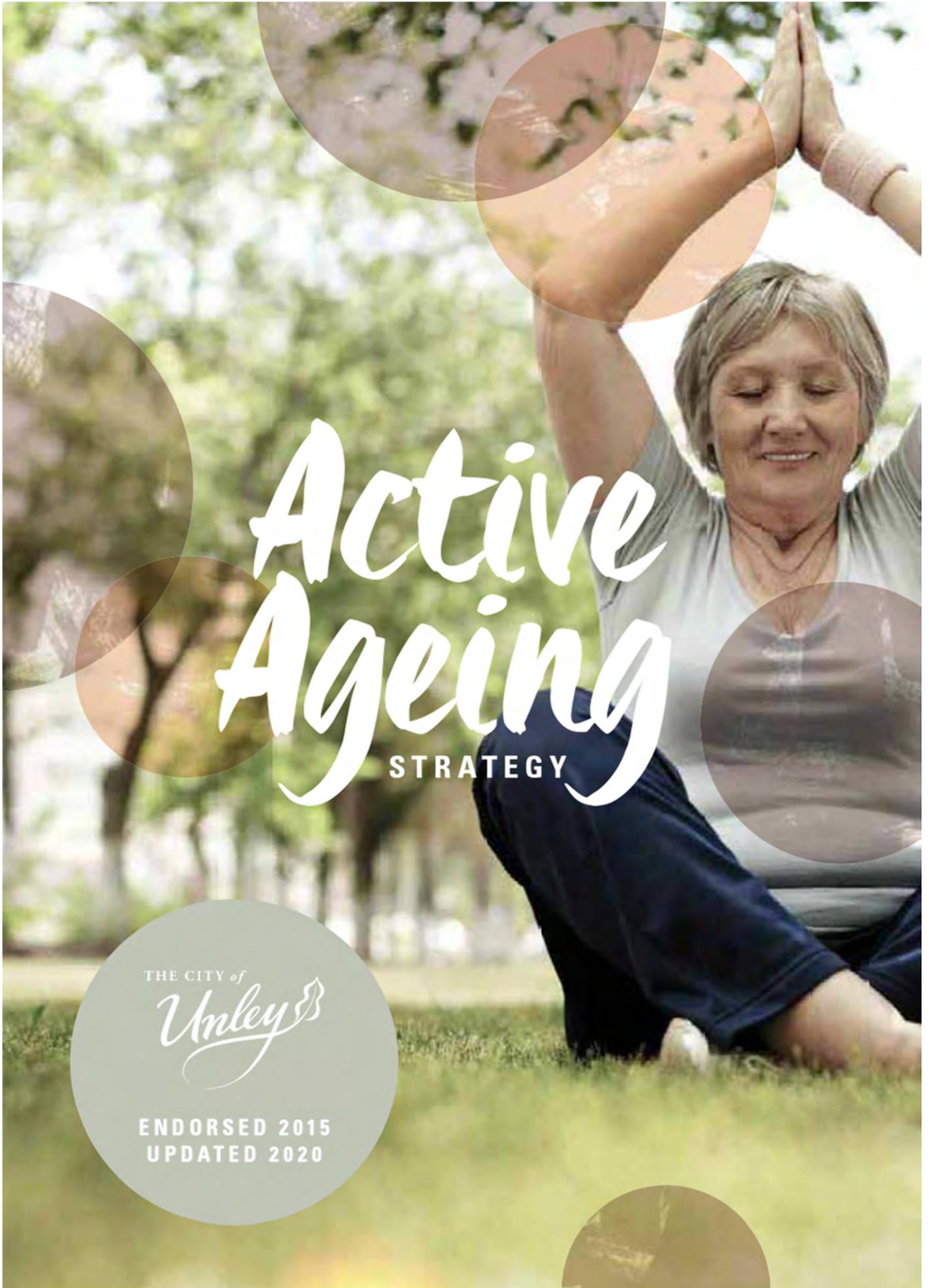
**8. REPORT CONSULTATION**

All relevant Council departments and stakeholders have been consulted to ensure updates to action items and plans are accurate across all eight core areas. This has included, but is not limited to, Community Development and Wellbeing, Community Centres, Community and Cultural Development, Open Spaces, Sport and Recreation, Civil Works and Maintenance and Customer Experience.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mandy Smith	Manager Community Development & Wellbeing
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# Active Ageing

STRATEGY

THE CITY of  
*Unley*

ENDORSED 2015  
UPDATED 2020



The page features a decorative graphic consisting of several overlapping circles of varying sizes and colors (brown, orange, green, and dark brown). Each circle contains a satellite-style image of a city or urban area. The circles are arranged in a scattered pattern across the page, with some overlapping each other.

# Active Ageing

STRATEGY

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**MAYOR MICHAEL HEWITSON AM FOREWORD**

I am delighted to present the *City of Unley Active Ageing Strategy*. Initially developed in 2015, this is a refreshed edition which provides an overview of the progress the City of Unley has made. By highlighting the positive impacts of the Strategy and sharing the success stories achieved through this initiative, we continue to grow and improve.

Central to this Strategy is the premise that ageing is a celebration. By understanding the benefits and challenges of 'ageing' and responding flexibly to age related needs, the City of Unley continues to work towards creating the best possible community for individuals of all ages.

In 2012 the City of Unley actively participated in the 2011/12 Thinkers In Residence program with Dr Alexandre Kalache, a global expert on ageing who pioneered the concept of 'active ageing'. The City of Unley then became the first council in South Australia to gain membership of the WHO Global Network of Age-friendly Cities. Membership signified that the City of Unley is a place where people can contribute and flourish whatever their age, and is a tangible demonstration of our commitment to improving quality of life for our older residents. Since then we have demonstrated leadership through collaboration with the growing network of more than 30 WHO Age-Friendly Cities in Australia.

This Strategy emphasises the rights and capabilities of older people and the importance of working in partnership to develop age-friendly communities where they can contribute throughout the full course of their lives. At the heart of our Strategy is a forum of community members, called the Active Ageing Alliance, which was established to guide our development as an Age-Friendly City. The Alliance has succeeded in being champions for older people within the City, providing advocacy to their peers and guiding our activities.

This Strategy has been in place for five years providing an age-friendly lens to the many responsibilities of Council. It has ensured a thoughtful, consistent and committed response as an organisation in planning, developing and implementing policies, programs and services that address the needs of older adults within the community. This approach has delivered a broader benefit creating a city that is accessible for everyone of all ages, promotes health and wellbeing across the generations and provides intergenerational opportunities for connection, inclusion and participation.

I commend this Strategy to you as it continues to guide Council's work ensuring that our residents live fulfilled lives, with rich and meaningful community connections. I sincerely thank our team at the City of Unley for their groundbreaking efforts and ongoing commitment towards developing this exciting strategy for our City. It provides a new benchmark for active ageing in South Australia.



**DR ALEXANDRE KALACHE FOREWORD**

Most Australians born today can expect to live some 35 years more than those born 100 years ago. Instead of less than 50 years, they can now realistically anticipate living beyond 80. Australia, like many other countries, is experiencing what has been called the Longevity Revolution. The City of Unley is witnessing this social revolution in full. Alongside South Australia as a whole, the second-fastest ageing state in the country, it is responding with determination and drive to the new-found challenges and opportunities. With extended lives comes the chance to define an entirely new human chapter. After all, we are talking about a span of 40 years, from 60 to 100 or beyond – a phase of life as long as the previous adulthood.

We are ageing differently. Within the rapidly reshaping socio-political landscape of older age, new perspectives and ambitions are constantly emerging. Ageing is not a condition. It is a dynamic relational process. So too, is age-friendliness. Neither can ever be considered complete. Older persons, and those who closely accompany their journeys, must drive the age-friendly actions. Their voices are vital to nurture, inform, embed, monitor and defend the process. The age-friendly movement must be an enabler of citizenship for all – an active citizenship that goes beyond health, welfare and economic issues to such areas as social engagement, life-long learning, community development and emergency preparedness. It must be about more than just accessibility. It must be aspirational – a compelling invitation for all to participate at every level.

Baby-boomers like me created what we now know as 'adolescence'. Now, longer and healthier lives in later life are enabling us to define yet another new stage of human development. It is the transitional phase that extends from senior adulthood to old age and it provides a further space to experiment and rebel. We are 'gerontolescents' and the vibrant transformational movement of which we are a part, is going to have lasting influences across all generations for the foreseeable future.

It is a source of enormous personal and professional satisfaction that the City of Unley continues to build on its Active Ageing and Age-friendly accomplishments and to embed the voices of its citizens in the process through the Active Ageing Alliance. It takes a political maturity to consolidate established policy directions and to further advance them within the all-important framework of a long-term strategic vision. Such sustainability is not always achieved in age-friendly initiatives and it can only occur when there is a widespread community ownership of the ideas and the actions alongside a committed political leadership.

This refreshed Strategy anticipates the many upcoming changes and provides a useful road map for the Council to plan against. I have no doubt that it will translate into substantial gains for all residents – both young and old. I thank the City of Unley for responding so positively to my provocations during my Adelaide Residency. I have made lasting friendships in the City of Unley and I look forward to ongoing collaboration. I am proud of what has been achieved and am delighted by the on-going commitment to the global age-friendly movement.



# Part A

# Introduction and Context

## INTRODUCTION

### SUMMARY

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 to help our people 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 residents to live fulfilled lives throughout their lifetime and feel like they never need to leave the City of Unley.

### PURPOSE

The purpose of this Strategy is to guide Council's approach in all of its activities to promote active ageing and our Age-Friendly City and to ensure that we meet the changing needs of our population throughout their lifetime.

### WHAT IS 'ACTIVE AGEING'?

An active ageing approach aims to extend a healthy ageing and quality of life agenda to all people as they age to enable continuing participation in social, economic, cultural and spiritual affairs and the labour force, as well as being physically active.<sup>1</sup>

### WHAT IS AN 'AGE-FRIENDLY CITY'?

An Age-Friendly City encourages active ageing by optimising opportunities for health, participation and security in order to enhance quality of life as people age.<sup>2</sup> People are living longer and many aspects of our cities are not equipped to meet the full range of people's needs as they age. An Age-Friendly City is one where people of all ages can live healthy and independent lives for as long as possible, and remain in a secure and supportive environment that enables them to participate in the community as they grow older.

The *Active Ageing Strategy* incorporates the values, principles and definitions of Age-Friendly Cities. This initiative is being taken up by communities around the world to ensure that practical measures are put in place to assist people as they age.

Age-Friendly Cities benefit people of all ages. By viewing a community through an age-friendly lens, city planners, residents, businesses, service providers and visitors can help create a city that meets its residents' needs throughout their lifetimes.

The concept of active ageing is shifting the way we think about getting older. Instead of thinking of ageing as a problem, our Strategy proposes that it is a celebration. Everybody is ageing and it is the quality of this experience that is important.

### THE CITY OF UNLEY AS AN AGE-FRIENDLY CITY AND COMMUNITY

#### *Profile/Demographics – Impact*

Based on the latest census data, 25.4% of the City of Unley population is currently aged 60 and above. This trend is likely to increase, with the South Australian population ageing faster than that of other mainland states. By 2031, there will be more than 440,000 people in South Australia aged over 65, making up more than 1 in 5 of South Australia's total population. Additionally, based on the City of Unley profile, over 29% of our residents reside in lone person households.

This social shift affects all areas of our community including our workforce, economy, city design, planning, infrastructure, transport, housing, health systems, social structures and services and governance.

To address these changing needs, it is clear that we need to rethink and redesign our services, our City and our approach to ensure a greater quality of life for our community as they age. We need to promote ageing in place where people can comfortably remain living independently in their own homes and communities as they age.



**STRATEGIC CONTEXT**

*WHO Framework (including GNAFCC)*

In 2012 the City of Unley was formally recognised as a member of the World Health Organisation’s Global Network of Age-Friendly Cities and Communities (GNAFCC). The GNAFCC initiative is aimed at developing urban centres around the world which are better places to live for the ageing population. This includes addressing both the environmental and social factors that contribute to positive, active and healthy ageing. The City of Unley was the first South Australian council to receive this membership, and only 1 of 30 within Australia. Involvement in the GNAFCC initiative has enabled us to learn from the experiences of other cities in the development of this Strategy.

The City of Unley is recognised as a local government leader in the development of Age-friendly Cities. We are committed to continuing to develop our community to enhance the quality of life for people of all ages.

*Thinker in Residence Program*

The City of Unley actively participated in the 2011/12 Thinkers In Residence program, featuring Dr Alexandre Kalache who, as director of the WHO Department of Ageing and Life Course, conceived and developed the Age-friendly initiative. Through his residency and subsequent report, *The Longevity Revolution*, Dr Kalache reiterates the concept of life course, acknowledging ageing is intergenerational, rather than a specific trait of the elderly.

A key principle in Dr Kalache’s work is to move on from a ‘learn-work-retire’ model for life to recognise that the various phases of our lives are much more

intertwined, and that people have a contribution to make throughout the full course of their lives.

His work also emphasises the rights of older people and the importance of working with older people to develop an Age-friendly Community. At the core of this Strategy is the establishment of an ongoing forum of older people in the City of Unley to advise our development as an Age-friendly City.

*State Government*

The South Australian Government sponsored the work of Dr Kalache and has a key role in implementing many of his recommendations. The State Government is a key partner with the City of Unley in implementation of actions in areas that are beyond Council’s direct influence such as housing affordability, public transport provision and safety of main roads.

Following Dr Kalache’s residency, the State Government published a number of strategic documents on the topic of active ageing. In particular *Prosperity Through Longevity: South Australia’s Ageing Plan 2014–2019* presented the State Government’s vision, priorities and action plan to support an ageing population. Additionally, a series of guides were developed and, in particular *Age-friendly Neighbourhood Guidelines and Toolkit for Local Government* is a useful reference which has informed this Strategy.

*Council*

*The City of Unley 20 Year Plan* states our vision as “Our City is recognised for its enviable lifestyle, environment, business strength and civic leadership.”

The City of Unley has many roles to play in its ongoing focus on being an Age-Friendly City. We have a significant role in the provision of infrastructure, community services and information. We also have a partnership role, for example with the State Government in the provision of public

transport and improving major roads. In addition, Council has a broader influencing role, for example in promoting greater respect within the community for older people.

The City of Unley has primary responsibility for the following areas of active ageing:

- Delivery and maintenance of services that have direct impact on the quality of life for people as they age.
- Implementation of the Strategy in the City of Unley with older people, service providers and other levels of government.
- Information provision to our residents and advocacy of their needs to other tiers of government and relevant agencies.
- Referral service to other ageing and service providers.

We also play a leadership role in developing the City of Unley as an Age-friendly City. However, to achieve our vision will require understanding and commitment from all members of our community. We invite our community to actively work with us to reach the objectives set out in this Strategy.

## APPROACH

### PROJECT OVERVIEW

The *City of Unley Active Ageing Strategy* was developed in partnership with the University of South Australia. It replaced the existing *Ageing Strategy* which expired in 2015. The Strategy is focused on creating an Age-friendly City by supporting and encouraging positive, active ageing, and aligning with the principles set out by the World Health Organisation.

### LITERATURE REVIEW

A comprehensive literature review was undertaken in 2014 to inform the creation of this Strategy. The review provided a summary of current literature on the development of ageing strategies around the world. Included are examples of best practice, challenges encountered and suggestions for how the City of Unley can work towards being more age-friendly.

### ENGAGEMENT AND KEY FINDINGS

An extensive community engagement initiative was undertaken in late 2014 to inform the key priorities within the *Active Ageing Strategy*. Over 200 people provided valuable feedback and insight that was used to develop this Strategy.

Overall, those who participated were positive about growing older within the City of Unley, with key areas of strength being relationships and support of their neighbours, services and support provided by Council and other providers, opportunities to participate in civic and social activities and engagement, quality of community information and parks and gardens.

Key areas for improvement included footpath quality and maintenance, road safety, city planning and development and volunteer support models to improve the experience of volunteering offered by the City of Unley.

The engagement also highlighted areas where increased awareness would be of benefit, especially around services available, opportunities to participate in civic and social activities, downsizing of housing and taxi/public transport options.

The Strategy is fully endorsed by Council and great progress has been made since 2015 across all focus areas. New and existing initiatives continue to flourish under this umbrella strategy and are highlighted throughout this document which was updated in 2020.



## VISION

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Our vision is for the City of Unley to be celebrated by our community as a great place to grow older. We provide meaningful opportunities for access, inclusion, wellbeing and participation for all.

## AIM

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Our aim is to adapt our City's structures and services to be accessible to, and inclusive of, older people with varying needs and capacities. We will promote health and wellbeing, participation, respect and dignity as well as providing a sense of belonging and community connection.

## KEY ACHIEVEMENTS

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The Active Ageing work of the City of Unley has been recognised by yearly successful grant applications that have harnessed cross organisation collaboration to create new and innovative programs. Some key highlights include the following:

- The Daily Moves Program, a three year Sport and Recreation Grant designed to enable older individuals to maintain their physical and mental wellbeing.
- Co-housing Project, which brought together the Eastern Region Alliance alongside the Department of Planning, Transport and Infrastructure and the University of South Australia to design flexible housing options for ageing in place, with a submission to the new statewide *Planning and Design Code*.
- Forget-me-not Intergenerational Program which has developed Dementia Friendly Training to school aged children that brought together aged care homes and primary schools for regular intergenerational contact.

CITY OF UNLEY

As well as these, there have been significant achievements across all nine core areas of the Strategy including:

- The award of a Local Government Leadership Excellence Award for the vision and approach of the Active Ageing Strategy.
- The installation of mobility device recharge stations at key community locations.
- Development of an Age-friendly Business Network, which has included an Active Ageing Retail Pilot in partnership with the Office for the Ageing.
- Development and roll out of a corporate Dementia Training Program to assist the Council's staff to increase their awareness and understanding of Dementia and apply this to improve customer service and manage the impacts of Dementia in the workplace.
- Hosting of the First 90 Years event, celebrating people in our community who are 90 years and over.
- Delivery of regular Active Ageing events on a range of topics relevant to the older members of our community.
- Delivery of the Pets as Companions Project in a research partnership; that has enabled greater services focused on enabling pet companionship such as the volunteer dog walking.
- Street Scape Project which has helped define and implement Age-friendly standards and criteria for footpaths and walkways.
- Listening to the needs of the community to reconsider service delivery, for example transitioning the community bus from a traditional fixed route service to a door to door service.
- Creation and promotion of the Unley Legends short film series to celebrate the City of Unley's older residents.

These achievements were possible due to the valuable relationships between the Council, its older community and the Active Ageing Alliance over the past five years.

## MESSAGE FROM THE ACTIVE AGEING ALLIANCE

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It is acknowledged that the voice of older people is central to the development of all policies relating to their needs. The Active Ageing Alliance was integral to the establishment of the City of Unley's Age-friendly approach and to the drafting of this Strategy in 2015. Since then this diverse, resolute and dynamic group of volunteers have continued to meet regularly with Council Staff and Elected Members to support the application of Age-friendly principles into practice, and provide a breadth of lived experiences to guide the Council's work in this area.

Alliance members are all well connected in their communities. They have enthusiastically provided energy, strategic advice and their time into the achievements listed above through direct engagement with projects and events; guiding the creation of resources; offering innovative ideas for the future; and attending workshops.

The Alliance recognises that we are all ageing, and especially in times of change and challenge we must continue to innovate, inspire and model the vision of active ageing for future generations. The Alliance looks forward to working with the Council in the years ahead to ensure that the City of Unley remains celebrated by our community as a great place to grow older.

## GUIDING PRINCIPLES

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In further developing the City of Unley as an Age-friendly City, we will be guided by the following principles:

### 1. AGE IS A CELEBRATION

We celebrate the fact that our people are living longer and healthier. This Strategy aims to ensure that we keep thinking of ways to meet the needs of all of our citizens.

### 2. A RIGHTS-BASED APPROACH

Older persons have fundamental rights and freedoms, which include the right to be treated with dignity and respect and the right to make their own choices about how they adapt their lives to changing opportunities and needs.

### 3. WHOLE OF LIFE

Strategies that benefit our older people benefit all of our people. We will recognise and accommodate the different needs of our people throughout their entire life.

### 4. AGEING IN PLACE

We aim to provide for the needs of our people so that they are able to remain in the City of Unley for as long as they wish.

### 5. BUILDING ON OUR STRENGTHS

The City of Unley provides an enviable quality of life and its people have a wealth of skills and experiences to contribute to the community. Boosting the participation of our people of all ages will benefit the whole city.

### 6. CO-DESIGN AND PARTNERSHIP

The City of Unley is committed to an ongoing partnership with our community and partners to achieve our vision and implement initiatives that have real and lasting benefits. In particular, older people will be fully involved in the policy planning, development and evaluation process.

## ALLIANCE MODEL

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A fundamental component of this Strategy is the establishment of alliances with older people and service providers in the City of Unley. This will ensure that we are continuing to deliver the commitments contained in this Strategy. We will regularly seek the views of older people and service providers on how we are achieving our objectives and how we could be doing better.

### ACTIVE AGEING ALLIANCE

We have built on the engagement we undertook during the development of this Strategy by establishing the 'Active Ageing Alliance' – a forum of active citizens who work in partnership with the City of Unley to oversee implementation. The Alliance meets regularly and provides invaluable engagement with the Council. New members of the community continue to express their interest in joining the group and the Alliance is now reaching out to other Age-friendly Cities within Adelaide and their alliances to share the benefits of their experiences at the City of Unley. This leadership role reflects positively on the City of Unley within South Australia and interstate. Members of this forum give feedback on how the Strategy is improving the experience of living in the City of Unley and help us to prioritise activities to further improve what we do.

### SERVICE ALLIANCE

We have strengthened the network of key health and support service providers that partner with the City of Unley to implement actions, identify challenges and maximise opportunities to meet the needs of our residents as they age.

## KEY FOCUS AREAS OVERVIEW

Our *Active Ageing Strategy* is based on the WHO Age-friendly Cities Guidelines which feature 8 Key Focus Areas. We have included a 9th Focus Area within our Strategy to highlight our role in leading the development of Age-friendly Cities within this State and Australia.

### FOCUS AREA 1: OUTDOOR SPACES AND BUILDINGS

#### KEY CONSIDERATIONS:

- Pleasant, clean environments
- Importance of green spaces
- Places to rest
- Age-friendly pavements
- Safe pedestrian crossings
- Accessibility
- A secure environment
- Walkways and cycle paths
- Age-friendly buildings
- Adequate public toilets
- Service to older customers

### FOCUS AREA 2: TRANSPORTATION

#### KEY CONSIDERATIONS:

- Availability
- Affordability
- Reliability and frequency
- Travel destinations
- Age-friendly vehicles
- Specialised services for older people
- Priority seating and passenger courtesy
- Transport drivers
- Safety and comfort
- Stops and stations
- Taxis and Community Transport
- Information
- Driving conditions
- Courtesy towards older drivers
- Parking

### FOCUS AREA 3: HOUSING

#### KEY CONSIDERATIONS:

- Affordability
- Essential services
- Design
- Modifications
- Maintenance
- Access to services to support independent living
- Community and family connections
- Housing options
- Living environment

### FOCUS AREA 4: SOCIAL PARTICIPATION

#### KEY CONSIDERATIONS:

- Accessible opportunities
- Affordable activities
- Range of opportunities
- Integrating generations, cultures and communities
- Awareness of activities and events
- Encouraging participation and addressing isolation

### FOCUS AREA 5: RESPECT AND SOCIAL INCLUSION

#### KEY CONSIDERATIONS:

- Respectful and disrespectful behaviour
- Ageism and ignorance
- Intergenerational interactions and public education
- Place within the community
- Helpfulness of the community
- Place in the family
- Economic exclusion
- Celebrating ageing and valuing contribution

### FOCUS AREA 6: CIVIC PARTICIPATION AND EMPLOYMENT

#### KEY CONSIDERATIONS:

- Better employment options and more opportunities
- Volunteering options for older people
- Flexibility to accommodate older workers and volunteers
- Encouraging civic participation
- Training
- Entrepreneurial opportunities
- Valuing older people's contribution

**FOCUS AREA 7: COMMUNICATION AND INFORMATION**

**KEY CONSIDERATIONS:**

- Widespread distribution
- The right information at the right time
- Responsive and caring service
- Age-friendly formats and design
- Information Technology
- A personal and collective responsibility

**FOCUS AREA 8: COMMUNITY SUPPORT AND HEALTH SERVICES**

**KEY CONSIDERATIONS:**

- Accessible care
- A wider range of health services
- Ageing well services
- Home care
- Residential facilities for people unable to live at home

**FOCUS AREA 9: ACTIVE AGEING LEADERSHIP**

**KEY CONSIDERATIONS:**

- Leadership initiatives
- Partnering
- Networking
- Innovation and prototyping
- Influence and advocacy
- Community safety

**ACTIVE AGEING ACTION PLAN**

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An *Active Ageing Action Plan* has been developed to complement the delivery of this Strategy. The Action Plan outlines specific actions that will enable us to achieve our objectives, along with providing indicative timeframes for delivery and identifying Council's role in delivery.

The Action Plan is indicative and it is envisaged that it be considered on an annual basis as part of the Council's annual budget process to prioritise the key actions to be undertaken in the year ahead.

The City of Unley Active Ageing Alliance has and will continue to oversee the implementation of the Strategy and Action Plan and provide guidance on the development of annual project plans.

**MEASURING OUR PROGRESS**

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The wording of the WHO key indicators of age friendliness for cities were recently adjusted and the results of an international pilot study using them was published in 2018. These rephrased indicators have been adopted in 2020 for use by the City of Unley, and are shown on the last page of this Strategy.

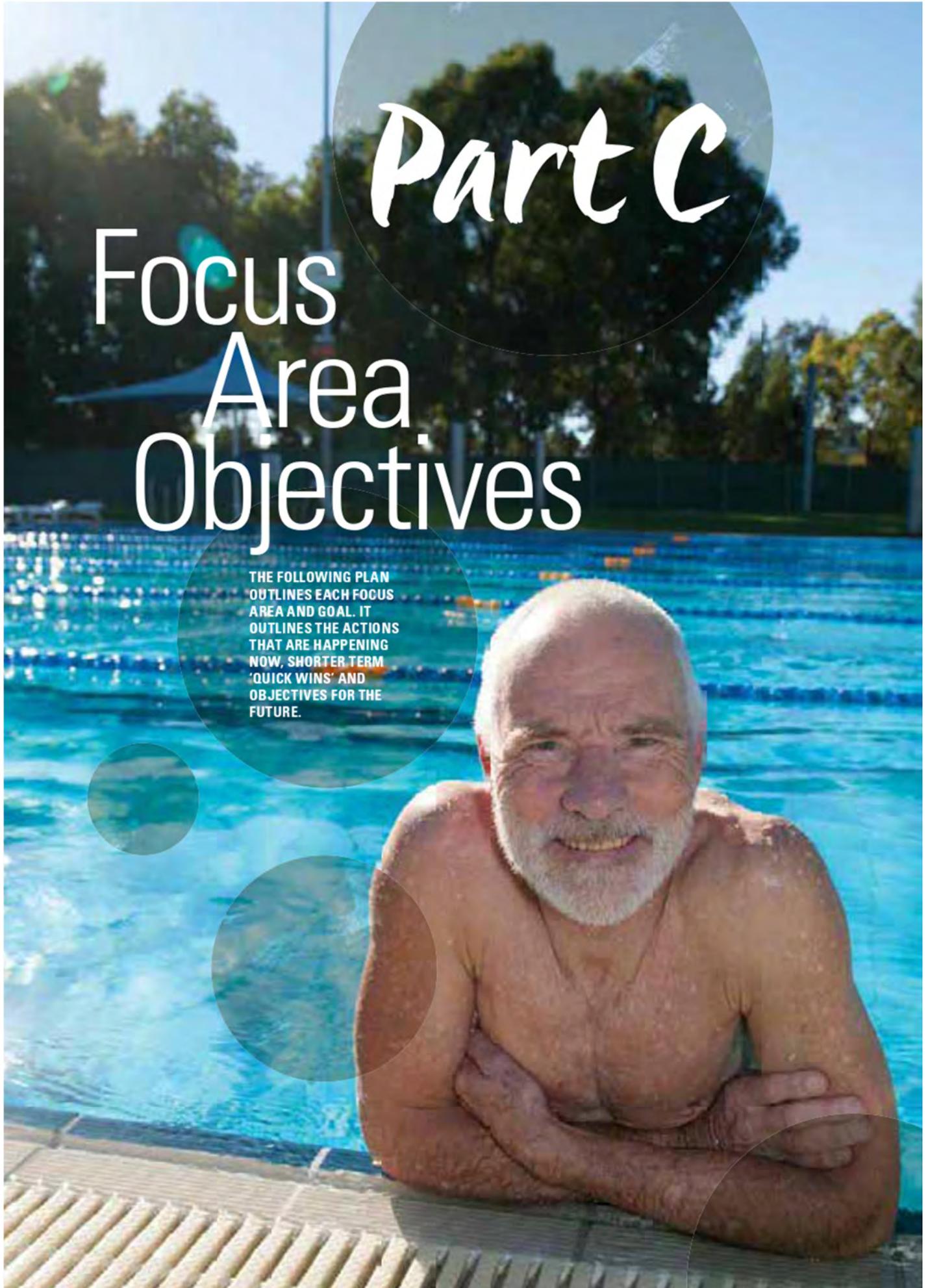
These indicators have allowed baseline data to be captured from the community which will inform the work of the Active Ageing Alliance and will be re-tested biennially to monitor the effectiveness of the initiatives in place.

**FACILITATION:**

This Strategy is coordinated by a Council Project Officer who works with our Active Ageing Alliance stakeholders and internal staff to incorporate actions into Council's *Annual Business Plan and Budget*.

**FUNDING:**

Actions will be funded by applying an age-friendly focus to existing resources, through grants and partnering with our alliance partners.



# Part C

# Focus Area Objectives

THE FOLLOWING PLAN OUTLINES EACH FOCUS AREA AND GOAL. IT OUTLINES THE ACTIONS THAT ARE HAPPENING NOW, SHORTER TERM 'QUICK WINS' AND OBJECTIVES FOR THE FUTURE.

## FOCUS AREA 1

# Outdoor Spaces & Buildings

### Goal

To create an environment that is pleasant, safe and accessible.

#### WHAT OUR COMMUNITY TOLD US IN 2015

##### POSITIVES

- Flat and walkable city
- Parks and gardens

##### AREAS FOR IMPROVEMENT

- Footpath quality—access for reduced mobility/trips/hazards
- Navigating busy roads

### STRATEGY 1: FOOTPATHS AND WALKWAYS

#### COMPLETED ACTIONS AND SUCCESS STORIES

- Incorporation of age-friendly principles within the streetscape upgrade of Goodwood Road and King William Road has been achieved creating boulevards that maximise pedestrian safety, visitor comfort and accessibility.
- A footpath audit and condition rating has been undertaken.
- Wombat crossings and pedestrian refuges have been installed in high traffic areas.
- Trial walking trails have been developed on Charles Walk and Glen Osmond Creek.
- The Walking and Cycling Plan was reviewed in 2015 to ensure consistency with other Council strategies, as well as to account for improvements to local and regional cycling and walking routes.

#### ONGOING OBJECTIVES

- Pedestrian access and safety is improved through an ongoing city-wide footpath upgrade program with a focus on age-friendly pathways, specifically focused on main streets, near schools and aged care facilities and highly pedestrianised pathways.

Road crossing is made easier with more pedestrian crossings and the use of pedestrian countdown timers.

- Walking and cycling plan endorsed and active transport is encouraged through an increased number and quality of walking paths and trails.
- The City of Unley developed and continues to utilise Age Friendly Streetscape Guidelines to maintain an age-friendly focus when future redevelopments of streets and open spaces occur.
- Ongoing promotion of the 45 kilometres of marked bike routes throughout the City of Unley, which are part of the Adelaide metropolitan bike lane network, alongside community focused events such as providing support for community organisations, walking groups and specific events such as walking through nature.

#### HAPPENING NOW

- The *Living Streets Program* is enhancing streetscaping, access and usability for key sites in close consultation with residents and ensuring that universal streetscape designs meet the needs of every generation.
- Innovative walking tours have been developed in conjunction with Council's Community and

Cultural Development area to provide new ways to enjoy and enrich local walks through linkages to local art and history including:

- The Goodwood Road Streetscape Artworks, a free self-guided walking tour app,
- The Discover Historic Goodwood Walk,
- Ways of Walking is a walking tour of everyday walks and unique experiences of local people in Malvern, Highgate, Fullarton and Myrtle Bank.

## STRATEGY 2: SEATING

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### COMPLETED ACTIONS AND SUCCESS STORIES

Improved seating installed in the King William Road and Goodwood Road main street precincts.

Outdoor seating is currently installed in local parks, gardens and bus shelters.

### ONGOING OBJECTIVES

Continued provision of seating and resting points alongside highly pedestrianised areas including parks, public transport stops, popular walkways and near shopping precincts.

Outdoor and indoor furniture and seating is designed and selected with the requirements of older people in mind.

## STRATEGY 3: BUILDING AND DEVELOPMENT

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### COMPLETED ACTIONS AND SUCCESS STORIES

Access to key civic buildings meets appropriate standards.

Location and accessibility are considered in the design of new installations and renewal projects.

### ONGOING OBJECTIVES

Advocacy of age-friendly design principles to be included in the new *Statewide Planning and Design Code* with respect to flexible housing options to enable ageing in place.

Public toilets are sufficiently available, safe, clean and accessible.

## STRATEGY 4: LIGHTING

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### COMPLETED ACTIONS AND SUCCESS STORIES

An audit of the City's street lighting standards and condition has been undertaken.

### ONGOING OBJECTIVES

Improved lighting in car parks, parks, entry points, near play equipment, public toilets and civic and community spaces maximises city safety and accessibility.

## STRATEGY 5: SIGNAGE

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### COMPLETED ACTIONS AND SUCCESS STORIES

Cross Street banner event infrastructure is in place.

LED signage installed at the Unley Council Chambers to better promote events and civic activities. LED signage installed on King William Road to advise of available parking spaces.

### ONGOING OBJECTIVES

Enhanced signage to make it easier to navigate and locate community facilities, events and places of interest.

## STRATEGY 6: PARKS, GARDENS AND OPEN SPACE

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### COMPLETED ACTIONS AND SUCCESS STORIES

Popular parks are maintained with equipment and amenities installed to enhance their use.

Installation of exercise equipment in three local parks.

### ONGOING OBJECTIVES

An active ageing focus is considered when undertaking upgrades of park and event facilities and amenities.

Advocacy for Age-friendly landscape design for residential parkland and greenspaces is continued by collaboration across Council departments.

## FOCUS AREA 2

# Transportation

### Goal

Our residents are able to easily move about the city to participate in the community and have access to services.

#### STRATEGY 1: PUBLIC TRANSPORT

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##### COMPLETED ACTIONS AND SUCCESS STORIES

Networks have been established with Public Transport Service partners to ensure necessary metropolitan bus services and support infrastructure is in place.

The Council has advocated to improve bus transport services, shelters and stops.

##### ONGOING OBJECTIVES

Advocacy for increased recognition of priority seating and assistance for frail and older people.

#### STRATEGY 2: COMMUNITY TRANSPORT

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##### COMPLETED ACTIONS AND SUCCESS STORIES

The Community Bus and Community Transport services are available to assist older people to get to shops and appointments.

##### HAPPENING NOW

After a review of community needs, the bus service is now providing a door to door service (rather than fixed routes) that recognises the individual needs of users.

Advocacy for the needs and views of older individuals on the proposed enhanced east-west network from Adelaide Metro which aims to provide improvements including faster services, a simpler network and enabling a greater emphasis on integration across all modes.

##### WHAT OUR COMMUNITY TOLD US IN 2015

##### POSITIVES

Community bus

Number of transport options

Go Zone frequency/reliability

##### AREAS FOR IMPROVEMENT

Traffic safety

More options when people can no longer drive

##### ONGOING OBJECTIVES

Community Transport continues to evolve to be responsive and relevant to our community to support social connections, independence and ageing in place.

#### STRATEGY 3: TAXIS

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##### COMPLETED ACTIONS AND SUCCESS STORIES

Taxi ranks are available in key locations in collaboration with shopping centres, main streets and the Taxi Association.

Opportunities to utilise alternative transport services were explored.

Access Cabs are available for people with disabilities—this links to the Eastern Region Community Passenger Network service.

Temporary taxi ranks are implemented for major community events.

##### ONGOING OBJECTIVES

Increased reliability, courtesy and availability of taxi services for local residents.

## STRATEGY 4: DRIVING AND PARKING

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### COMPLETED ACTIONS AND SUCCESS STORIES

Workshops with the RAA were delivered to provide advice and support regarding vehicle modifications, adjustments and driver training for older residents.

A program of Local Area Traffic Management studies has been established to identify and implement improvements in road safety and traffic management including lower speed zones.

Disability parking is available at civic buildings and provided for in business development applications.

Parking controls were enhanced by the use of enforcement services to patrol agreed private car parks such as shopping centres, in order that parking is made available for older clients.

There is regular enforcement of disability and other public parking zones.

Advocacy when appropriate for inclusion of 'senior friendly parking' in private car parks.

### ONGOING OBJECTIVES

Drivers are more confident and feel safer when travelling throughout the City of Unley.

Car parking is maximised to improve availability, accessibility and support people with disabilities.

Encouragement of carpooling initiatives to lead to fewer cars on the road, with more transport options available for local drivers.

## STRATEGY 5: MOBILITY DEVICES

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### COMPLETED ACTIONS AND SUCCESS STORIES

Membership in the RECHARGE scheme to set up and promote recharge points for mobility scooters.

Inclusion of mobility device users within the Bicycle Users Group (BUG) as a forum to consider access, parking requirements and charging stations.

### ONGOING OBJECTIVES

Support for mobility device users is improved with increased engagement, information and education programs available.

## STRATEGY 6: CYCLING

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### COMPLETED ACTIONS AND SUCCESS STORIES

Support for the Bicycle Users Group (BUG) within the City of Unley to guide discussions on improvements to cycle access and safety.

Bicycle racks and repair stations have been installed at the Unley Shopping Centre with secure locks and line marking and kerbing has been undertaken to assist cyclist travel on bikeways.

Upgrade to Weller Street— a critical part of Unley's Cycling Network (see the *Unley Walking and Cycling Plan*) and the *Goodwood Local Area Traffic Management Plan*.

Upgrade of the Goodwood Road crossing of the Mike Turtur Bikeway has been completed, making the crossing safer and more convenient for cyclists.

### ONGOING OBJECTIVES

Opportunities for cycling throughout the city are optimised through the expansion of Council's bicycle network.

Regular reviews of the City of Unley Walking and Cycling Plan with a view to establishing a network of safe streets for cycling, walking and resources for the community.

## FOCUS AREA 3 Housing

### Goal

Affordable and accessible housing is available to meet the needs of residents throughout their lives.



### STRATEGY 1: DEVELOPMENT

#### COMPLETED ACTIONS AND SUCCESS STORIES

A significant grant was obtained through the Office for Ageing Well and in partnership with UniSA to explore co-housing options that enable older individuals to stay in their community.

Planning policy facilitates and encourages the provision of housing options suitable for older people in new developments.

Existing policies support housing diversity and development across the city.

#### ONGOING OBJECTIVES

Advocate that building code variations provide for active ageing and mobility access standards.

Develop information about the options to provide granny flats/dual occupancies in large single dwelling house areas.

#### HAPPENING NOW

The results of the co-housing project will provide information that will inform discussion about options for laneway/accessory houses (small granny flats) and co-housing that aids diversity and affordability. It will also contribute to innovative considerations of planning policy and how this can facilitate and encourage the provision of housing options suitable for older people and provide ongoing contributions to the development of a new statewide *Planning and Design Code*.

The Council has provided submission to the new statewide *Planning and Design Code* with a specific cross council submission to consider the merits of a new housing code definition 'cohousing accommodation' which may allow flexible site redevelopment that increases dwellings per site but also retains character, maintains or improves open space and allows ageing in place through better design.

#### WHAT OUR COMMUNITY TOLD US IN 2015

##### POSITIVES

- Neighbours/ neighbourhood spirit
- Ageing in place – as long as possible

##### AREAS FOR IMPROVEMENT

- Planning and development that maintains character of the area
- Access to a wider range of flexible housing options to enable ageing in place

## STRATEGY 2: AFFORDABLE HOUSING

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### **COMPLETED ACTIONS AND SUCCESS STORIES**

Policy and planning of development plan amendments (DPAs) and templates were aligned to State Government targets on affordable housing.

### **ONGOING OBJECTIVES**

Advocacy for innovative and flexible housing options that meet the needs of older people.

## STRATEGY 3: RESIDENTIAL AGED CARE

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### **COMPLETED ACTIONS AND SUCCESS STORIES**

The number of new residential aged care facilities within the Unley area has increased, with significant developments supported by the Council to ensure flexible housing options and a capacity for older individuals to remain in their community as their needs change.

### **ONGOING OBJECTIVES**

New apartments are encouraged to be designed to attract a mix of age groups.

Council promotes and advocates for the provision of modern models of residential aged care in Unley.

Housing needs of older residents are better understood and incorporated in the development of aged care housing within the City of Unley.

## STRATEGY 4: RETIREMENT LIVING/DOWNSIZING

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### **COMPLETED ACTIONS AND SUCCESS STORIES**

Home Maintenance Services are available for people aged over 65 years as needed.

Participation in a UniSA study on downsizing for people as they age.

### **ONGOING OBJECTIVES**

Residents are supported to age in place by the provision of clear and accessible information regarding options for downsizing and advice available to assist them to consider home modifications and planning requirements.

Development of a resource providing advice and information about making existing housing adaptable as people age.

## FOCUS AREA 4: Social Participation

### Goal

Our residents are encouraged and have opportunities to participate in the community throughout their lives.

### STRATEGY 1: EVENTS AND ACTIVITIES

#### COMPLETED ACTIONS AND SUCCESS STORIES

An extensive annual program of community events is coordinated across the city, focused on social inclusion, cultural expression, community and neighbourhood development, city vibrancy and place making. A full program of events and activities designed specifically for older people has been promoted every year for Zest Fest and the Fringe in Unley. These have been well attended and valued by the community.

Promotion of age-friendly and intergenerational social activities occurs through targeted items in Unley Life and the 'What's On Calendar'.

Events and activities are available at the libraries, Unley Swim Centre, community centres and key outdoor venues that promote active ageing.

Partnership with Sturt Football Club and local aged care providers to support attendance at home matches at Unley Oval.



#### WHAT OUR COMMUNITY TOLD US IN 2015

##### POSITIVES

- Range and quality of social activities
- Involvement with local faith groups

##### AREAS FOR IMPROVEMENT

- Promotion of social activities – finding out about what is on
- Support to attend social activities

#### ONGOING OBJECTIVES

Celebration and promotion of benefits of positive and active ageing is realised through the development of new programs and activities centred on optimising longevity, health and wellbeing.

Access to and promotion of community events and cultural facilities is improved for older people through the provision of additional transportation options and partnerships.

Promotion of local activities suitable for older individuals is supported by increasing the range of hard copy brochures, e-newsletters and a new Events for Seniors portal on the City of Unley website.

#### HAPPENING NOW

A new series of events to support the wellbeing of older adults in the community have been initiated at the Town Hall, aiming to increase discussion, debate and innovation around the opportunities and challenges that affect individuals over the age of 50, so helping them to live their best lives.

## STRATEGY 2: FACILITIES AND VENUES

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### COMPLETED ACTIONS AND SUCCESS STORIES

Modifications that enable access for all ages have been made to the Unley Swim Centre including a disability lifter to the pool, upgraded change rooms, access and automated gates.

Support is provided for community and sports clubs, groups and associations and services through subsidised leases and licences to use Council facilities.

Companion card is available at community centres and the Unley Swim Centre enabling access for carers to activities.

### ONGOING OBJECTIVES

Community engagement to ensure key Council building upgrades meet the needs of older users with visual issues, physical or cognitive impairment. For example, engagement with Dementia Australia and the 'Meet me on Mondays' Dementia support group was undertaken to provide input on the redevelopment of the library foyer area.

## STRATEGY 3: TECHNOLOGY

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### COMPLETED ACTIONS AND SUCCESS STORIES

WiFi hotspots are available via our libraries and Unley Community Centre.

Community computing programs are offered through our libraries assisting people to improve their computer and online literacy.

A new format digital literacy program, Reboot, was developed and promoted via our libraries and community centres to provide opportunities for people of all ages to be exposed to and learn about new technologies.

### ONGOING OBJECTIVES

Improved city-wide online access is available by extending WiFi hotspots throughout main streets, cultural hubs, public transport shelters/platforms and parks. For example, the redesign of King William Road has included improving WiFi access in the area.

Ongoing promotion of the City of Unley libraries as centres for digital literacy within the community, showcasing and supporting the latest and future technologies.

Support and advocacy for e-learning at any age provided with dedicated workshops for older individuals.

## STRATEGY 4: REDUCE ISOLATION

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### COMPLETED ACTIONS AND SUCCESS STORIES

New and innovative community services and community centre programs are available aimed specifically at reducing social isolation and loneliness, for example the men's breakfast program.

Pet ownership is acknowledged as an effective method of mitigating loneliness, with 'Pets as Companions' partnership programs focused on pet care facilitated through a dog walking program, dog owners social program (Paws in Parks) and the use of therapy dogs in Council community venues and facilities.

### ONGOING OBJECTIVES

Scope innovative new programs that can reduce loneliness and isolation through community programs and initiatives that encourage neighbourhood development, community support and connection.

### HAPPENING NOW

The Active Ageing Alliance is scoping a new project to address social isolation and loneliness in the Unley community through a network of trusted contacts and outreach.

## FOCUS AREA 5

# Respect and Social Inclusion

### WHAT OUR COMMUNITY TOLD US IN 2015

#### POSITIVES

- Support for activities to bring generations together
- City of Unley considered inclusive

#### AREAS FOR IMPROVEMENT

- Seats offered on public transport
- Visibility of older people
- More support and help for more isolated members of the community to access social services

## Goal

Our residents of all ages are valued and the community benefits from their contribution.

### STRATEGY 1: RESPECT FOR OLDER PEOPLE

#### **COMPLETED ACTIONS AND SUCCESS STORIES**

Council core values of diversity and respect for all are displayed at our community facilities.

Unley Life magazine includes positive articles celebrating older people in the community.

A grandparent school holiday program was trialed at the Unley Community Centre.

Inclusion of a City of Unley 'Active Ageing Initiative of the Year' category in the City of Unley Australia Day awards.

Two short films were made in collaboration with Resthaven. Titled *Unley Legends*, these films celebrated the City of Unley's older residents and were successfully launched at the Capri Theatre.

Inclusion of older individuals in our cultural life is being promoted by supporting Fringe events to be hosted in residential aged care homes.

#### **ONGOING OBJECTIVES**

Tolerance and understanding are fostered through programs aimed at connecting generations, shared wisdom and learning and reducing ageism.

An Age-friendly Cities and Communities theme is encouraged within local schools, fostering intergenerational understanding, appreciation and interaction.

#### **HAPPENING NOW**

Support is being provided to match up partner school and aged care organisations to enable intergenerational visits, education, understanding and establish sustainable connections between young people and older people within aged care residential homes.

ACTIVE AGEING STRATEGY

### STRATEGY 2: SOCIAL INCLUSION

#### **COMPLETED ACTIONS AND SUCCESS STORIES**

A number of initiatives are in place to visit older people at home and assist older people's participation in community activities.

Local businesses are recognised as age-friendly and celebrated for demonstrating good design practice focused on inclusivity and access.

#### **ONGOING OBJECTIVES**

An improved appreciation and understanding of cultural diversity opportunities is achieved through a research project considering integration and support of older Greek, Italian and Chinese people in our community.

Recognition that the ageing process for migrants can require a tailored approach for those who are unable to draw on family and familiar culture to address their needs as they age.

A strengthened sense of belonging realised through increased opportunities for our residents to interact and connect.

Increased opportunities to strengthen inclusivity and community spirit is achieved through boosting the offering and support for Harmony Day, Every Generation Festival, Neighbour Day, RUOK day and Happiness Day initiatives.

Ensure the fees and charges for Council venues support affordability for seniors groups and programs.

Further enhance the Zest Fest and Neighbour Day initiatives to foster inclusiveness and encourage our age-friendly community.

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## FOCUS AREA 6

# Civic Participation and Employment

### Goal

Our residents are actively involved in the community throughout their lives.



### WHAT OUR COMMUNITY TOLD US IN 2015

#### POSITIVES

- Variety of volunteer activities
- Ability to undertake paid work if wanted
- Improved connection and ability to have a say in community consultation

#### AREAS FOR IMPROVEMENT

- Ensuring volunteers are appreciated and supported
- Treating volunteers with the same respect as staff
- Listening to feedback as part of engagement
- Ensuring times for feedback are suitable for older people

## STRATEGY 1: ENGAGEMENT

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### COMPLETED ACTIONS AND SUCCESS STORIES

A *Community Engagement Toolkit* has been developed giving special consideration to an age-friendly approach in consulting older people.

We actively promote community engagement initiatives supported by both online and hard copy feedback forms.

An Active Ageing Alliance has been established and meets regularly providing input and advice to all areas of Council operation on enhancing our age-friendly approach.

Community advisory groups were explored to guide the operations of the Unley and Fullarton Park Community Centres.

### ONGOING OBJECTIVES

All Council led community engagement initiatives adopt an age-friendly approach ensuring all materials are accessible, easy to read and participation is convenient and easy.

Increased community involvement and participation shapes the future direction and operation of our community and cultural facilities.

## STRATEGY 2: PAID EMPLOYMENT

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### COMPLETED ACTIONS AND SUCCESS STORIES

City of Unley employment programs enable flexibility to assist and support our staff to remain in the workforce and transition to retirement.

Retirement transition talks providing an informal panel discussion about the challenges and opportunities of post career life have been trialled.

### ONGOING OBJECTIVES

Residents have access to information and opportunities to discuss retirement transition and the challenges and opportunities of post-career life.

### HAPPENING NOW

The Age-friendly Business Project is considering broader viewpoints, beyond accessibility and customer service to include issues relevant to older employees, employers and working past the traditional retirement milestones, for example encore careers and silver entrepreneurship.

## STRATEGY 3: VOLUNTEERING

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### COMPLETED ACTIONS AND SUCCESS STORIES

Volunteer opportunities are available across Council services with more than 250 people actively contributing in our volunteer program.

Training is provided for volunteers and police checks of volunteers are in place to ensure safety and security of patrons.

New and innovative virtual reality training has been provided to our volunteers, in collaboration with Dementia Australia to increase awareness of respectful and inclusive ways to interact with individuals living with cognitive decline.

### ONGOING OBJECTIVES

New volunteering opportunities for people as they age across community services and events are identified and available.

High level of awareness of new models of community volunteering with opportunities incorporated as part of the City of Unley volunteer program.

Centralised information is available regarding city-wide volunteer vacancies and extensively promoted via the City of Unley website.

Local clubs and community groups are supported to manage and recruit volunteers to support their activities.

## FOCUS AREA 7

# Communication and Information

### Goal

Our community is able to easily access information about their community and services.

#### STRATEGY 1: CUSTOMER SERVICE

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##### **COMPLETED ACTIONS AND SUCCESS STORIES**

Customer service standards have been developed that outline our commitment to our customers in assisting them with their enquiries and requests.

Dementia awareness and training provided for City of Unley customer facing staff.

The Active Ageing Alliance attended a dedicated workshop to provide input to the design and functionality of the new City of Unley website, in order that it supports and enhances individuals' capacity to live an active life connecting to their local community.

##### **ONGOING OBJECTIVES**

Ensuring that the City of Unley customer service standards and approach consider the needs of older people and our staff are skilled to assist older people, those with disabilities and/or dementia in accessing Council services and that these values are being embedded in the organisation.

Technology solutions are adopted to optimise accessibility to the Council's services and information.

##### **HAPPENING NOW**

Establishment of baseline data through a community pulse check will maximise the value from the Strategy refresh.

Establishment of new touchpoints through the City of Unley website that promote events for seniors and active ageing in an easier to access format.

##### **WHAT OUR COMMUNITY TOLD US IN 2015**

###### **POSITIVES**

- Support for digital literacy/technology
- Well informed about what is happening locally
- Library services (noted supportive staff)
- Messenger newspaper a good source of info

###### **AREAS FOR IMPROVEMENT**

- More technology support when things go wrong (ie help desk)
- Emphasis on other communication methods as well as the internet/online for information
- Website design that makes it easier to find information
- Providing the right information at the right time rather than being overwhelmed by too much information



## STRATEGY 2: COUNCIL COMMUNICATIONS

### **COMPLETED ACTIONS AND SUCCESS STORIES**

Unley Life magazine is published seasonally; it is available online with hard copies available from the Civic Centre, Libraries & Community Centres.

- [unleylife.unley.sa.gov.au](http://unleylife.unley.sa.gov.au)

## STRATEGY 3: INFORMATION FOR OLDER PEOPLE

### **COMPLETED ACTIONS AND SUCCESS STORIES**

An access and mobility map is available outlining transport options and key public conveniences/ services.

The Browse Aloud application available on City of Unley website enables sight impaired people to access information in audio format.

The City of Unley has a strong online presence in place with website, online tools and social media platforms. This is supported by programs providing training and support in digital literacy via Library Services.

### **ONGOING OBJECTIVES**

Older people in our community know where they can source relevant and suitable information to support their active ageing.

Council publications are presented in a format suitable for vision impaired wherever possible: large font, audio formats, jargon free and in multiple languages as relevant.

Boost promotion of Council's Active Ageing Initiative, services and related programs.

Development of a *City of Unley Age-friendly Guide* to promote services available to support the ageing community across the City of Unley.

## FOCUS AREA 8

# Community Support and Health Services

### Goal

To ensure that appropriate community support and health services are available to assist residents throughout their lives.

#### WHAT OUR COMMUNITY TOLD US IN 2015

##### POSITIVES

- Good range of community services offered by Council
- Variety of health services in the area

##### AREAS FOR IMPROVEMENT

- Provide a consistent level of good service
- Communicating better to raise awareness of services offered by Council



### STRATEGY 1: SUPPORTING INDEPENDENCE

#### COMPLETED ACTIONS AND SUCCESS STORIES

A wide range of home care assistance services are available such as home maintenance, gardening, shopping and cleaning.

Unley Community Centre works in partnership with South Australian Police (SAPOL) to deliver free information on community safety.

Activate promotion of falls prevention programs and information offered by Council.

#### ONGOING OBJECTIVES

Our residents are encouraged and supported to remain healthy and independent through the provision of community services, programs, information and initiatives.

Instances of hoarding and squalor are effectively resolved through the establishment of a whole of Council approach and guideline.

**HAPPENING NOW**

Innovative programs have been developed that broaden the reach of Community Home Service Program (CHSP) to engage a more diverse audience (for example the men’s breakfast), provide a wider selection of options (for example in home tech support) and provide activities at different times of day (for example evening outings and meals). These new offerings are proving popular with the older residents of Unley.

Successful application of a sport and recreation grant ‘Daily Moves’ in conjunction with the Eastern Region Alliance, is enabling the provision of free personalised and supported physical activity program for adults aged 65 years and above.

**STRATEGY 2: SUPPORT SERVICES**

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**COMPLETED ACTIONS AND SUCCESS STORIES**

Online e-resources are available from the City of Unley audio collection.

Library resources are provided in easy access formats such as audio books, e-readers and Books in the Sky.

Meals service offered four days a week from Unley Community Centre including take-away meals.

A wide variety of weekly social and recreational programs are offered across the Community Centres that meet the needs of a broad demographic including multicultural groups, intergenerational groups and the LGBTQI community.

A wide range of home support services are available to assist people to age in place.

A dedicated library collection has been established for active ageing.

A dedicated library collection that focuses on sensory and memory activities for individuals living with Dementia has been established and is well used by the community.

The feasibility of the establishment of a Casserole Club program through our Community Centres to promote meal sharing and community support was explored.

Residents at risk are supported by Community Home Service Program (CHSP) risk and systems processes.

**ONGOING OBJECTIVES**

Partnerships with local residential aged care homes enable further outreach opportunities for library and community services.

Food support services are enhanced for residents in need through partnerships with external service providers.

**STRATEGY 3: HEALTH AND WELLBEING**

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**COMPLETED ACTIONS AND SUCCESS STORIES**

Physical and mental health improvement programs are offered at Community Centres.

Unley Swim Centre offers classes and hosts age specific events that promote active ageing.

The ‘Active Unley’ database provides information on all health and wellbeing industries in Unley including sport and recreation clubs, fitness, exercise therapy, medical and allied health.

The Council has participated in a Dementia Australia initiative exploring leading practice local government interventions to support people with Dementia and facilitated Dementia training for staff and volunteers. Further regular support to individuals and family members living with Dementia has been provided through the Meet me on Mondays social group.

Actively participated in the pilot ‘Music for Life’ program, partnering with VolunteerSA.

**ONGOING OBJECTIVES**

Support for people with Dementia and Alzheimer’s is optimised through partnership education initiatives.

Older residents are actively encouraged to join and participate in healthy lifestyle, fitness and wellbeing activities, which are fun and easy.

Maintaining a strong network of health and allied health partners results in collaborative community outreach and support programs.

The Daily Moves program provides tailored support and opportunities to undertake fitness and health activities for individuals over the age of 65 to support positive and active ageing.

## FOCUS AREA 9

# Active Ageing Leadership

### Goal

Provide leadership by showcasing the City of Unley as an Age-friendly City.

### **COMPLETED ACTIONS AND SUCCESS STORIES**

The City of Unley actively participated in the Thinkers in Residence program featuring Dr Kalache which has led to a partnership with UniSA to develop a *City of Unley Active Ageing Strategy*.

In partnership with UniSA we have undertaken a literature review of leading practice in Age-friendly Cities and Communities, consulted with the community and developed age-friendly indicators.

We have updated our Community Profile against the 2016 Census data, noting local demographics and social implications.

Service Alliances were explored across the 9 focus areas.

Leadership within active ageing is further developed through the hosting of an 'ageing well' panel with interstate contributors from the NSW-based group, The Waverton Hub.

The City of Unley hosted the first Age Friendly Cities Network meeting, bringing together Age Friendly Cities from across the country to share experiences and learnings.

### **ONGOING OBJECTIVES**

An ongoing partnership with the UniSA, providing opportunities for shared projects and evaluation.

Alliances and partnerships are established with community, service providers, and other sectors of government from which collaborative initiatives and projects can be realised by pooling resources and leveraging investment.

Continue to ensure that the principles and strategies for ageing well are incorporated into all of Council's activities.

Development of specific targets to measure the achievement of each age-friendly indicator.

### **HAPPENING NOW**

City of Unley is recognised as a local government leader in Age-friendly Cities and Communities.

Active ageing case studies and learning are being shared across the industry through appropriate forums including the Local Government Association, conferences and workshops. Local partnerships with other Age-friendly Cities in South Australia are being established and grants successfully applied for in partnership with other local councils in the active ageing space. Examples have included the Forget-me-not Dementia Program, the co-housing study and new grant applications are in progress focusing on proactive retirement, mature aged micro-enterprise and tackling social isolation.

### **CONCLUSION**

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This Strategy brings together the latest global thinking, the City of Unley's experience and, most importantly, the experiences of our older people in the community to guide all of our activities towards making the City of Unley an Age-friendly City.

The Strategy recognises that we are doing well in many areas, however there remains scope for growth and improvement. It also recognises that people's needs and the tools to address them are changing and we need to keep up with those developments.

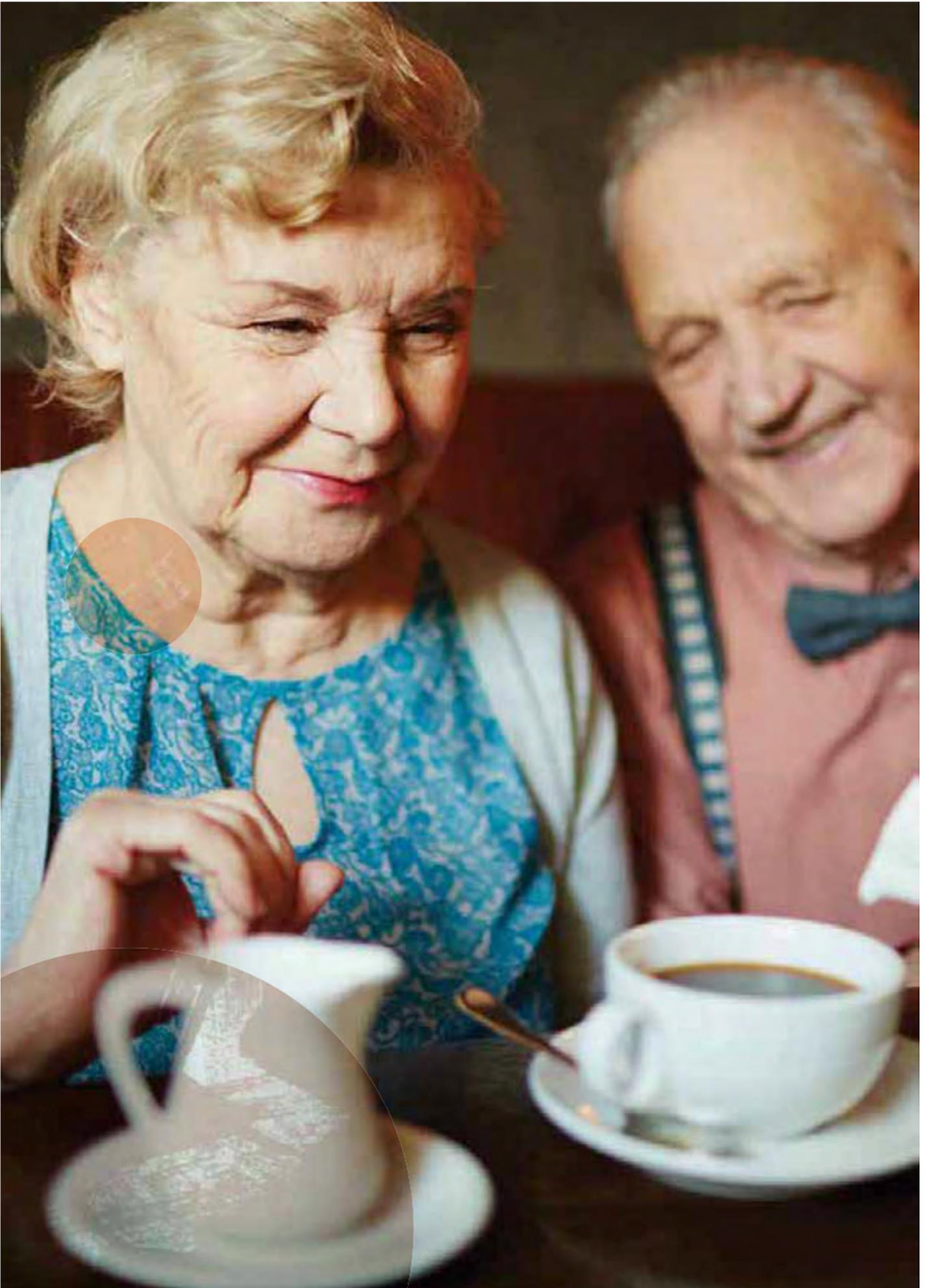
In releasing this Strategy, Council is committing to work with the community to make the City of Unley an even better place to grow old.



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## INDICATIVE ACTIVE AGEING ACTION PLAN AND PROGRESS UPDATE

### UPDATED 2020

The following Action Plan provides specific actions for each focus area. The Council reviewed the action items in early 2020 and by reconciling the actions from endorsement of the *Active Ageing Strategy* they are marked as:

- Complete – where the item has been undertaken and no current further action is required.
- Ongoing – where the item has commenced, is in progress or has been successfully completed and is now an ongoing part of Council business.
- Discontinued – this relates to items that have not progressed through to completion and are not ongoing. There may be many reasons for this including but not limited to changes in external partnerships, duplication of activities or a re-evaluation of need.

The following Action Plan outlines actions for each focus area and strategy. It lists a timeframe for action: ongoing; short term (1–2 years), medium term (3–5 years) and long term (5–10 years).

The Action Plan is indicative because it identifies actions that can begin now. However, Council will review and refine the Plan with our Active Ageing Alliance and as part of the budget process on an annual basis.

The Action Plan highlights Council's role for each action, noting Provider for functions we are directly responsible for implementing; Partner where we will be working with other organisations to deliver relevant initiatives; Advocate where Council is not directly able to effect change, and instead takes an influencing role; and Informer in the instances where Council is communicating information, educational material and referrals.

## FOCUS AREA 1

Outdoor Spaces  
& Buildings

## Strategy 1: Footpaths and Walkways

No.	Action	Council's Role	Time Frame	Progress
1.1.1	Inclusion of an active ageing focus within the new <i>Integrated Transport Strategy</i>	Provider	Short	Complete
1.1.2	Define age-friendly standards and criteria for footpaths and walkways, including navigable by wheeled mobility aids. Map and prioritise the streets to which to apply these standards.	Provider	Short - Medium	Ongoing
1.1.3	Implement Goodwood Road streetscaping with a focus on age-friendly pathways	Provider	Short	Complete
1.1.4	Implement a partnership initiative with Lutheran Homes to trial age-friendly shared street program	Partner	Short	Complete
1.1.5	Continue to install pedestrian crossings at busy neighbourhood centres and meeting places	Partner	Ongoing	Ongoing
1.1.6	Implement pedestrian countdown timers at busy intersections	Advocate	Ongoing	Ongoing
1.1.7	Implement the city-wide Footpath Upgrade Program with a focus on priority age-friendly pathways	Provider	Ongoing	Ongoing
1.1.8	Continue the Living Streets Program to enhance streetscaping, access and usability	Provider	Ongoing	Ongoing
1.1.9	Continue program for inspecting and pruning overhanging foliage on main walkways with a focus on age-friendly paths and pavements	Provider	Ongoing	Ongoing
1.1.10	Establish walking trails and walk-about maps across the city	Provider	Medium	Ongoing

## Strategy 2: Seating

No.	Action	Council's Role	Time Frame	Progress
1.2.1	Increase the number of resting points along highly pedestrianised areas including parks, public transport stops, walkways and areas near our main streets to ensure they provide protection from sun and inclement weather	Provider	Short - Medium	Ongoing
1.2.2	Review and increase the amount of quality seating along highly pedestrianised routes to enable ageing residents to make best use of all City of Unley facilities	Provider	Medium	Ongoing

## Strategy 3: Building and Development

No.	Action	Council's Role	Time Frame	Progress
1.3.1	Continue to ensure all community and civic facilities are accessible for people of all ages and abilities	Provider	Ongoing	Ongoing
1.3.2	Work with developers to include age-friendly design principles as part of the design of residential and commercial development	Advocate	Ongoing	Ongoing
1.3.3	Liaise with shopping centres and local retailers to improve access and safety	Advocate	Medium	Ongoing
1.3.4	Promote the development of the Unley Central precinct as an age-friendly demonstration initiative	Provider	Long	Discontinued

## Strategy 4: Lighting

No.	Action	Council's Role	Time Frame	Progress
1.4.1	Improve lighting where appropriate in car parks, parks, entry points; near play equipment, public toilets and civic and community spaces	Provider	Ongoing	Ongoing



## Strategy 5: Signage

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
1.5.1	Explore options to install easy-to-read way finding and information signage around key locations	Provider	Medium	Ongoing
1.5.2	Improve signposting of public toilets and other regularly used facilities	Provider	Medium	Ongoing
1.5.3	Develop event signage, gateway signage and community display boards at popular parks and city locations	Provider	Medium - Long	Ongoing

## Strategy 6: Parks, Gardens and Open Space

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
1.6.1	Ensure relevant open spaces and play spaces are age-friendly	Provider	Ongoing	Ongoing
1.6.2	Increase the number of exercise points suitable for older people in parks	Provider	Ongoing	Ongoing
1.6.3	Explore upgrades to parks and event facilities/ amenities with an age-friendly focus	Provider	Medium	Ongoing

## Strategy 7: Public Toilets are safe, clean and accessible

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
1.7.1	Undertake improvement works on toilets to improve access, amenity and safety	Provider	Short	Ongoing
1.7.2	Consider increasing the number of public toilets in key locations across the city	Provider	Medium	Ongoing

## FOCUS AREA 2

# Transportation

### Strategy 1: Public Transport

No.	Action	Council's Role	Time Frame	Progress
2.1.1	Work with Department of Planning, Transport and Infrastructure to improve the amenity, comfort and access to transport shelters and stops	Partner	Short - Medium	Ongoing
2.1.2	Advocate Adelaide Metro for improved bus transport services such as reliability, Sunday and public holiday services, east west bus route, courtesy and assistance to older passengers	Advocate	Medium	Ongoing
2.1.3	Advocate Adelaide Metro for increased promotion of the recognition of priority seating for frail and older people	Advocate	Medium	Ongoing
2.1.4	Advocate Adelaide Metro to provide driver training in liaising with and assisting older passengers	Advocate	Medium	Ongoing

### Strategy 2: Community Transport

No.	Action	Council's Role	Time Frame	Progress
2.2.1	Review the Community Bus service to ensure it meets community needs and provides cross-city accessibility to key community locations, and implement key actions	Provider	Short - Medium	Complete
2.2.2	Continue active involvement in the South Australia Community Transport Association	Partner	Ongoing	Ongoing

## Strategy 3: Taxis

No.	Action	Council's Role	Time Frame	Progress
2.3.1	Investigate alternative taxi systems for their utility to older people in Unley	Advocate	Short	Complete
2.3.2	Advocate to the Taxi Council through the Council on the Ageing for: <ul style="list-style-type: none"> <li>• Taxi drivers to take older passengers short distances during off peak times</li> <li>• Better training of drivers to show courtesy and provide assistance to older passengers</li> <li>• Improved access to disability taxis as a designated (priority) use</li> <li>• Increased reliability</li> </ul>	Advocate	Medium	Complete

## Strategy 4: Driving and Parking

No.	Action	Council's Role	Time Frame	Progress
2.4.1	Partner with RAA to provide advice and support regarding vehicle modifications, adjustments and driver training for older residents	Partner	Short	Complete
2.4.2	Expand the enforcement service to patrol agreed private car parks	Partner	Short - Medium	Ongoing
2.4.3	Advocate for sufficient disability parking in popular locations	Advocate	Medium	Ongoing
2.4.4	Partner with local shopping centres and precincts to establish a 'Seniors Parks' trial, similar concept to pram parking	Partner	Medium	Discontinued
2.4.5	Investigate partnerships and other options to support carpooling initiatives	Advocate	Medium	Discontinued
2.4.6	Improve street signage, numbering and identification car park availability	Provider	Medium - Long	Ongoing

## Strategy 5: Mobility Devices

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
2.5.1	Join the RECHARGE Scheme to set up and promote recharge points for mobility scooters	Provider	Short	Complete
2.5.2	Facilitate a mobility devices users forum to advise Council on issues and suggested improvements	Provider	Short	Ongoing
2.5.3	Partner with the RAA to provide an education program for the use of mobility devices and develop a map of suitable routes for mobility devices	Partner	Medium	Discontinued
2.5.4	Consider access, parking requirements and charging stations in community hubs	Provider	Medium	Complete

## Strategy 6: Cycling

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
2.6.1	Support the establishment of a bicycle user group within the City of Unley to guide discussions on improvements to cycle access and safety	Advocate	Short	Ongoing
2.6.2	Increase availability of bike racks and repairs stations	Provider	Short - Medium	Ongoing
2.6.3	Review Council's bicycle plan with a view to improving and expanding the network of bikeways and walkways in the City of Unley	Provider	Short - Medium	Complete
2.6.4	Establish bicycle path/route maps assisting people to safely navigate the City of Unley by bike	Provider	Medium	Ongoing

## FOCUS AREA 3

# Housing

### Strategy 1: Development

No.	Action	Council's Role	Time Frame	Progress
3.1.1	Advocate the incorporation of age-friendly design guidelines into the DPTI Better Development Plan policy library for inclusion within Council's development plans	Advocate	Short - Medium	Discontinued
3.1.2	Provide information about the options to provide granny flats/dual occupancies in large single dwelling house areas	Informer	Short - Medium	Ongoing
3.1.3	Influence the Building Code variations to provide for age-friendly and mobility access standards	Advocate	Medium	Ongoing
3.1.4	Promotion of laneway/accessory houses (small granny flats) to aid diversity and affordability	Informer	Medium	Ongoing
3.1.5	Amend the Council's Development Plan to ensure that retirement villages can be constructed in appropriate locations	Advocate	Medium	Ongoing

### Strategy 2: Affordable Housing

No.	Action	Council's Role	Time Frame	Progress
3.2.1	Encourage the inclusion of a proportion of affordable housing in large developments	Advocate	Ongoing	Ongoing
3.2.2	Investigate the potential for increased social housing by housing companies or charitable organisations	Advocate	Medium	Ongoing
3.2.3	Consider charitable housing providers as partners in providing low cost housing for older people in major Council developments	Partner	Medium	Discontinued

## Strategy 3: Residential Aged Care

No.	Action	Council's role	Time Frame	Progress
3.3.1	Advocate with service providers to enable residents to remain in facilities as long as they want	Advocate	Ongoing	Discontinued

## Strategy 4: Retirement Living/Downsizing

No.	Action	Council's Role	Time Frame	Progress
3.4.1	Conduct research into downsizing options available for elderly residents within the City of Unley	Partner	Short	Ongoing
3.4.2	Develop a brochure or fact sheet to provide advice and information about making existing housing adaptable to support elderly residents	Informer	Short	Ongoing
3.4.3	Partner with the RAA to trial a new 'Care at Home' smart homes system	Partner	Short - Medium	Discontinued
3.4.4	Participate in UniSA planning study regarding home modification for character dwellings	Partner	Short	Ongoing
3.4.5	Investigate a partnership opportunity to develop an Advisory Service helping people to think through home modifications and planning requirements	Partner	Medium	Discontinued

## FOCUS AREA 4

## Social Participation

## Strategy 1: Events and Activities

No.	Action	Council's Role	Time Frame	Progress
4.1.1	Improve promotion of social opportunities (Council run and non-Council run activities) – e.g. Intergenerational 'Active Ageing' section in Unley Life and enhanced 'What's On Calendar'	Informer	Short	Ongoing
4.1.2	Consider transportation options to assist older people accessing community events and to cultural facilities	Provider	Short - Medium	Ongoing
4.1.3	Develop new programs and activities to celebrate and promote positive and active ageing	Provider	Medium	Ongoing

## Strategy 2: Facilities and Venues

No.	Action	Council's Role	Time Frame	Progress
4.2.1	Explore a program to install hearing loops and similar assistance devices at Community Centres, Libraries and Civic Centre	Provider	Medium	Complete and not feasible
4.2.2	Consider the program for upgrade of Community Centres, Libraries and the Civic Centre to improve the ambience and atmosphere as places to visit, play and stay	Provider	Medium - Long	Ongoing

## Strategy 3: Technology

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
4.3.1	Provide opportunities for people to be exposed to new technologies via our Libraries and Community Centres	Provider	Short	Ongoing
4.3.2	Explore opportunities with partners to extend WiFi hotspots across the city including main street, cultural hubs, public transport shelters/platforms, parks	Partner	Medium	Ongoing

## Strategy 4: Reduce Isolation

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
4.4.1	Encourage social entrepreneurship by older people to initiate participation in community activities	Advocate	Ongoing	Ongoing
4.4.2	Include interaction with animals (dogs, rabbits, birds, fish) as part of the Community Visitor Scheme program	Partner	Short	Complete
4.4.3	Explore the establishment of a Pets as Companions program, partnering with the RSPCA and local vets to promote the benefits of pet ownership in mitigating loneliness and providing support	Partner	Medium	Complete
4.4.4	Scope programs to assist residents to walk dogs, when they are unable to do so themselves	Provider	Medium	Ongoing
4.4.5	Consider the feasibility of establishing a 'verge veggie garden' program	Provider	Medium	Ongoing
4.4.6	Consider the feasibility of establishing a scheme to match older residents and international students for home sharing	Partner	Medium	Discontinued

## FOCUS AREA 5

# Respect and Social Inclusion

## Strategy 1: Respect for Older People

No.	Action	Council's Role	Time Frame	Progress
5.1.1	Introduce an 'Active Ageing Initiative of the Year' category in the Australia Day awards	Provider	Short	Complete
5.1.2	Strengthen support, offering and profile for Harmony Day and Every Generation Festival, Neighbour Day, RUOK Day and Happiness Day initiatives	Provider	Short - Medium	Ongoing
5.1.3	Develop a training program for customer service staff that encompasses improved awareness of the needs of older people and skill to assist older people in accessing Council services	Provider	Short	Ongoing
5.1.4	Explore the feasibility of an 'Archie' style program to introduce older person's stories to pre-school children	Provider	Short - Medium	Complete
5.1.5	Encourage opportunities for intergenerational understanding, appreciation and interaction including older person visits to schools and school visits to aged care facilities	Partner	Medium	Ongoing

## Strategy 2: Social Inclusion

No.	Action	Council's Role	Time Frame	Progress
5.2.1	Expand the range of age-friendly activities available through libraries and community centres	Provider	Ongoing	Complete
5.2.2	Foster and support social groups to bring together older citizens within culturally and linguistically diverse groups	Provider	Ongoing	Ongoing
5.2.3	Explore the feasibility of establishing a Casserole Club program through our community centres to promote meal sharing and community support	Provider	Short	Complete
5.2.4	Undertake a cultural research project to consider integration and support of older Greek, Italian and Chinese people in our community	Provider	Medium	Ongoing
5.2.5	Encourage local restaurants and cafés to establish eating programs providing for smaller portions and earlier meal times	Provider	Medium	Discontinued
5.2.6	Ensure the fees and charges for Council venues in relation to affordability for seniors groups and programs	Provider	Medium	Ongoing
5.2.7	Establish an 'Age-friendly Business Awards' for local businesses who demonstrate good design practice focused on inclusivity and access	Provider	Medium	Complete
5.2.8	Offer a dementia training program for staff, local business and the community	Partner/ Advocate	Medium	Ongoing
5.2.9	Collaborate with the State Government on a pilot to support age-friendly retail in Unley	Partner	Medium	Ongoing
5.2.10	Enhance programs to foster intergenerational connection between young and older people	Partner	Medium	Ongoing

## FOCUS AREA 6

# Civic Participation and Employment



## Strategy 1: Engagement

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
6.1.1	Form an Active Ageing Alliance to give advice to all areas of Council operation	Provider	Short	Complete and ongoing
6.1.2	Incorporate an age-friendly approach to community engagement including that all materials are accessible and easy to read	Provider	Short	Ongoing
6.1.3	Establish Community Advisory Groups to guide and support the direction and operation of Unley Community Centre and Fullarton Park Community Centre	Provider	Short	Complete

## Strategy 2: Paid Employment

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
6.2.1	Host retirement transition talks at the library providing informal panel discussions about the challenges and opportunities of post career life	Informer	Short - Medium	Complete
6.2.2	Explore opportunities to establish the City of Unley as an age-friendly employer	Provider	Short	Ongoing
6.2.3	Develop programs to provide information on 'Encore Careers'	Provider	Medium	Ongoing
6.2.4	Explore opportunities to further support and embed active ageing principles for City of Unley staff	Provider	Medium	Ongoing

## Strategy 3: Volunteering

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
6.3.1	Offer training and support programs to local community clubs and groups on managing and recruiting volunteers	Provider	Short	Complete
6.3.2	Consider new volunteering opportunities for people as they age in community services, economic development and events	Provider	Short - Medium	Ongoing
6.3.3	Explore new models of community volunteering that may be facilitated or advocated by the City of Unley	Provider	Medium	Ongoing
6.3.4	Establish a city-wide database of volunteering opportunities available through external agencies and promote via the City of Unley website	Informer	Medium	Complete

## FOCUS AREA 7

# Communication and Information

## Strategy 1: Customer Service

No.	Action	Council's Role	Time Frame	Progress
7.1.1	Build principles regarding Age-friendly Cities (i.e. accessibility, diversity, etc) into the <i>Customer Service Strategy</i>	Provider	Short	Complete
7.1.2	Customer Service standards and training to be developed to assist staff in meeting the needs of older people, different cultures and those with disabilities and dementia	Provider	Short - Medium	Ongoing
7.1.3	Explore the inclusion of equipment to assist hearing impaired people within the Customer Service Centre	Provider	Medium	Complete

## Strategy 2: Council Communications

No.	Action	Council's Role	Time Frame	Progress
7.2.1	Develop age-friendly branding and promotion materials to promote the City of Unley as a leader in the field	Provider	Short	Complete
7.2.2	Review Council communication formats and sources to reach all people in our community	Provider	Medium	Ongoing

## Strategy 3: Information for Older People

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
7.3.1	Establish and promote a special 'Ageing Well' library collection including resources that focus on topics such as positive ageing, retirement and financial management	Provider	Short	Complete
7.3.2	Introduction of an age-friendly column included within the Council's Unley Life publication and on Council's website	Provider	Short	Complete
7.3.3	Improve all Council publications to support vision impairment where possible: large font, audio formats and jargon free	Provider	Short - Medium	Ongoing
7.3.4	Consider older cultural and linguistically diverse communities within the City of Unley in order to provide relevant publications in key languages	Provider	Short - Medium	Ongoing
7.3.5	Consider an Active Ageing Advisor role within the City of Unley to provide information on services and advocacy for older people	Provider	Medium	Complete
7.3.6	Explore the development of a 'Seniors Guide' to promote what services are available to support an ageing community across the City of Unley, possibly with a regional focus. To be published in a variety of formats.	Provider	Medium	Ongoing

## FOCUS AREA 8

# Community Support and Health Services

### Strategy 1: Supporting Independence

No.	Action	Council's Role	Time Frame	Progress
8.1.1	Development of a guideline for a whole of Council approach for dealing with hoarding and squalor	Provider	Short	Complete
8.1.2	Actively promote falls prevention programs offered by Council and relevant local providers	Provider	Short	Ongoing
8.1.3	Consider rebrand/rename of support programs to make it clearer what is available, including all Home and Community Care (HACC) publications	Provider	Short	Complete
8.1.4	Further explore Personal Alert System services for City of Unley residents	Partner	Medium	Ongoing
8.1.5	Continue programs offered by community centres to support people living alone, such as 'cooking for one'	Provider	Ongoing	Ongoing

### Strategy 2: Support Services

No.	Action	Council's Role	Time Frame	Progress
8.2.1	Obtain e-smart Library accreditation that enables the provision of classes and information to support online safety, security and awareness	Provider	Short	Complete
8.2.2	Actively apply the <i>UK Good Practice Guide on Library Services for Older People</i> to our library service	Provider	Short - Medium	Discontinued

8.2.3	Explore opportunities to partner with residential aged care homes to provide outreach library services	Partner	Medium	Ongoing
8.2.4	Work with Council and service alliance partners providers to expand and enhance food support services	Partner	Medium	Discontinued
8.2.5	Confirm mechanisms for identifying and reporting older people at risk of abuse and provide training for City of Unley staff to assist	Provider	Medium	Complete

### Strategy 3: Health and Wellbeing

No.	Action	Council's Role	Time Frame	Progress
8.3.1	Implement a Healthy Community Program offering a number of opportunities to come and try fitness and health activities	Provider	Short	Complete
8.3.2	Active participation in the pilot 'Music for Life' program	Partner	Short	Complete
8.3.3	Work with health and allied health partners to enhance health based community outreach and support programs	Partner	Short - Medium	Ongoing
8.3.4	Develop a 'Health Guide' based on the Vitality Institute model, assisting people to manage their health during the various stages of their lives	Provider	Short - Medium	Discontinued
8.3.5	Involvement in the Dementia Friendly Cities initiative in partnership with Alzheimer's SA – leading practice regarding local government interventions to prevent and support people with dementia. Explore opportunities to incorporate Dementia Friendly principles and actions.	Partner	Medium	Ongoing



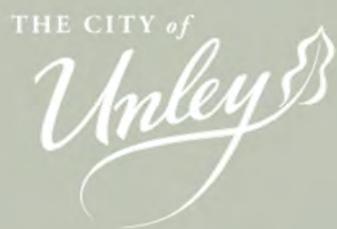
## FOCUS AREA 9

# Active Ageing Leadership

<b>No.</b>	<b>Action</b>	<b>Council's Role</b>	<b>Time Frame</b>	<b>Progress</b>
9.1.1	Establish an Active Ageing Service Alliance to provide input into the 9 Key Focus Areas	Partner	Short	Discontinued
9.1.2	Rework City of Unley active ageing presentation material to support conference talks and discussions	Provider	Short	Complete
9.1.3	Development of specific targets to measure the achievement of each age-friendly indicator	Provider	Short	Complete
9.1.4	Explore the establishment of the Age-friendly Cities Network within Australia with relevant participating cities	Partner	Short	Complete
9.1.5	Attract and participate in retirement and ageing expos and events	Provider	Ongoing	Ongoing
9.1.6	Explore partnerships with service providers and government departments to secure external funding and support for prototype initiatives for ageing well	Partner	Ongoing	Ongoing
9.1.7	Apply active ageing principles and thinking to all future strategies, projects and initiatives	Provider	Ongoing	Ongoing
9.1.8	Continue community profile and review of demographics for suburbs	Provider	Ongoing	Ongoing
9.1.9	Actively participate in research initiatives relating to Age-friendly Cities and Communities	Partner	Ongoing	Ongoing
9.1.10	Establish an annual Unley Active Ageing Conference	Provider	Medium	Discontinued
9.1.11	Position the City of Unley as a local government leader as an Age-friendly City and Community	Provider	Long	Complete

# AGE-FRIENDLY CITY INDICATORS FOR THE CITY OF UNLEY

INDICATOR AREA	INDICATOR (PROPORTION OF PEOPLE SURVEYED WHO SAY THAT)
<b>Outdoor Spaces and Buildings (3)</b>	<ul style="list-style-type: none"> <li>Public spaces and buildings in the City of Unley are accessible for all people, including those who have limitations in mobility, vision or hearing.</li> <li>My neighbourhood parks and green spaces have suitable access and adequate seating for older people to meet and enjoy being with nature.</li> <li>My neighbourhood is suitable for walking, including for people who use wheelchairs and other mobility aids.</li> </ul>
<b>Transportation (4)</b>	<ul style="list-style-type: none"> <li>My neighbourhood has adequate and convenient parking including disabled/priority spaces.</li> <li>I know how to access local community transport services including specialised services for people who use wheelchairs and other mobility aids.</li> <li>I know how to access information and courses to keep me a safe and confident driver.</li> <li>I know where and how to obtain community bus transport.</li> </ul>
<b>Housing (4)</b>	<ul style="list-style-type: none"> <li>I know where and how to obtain assistance with routine home maintenance.</li> <li>I know where to access information about downsizing but staying in my own home.</li> <li>Housing designed to suit older people is available locally.</li> <li>I feel safe and secure in my home.</li> </ul>
<b>Social Participation, Respect and Inclusion (3)</b>	<ul style="list-style-type: none"> <li>I have participated in social, arts or cultural activities at least once in the last week.</li> <li>As an older adult I feel respected and socially included in my community.</li> <li>I have been consulted on Council issues in the community that affect me as an older adult.</li> </ul>
<b>Civic Participation and Employment (3)</b>	<ul style="list-style-type: none"> <li>I have engaged in volunteer activity at least once in the last month.</li> <li>I know where to find information on opportunities for paid employment locally.</li> <li>I have attended a course or educational talk in my local community at least once in the last month.</li> </ul>
<b>Communication and Information (3)</b>	<ul style="list-style-type: none"> <li>Council customer service systems are responsive and easy to use.</li> <li>I have used my local libraries to access and understand information at least once in the last month.</li> <li>Local sources of information about services and amenities are accessible and provided in easy to understand formats.</li> </ul>
<b>Community and Health Services (3)</b>	<ul style="list-style-type: none"> <li>My personal care or assistance needs are being met by in home care and support services.</li> <li>I have been treated respectfully by Council staff and those employed in delivering Council services.</li> <li>I would rate my overall Quality of Life as good.</li> </ul>



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## DECISION REPORT

<b>REPORT TITLE:</b>	RECRUITMENT OF THE COUNCIL ASSESSMENT PANEL INDEPENDENT MEMBERS
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	GARY BRINKWORTH
<b>JOB TITLE:</b>	MANAGER DEVELOPMENT & REGULATORY
<b>ATTACHMENTS:</b>	NIL

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to establish a selection process to facilitate the appointment of appropriately accredited Independent Members to the Council Assessment Panel (CAP).

The *Planning, Development and Infrastructure Act 2016* (the Act) requires Council to establish a CAP to make decisions on certain types of developments.

Independent Members appointed to the CAP will be required to hold Level 2 Planning Accreditations under the newly established Accredited Professionals Scheme. One current Independent Member has already advised that they will not be obtaining their Level 2 Accreditation, and a recruitment process is required to be undertaken to ensure this position is filled.

Given the proximity to the end of the current term for all Independent Members (28 February 2021), it is considered appropriate to recruit for all Independent Member positions on the CAP for the following term as well.

It is noted that the Terms of Reference for the CAP will be presented to Council separately for consideration, along with the recommendation of the new Panel members, in order to ensure legislative compliance with the Act.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. Applications for four (4) Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals with appointments to commence in March 2021, or in the event a vacancy occurs as a consequence of the commencement of Accredited Professional requirements, prior to March 2021.

3. An initial shortlist of applicants for interview that meet the minimum accreditation standards be prepared by the General Manager City Services, Manager Development and Regulatory and Executive Manager Office of the CEO.

4. A Council Assessment Panel Selection Committee comprising:

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\_\_\_\_\_  
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and the Chief Executive Officer be appointed to conduct interviews of the shortlisted applicants and identify four (4) persons for recommendation to Council for appointment to Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member.

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**3. RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

3.1 The membership of the CAP must be appointed by Council in accordance with Section 83 of the Planning, Development and Infrastructure Act 2016.

**4. BACKGROUND**

The Act obligates Council to establish a CAP to perform functions relating to the determination of certain forms of development, as determined by delegation currently by Council. The CAP is comprised of a maximum of five (5) members, with a maximum of one (1) member being an Elected Member of Council.

The Presiding Member of the CAP is appointed by Council and must be an Independent Member. Council may choose to appoint a Deputy Member who can attend meetings where there is an apology for a meeting to ensure that a quorum can be achieved and ensure that the balanced assessment of applications is maintained.

The implementation of the Act is being rolled out in 3 phases with the metropolitan area to be in the final phase, with an expected implementation in late 2020. At this time, it will become a legislative requirement for all Independent Members of the CAP to hold Level 2 Planning Accreditation under the newly established Accredited Professionals Scheme. This Scheme requires a person to demonstrate that they have relevant skills, knowledge and experience to the level of decision-making that they are appointed to perform. Accreditation is assessed by the Department of Planning, Transport and Infrastructure with people having been able to seek accreditation since 2019.

A Level 2 Planning accreditation requires a person to have a qualification in planning with a minimum of two years' experience, or a related discipline with membership to a professional scheme related to that field. A related discipline would include:

- Architecture;
- Engineering;
- Environmental Management;
- Law;
- Construction management; and
- Land Surveying.

To this point, Independent Members of CAP have not been required to obtain the Level 2 Planning accreditation, instead have been selected on the basis of their skills, knowledge and experience as demonstrated to Council.

It should be noted that Council is not required to appoint an Elected Member to the CAP, but if they opt to, then that person is not required to hold Level 2 Planning Accreditation.

## **5. DISCUSSION**

The four (4) Independent Members of the CAP, including the Presiding Member, and the addition of a Deputy Independent Member, as well as the representative Elected Member and Deputy Elected Member, were appointed for a term of 2 years (1 March 2019 – 28 February 2021).

Discussions with the current members of the CAP regarding the implementation of Phase 3 and the requirements for accreditation have resulted in one (1) Independent Member confirming that they will not be seeking to obtain the Level 2 Planning Accreditation. This accreditation will be required by members if they wish to continue as a member should the requirement come into effect prior to March 2021. Other members have either obtained, or commenced the process to obtain, their accreditation to continue as members once the statutory obligations come into effect.

Given the proximity to the end of the current term for all Independent Members (28 February 2021), and the anticipated timing of the activation of Phase 3, which includes mandatory accreditation, it is considered appropriate to undertake a recruitment process for all Independent Member positions on the CAP for the following term. Should the accreditation requirements become mandatory prior to the end of the current term, new members would be able to be appointed in place of any Independent Member without accreditation.

The Selection Panel for the last selection process for CAP appointments was facilitated by the CEO and comprised:

- Cr Jennie Boisvert
- Cr Don Palmer
- Cr Jordan Dodd
- Mayor Michael Hewitson

A summary of the recommended process for the appointment of CAP members includes:

1. Establishment of a Selection Committee of Elected Members and relevant staff.
2. Advertisement of the recruitment of the Independent Member positions on the CAP.
3. Evaluation of the applications against the accreditation requirements of the Act by the General Manager City Services, Manager People and Culture and Manager Development and Regulatory to shortlist applicants for interview.
4. Interviews conducted by the Selection Committee of the shortlisted candidates.
5. Presentation of a report to Council based on the recommendations of the Selection Committee to appoint Independent Members to the CAP for a 2-year term. This report will also consider the appointment of an Elected Member for the CAP.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

That:

1. The report be received.
2. Applications for four (4) Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals with appointments to commence in March 2021, or in the event a vacancy occurs as a consequence of the commencement of Accredited Professional requirements, prior to March 2021.
3. An initial shortlist of applicants for interview that meet the minimum accreditation standards be prepared by the General Manager City Services, Manager Development and Regulatory and Executive Manager Office of the CEO.

4. A Council Assessment Panel Selection Committee comprising:

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and the Chief Executive Officer be appointed to conduct interviews of the shortlisted applicants and identify four (4) persons for recommendation to Council for appointment to Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member.

There are limited options available for Council to consider in the appointment of CAP members as this process is controlled under the Act.

This option provides for a CAP comprising four (4) independent members and one (1) Elected Member and allows Council to meet the requirements of the Act in the appointment of the Independent Members to the CAP for a term determined by Council.

It is important that the functions of the CAP are maintained, as they perform decision-making in relation to complex planning matters that provide important outcomes for our community.

Under this option, at the meeting where the appointment of the Independent Members of the CAP are to be determined, Council will also be required to appoint the Elected Member representative, and a Deputy Elected Member representative to the CAP for the next appointment term. The current term concludes 28 February 2021 for the Elected Member and Deputy Elected Member representative on the CAP.

Option 2 –

1. The report be received.
2. Applications for five (5) Independent Member positions on the Council Assessment Panel, including the Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals with appointments to commence in March 2021, or in the event a vacancy occurs as a consequence of the commencement of Accredited Professional requirements, prior to March 2021.
3. An initial shortlist of applicants for interview that meet the minimum accreditation standards be prepared by the General Manager City Services, Manager Development and Regulatory and Manager People and Culture.
4. A Council Assessment Panel Selection Committee comprising:

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and the Chief Executive Officer be appointed to conduct interviews of the shortlisted applicants and identify five (5) persons for recommendation to Council for appointment to Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member.

The Act prescribes that the CAP can have a maximum of five (5) members, with a maximum of one (1) member being an Elected Member. There is no obligation that Council must appoint an Elected Member to the CAP, and instead may choose to appoint all Independent Members.

This option provides for recruitment of five (5) Independent Members to the CAP. While this option would result in all members being appropriately qualified Accredited Professionals in accordance with the requirements of the Act, it would take away the local knowledge that Elected Members provide in the determination of planning applications.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- There will be a minor cost associated with the recruitment of these positions that will result from the advertising of the vacancies. The operations associated with the CAP are a budgeted item.

### **8.2 Legislative/Risk Management**

- Council is obligated to appoint membership of the CAP in accordance with Section 83 of the Planning, Development and Infrastructure Act 2016. Both options provide a recommendation that will meet the requirements of Section 83 of the Act.

### **8.3 Staffing/Work Plans**

Nil

### **8.4 Environmental/Social/Economic**

- As CAP is the decision-maker relating to complex development applications, it is critical that their operations are maintained to ensure timely decision making of these applications. Failure to ensure that the membership of the CAP is in place to meet the legislative requirements may have detrimental impacts to the local economy.

### **8.5 Stakeholder Engagement**

Nil

9. **REPORT CONSULTATION**

Nil

10. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services
Tami Norman	Executive Manager, Office of the CEO

## DECISION REPORT

<b>REPORT TITLE:</b>	GRANT FUNDING FOR FOOD ORGANICS INCENTIVES
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	AARON WOOD
<b>JOB TITLE:</b>	MANAGER ASSETS AND OPERATIONS
<b>ATTACHMENTS:</b>	NIL

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement to distribute kitchen caddies and compostable liners to 17,000 households across the City.

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

*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*

*Resolution No: C0193/20*

Council has been successful in receiving this initial grant which includes the provision of kitchen caddies with liners to 500 residents and 40 businesses, aligned with the weekly green waste collection trial.

Following this initial grant offering, Green Industries SA (GISA) also offered Council the opportunity to receive a further grant of \$202,835 towards the provision of a ventilated food caddy and compostable liners to all residents, in order to maximise the diversion of food waste across the whole Council. Council's contribution to this project would be \$69,215 resulting in a total project cost of \$272,051.

The two grant funding projects are proposed to be managed separately, with all households receiving a kitchen caddy with liners as part of a whole of city rollout. The weekly green waste collection trial will still be focused on 500 residential properties and 40 businesses only at this stage and will commence once they have received the kitchen caddies.

In 2019/20, 6,800 tonnes of household rubbish was sent to landfill, with approximately half of this consisting of food waste and organics which could be diverted and recycled as compost.

In addition to environmental outcomes, reducing the amount of food waste going to landfill is a key approach for Council to reduce its cost of waste management. Conservative estimates indicate that diverting 10% of food waste currently presented in general waste bins would save Council approximately \$94,500 per year based upon current waste disposal costs.

A City-wide rollout of food waste diversion systems across the City of Unley has the potential to increase diversion rates and reduce Council's operating costs.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. The grant funding amount of \$202,835, offered by the Green Industries SA Kerbside Performance Plus Food Organics Incentives Program, be accepted, with the Council required contribution of \$69,215 to be funded from the existing waste management budget.
3. A City-wide rollout of ventilated kitchen caddies and 150 compostable liners to 17,000 households, with the aim of reducing food waste sent to landfill, be endorsed.

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## **3. RELEVANT CORE STRATEGIES/POLICIES**

2. Environmental Stewardship

2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.

### Federal

- National Waste Policy 2018

### State

- South Australia's Waste Strategy 2020-2025 (DRAFT)
- Environment Protection Act 1993
- Local Government Act 1999
- Green Industries SA Act 2004
  - Including Better Practice Guide, Waste Management for Residential and Mixed-Use Developments
- Climate Change and Greenhouse Emissions Reduction Act 2007

## **4. BACKGROUND**

Council is committed to excellence in waste management through diversion, avoidance and reuse. Waste management services are one of Council's largest operational costs at approximately 9% of its annual budget, with high community expectation and legislative requirements to deliver.

## **Food Organics and Garden Organics (FOGO)**

When food breaks down in landfill, it is a slow process and releases harmful greenhouse gases into our atmosphere. Food scraps are a valuable resource which can be turned into compost. Soils in South Australia are deficient in organic matter and can benefit from compost in many ways.

South Australia's Draft Waste Strategy 2020-2025 has diversion targets of 70% for metropolitan municipal solid waste and 80% from the commercial and industrial sector. To achieve these targets, more measures are needed to reduce food waste generation and increase uptake of diversion systems in households and commercial settings. As such, addressing food waste continues to be a key focus of GISA.

Council achieves above the State average in the capture and diversion of food to organics, according to the results of the 2019 kerbside bin audit. Despite this comparison across the State, food waste remains high in Unley's kerbside waste bins at 2.7kg per household per week and makes up approximately 50% of all household waste.

### **Costs of Food Waste**

In 2020/21 the cost to dispose of waste to landfill in South Australia is \$183 per tonne compared to \$44 per tonne for organics processing.

Currently, Council disposes of approximately 6,800 tonnes of municipal waste to landfill at a cost of \$1,244,000. As such, given that 50% is estimated to be organic material, there is a potential to divert approximately 3,400 tonnes away from landfill.

If all organic material could be diverted and re-used, this could potentially save Council approximately \$472,600 per year (after the organic processing costs). Realistically 100% diversion is unlikely, however, for every 10% of organic material diverted, Council would save an estimated \$94,520 annually.

### **Kitchen Caddies and Compostable Liners**

A kitchen caddy takes all kinds of food scraps, including bread, meat scraps and bones, egg and oyster shells, cheese, seafood and even facial tissues, paper towel and hair. Once the kitchen caddy is full, both the compostable bag and contents can be placed directly into the organics bin.

Kitchen caddies and compostable liners have been made available for purchase by residents for the past five years at the following prices:

- Kitchen caddy (solid) with starter roll of 52 compostable liners - \$11
- Roll of 52 compostable liners - \$4.50
- Roll of 75 compostable liners - \$6.50
- Roll of 100 compostable liners - \$8.50

Over the past five years, it is estimated that the uptake has been approximately 2,000 solid caddies, with regular sales of compostable liners.

There is a mixture of approaches to food caddy systems across metropolitan Adelaide including five Councils that have area-wide rollout, namely: Cities of Port Adelaide Enfield, Prospect, Norwood Payneham & St Peters, Burnside and Holdfast Bay. Due to this mixture, the Administration are regularly asked by residents why the caddy and liners are not issued free of charge as is offered by some neighbouring councils.

### **Kerbside Performance Plus Food Organics Incentives Grant Program**

GISA's Program assists councils to implement sustainable and efficient food organics recycling systems with a focus on kitchen caddy and compostable liner rollouts.

Residents and commercial employees are accustomed to placing waste in lined caddies or bins that are taken to the bigger collection bin when full. Evidence from a food organics pilot showed that the use by householders of kitchen containers increases the diversion of food organics. When combined with educational material (eg brochure, bin lid stickers) and awareness raising efforts, the containers act as a prompt located in the right place and time.

Despite previous incentives funding, increasing landfill costs and documented greenhouse gas benefits, it is estimated that only one in five households in metropolitan Adelaide has a kitchen caddy. This figure is based on data provided to GISA from the five Councils that have implemented area-wide rollouts of kitchen caddies.

#### *Vented Kitchen Caddy*

A key requirement for the receiving of the grant is the provision of ventilated caddies rather than the solid caddy design.

Ventilated caddies allow the food waste to lose moisture through evaporation, which reduces weight and subsequent organics processing costs. Airflow also reduces the likelihood of the material starting to decompose anaerobically, reducing the risk of unpleasant odours. The moisture that can accumulate at the bottom of solid caddy designs is typically avoided.

The downside is that they must always be used with compostable liners. Issuing every resident with a ventilated caddy will likely set expectations of ongoing resupply of liners for those that actively use the caddy system. If project aims are realised, this will be a worthwhile ongoing investment.

## 5. DISCUSSION

During negotiation with GISA on the successful weekly organics trial grant, it was identified that additional funding through the Food Incentives Program would support and strengthen the delivery of Council approved waste education initiatives within the 2020/21 Budget and Annual Business Plan.

With this funding, the opportunity has now arisen for Council to provide all its residents with a ventilated kitchen caddy, roll of 150 compostable liners and education flyer, free of charge and delivered to the household.

The weekly organics trial to 500 residents in Goodwood will still be going ahead. It was delayed due to COVID 19 restrictions and is rescheduled to commence in October to November 2020. The area-wide rollout of kitchen caddy and compostable liners is a complementary project.



*Ventilated recycled caddy, compostable liners and education material.*

### Key Features

- Residents will receive a ventilated kitchen caddy and roll of 150 compostable liners, free of charge, delivered to their door. 150 compostable liners is the equivalent of a 12-month supply assuming two to three per household per week.
- Education materials and promotion will be undertaken, utilising existing resources including the “which bin” campaign and KESAB Environmental Solutions support.
- Audit and project report.
- Subsequent funding support for re-supply of compostable liners, pending performance-based criteria.

### Funding Structure

- \$202,835 initial grant + \$102,000 for performance-based payments across two years after rollout = \$304,835 GISA grant.
- \$69,215 of Council funds, available within 2020/21 budget by redirecting the Community Education - waste budget (if needed). Ideally the costs will be offset by savings as a result of the project, which will require the successful diversion of approximately 7% of food waste.
- Annual performance-based payments set by GISA (subject to bag accessibility) being:
  - \$3.00 per household for yield reductions of at least 1.3kgs/ household per week, or
  - \$2.70 per household for yield reductions of at least 1.2kgs/ household per week, or
  - \$2.40 per household for yield reductions of at least 1.1kgs/ household per week, or
  - \$2.10 per household for yield reductions of at least 1.0kg/ household per week.

### Project Aims

- Increase landfill diversion rates which in turn reduce the waste levy spending and landfill methane gas emissions.
- Works hand-in-hand with the weekly organics trial to measure any differences in behaviour, materials diverted etc.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The grant funding amount of \$202,835, offered by the Green Industries SA Kerbside Performance Plus Food Organics Incentives Program, be accepted, with the Council required contribution of \$69,215 to be funded from the existing waste management budget.
3. A City-wide rollout of ventilated kitchen caddies and 150 compostable liners to 17,000 households, with the aim of reducing food waste sent to landfill, be endorsed.

This option will support and encourage all residents throughout the City to reduce the quantity of organics going to landfill and extends the intent of the weekly green waste collection trial. Council staff will coordinate the distribution of the rollout with education material in October to November 2020.

Performance-based data would determine additional GISA funding towards the supply of compostable bags for the following two years (or ceased upon provision of compostable bags in fresh food retail outlets in SA).

## Option 2 –

1. The report be received.
2. Decline the grant funding in the amount of \$202,835 from the SA Kerbside Performance Plus Food Organics Incentives from Green Industries SA, for the purpose of a kitchen caddy and compostable liners rollout to all residents.

Under this option Council will not enter into the grant funding agreement with GISA and not accept the \$202,835 grant funding.

Council will continue to provide kitchen caddies and compostable liners for sale to interested residents and proceed with the weekly organics collection trial.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- If the project is successful, the \$69,215 contribution can be offset by savings achieved by reduced waste disposal costs. This would require a minimum 7% of general waste being diverted to the green collection bin. Further savings to the waste management budget can possibly be achieved if greater than 7% of waste is successfully diverted, by reducing the tonnage going to landfill.
- Council's contribution of \$69,215 towards the project can be accommodated within the 2020/21 waste management budget, by reallocating the community education component of the waste budget, if the waste diversion achieved is less than 7%.
- If the minimum performance measures are not met, GISA will not provide additional funding in years two to five towards the cost of additional compostable liners. As the ventilated kitchen caddies require a liner, it is reasonable to assume residents will expect at least one resupply roll of free compostable liners in future. This cost could be up to a maximum of \$66,000 per year if every household was to claim a new roll of 75 compostable liners (for example).

### **8.2 Legislative/Risk Management**

- A risk assessment has been completed as part of the grant application preparation process.
- While other kitchen caddy rollout programs have had positive results, uptake rates of residents using the provided caddy and reducing food waste rates in landfill cannot be assured.
- Other events influence waste management costs such as changes in waste levy, technology and lifestyle changes (for example higher waste due to more people staying at home during the pandemic).

### **8.3 Staffing/Work Plans**

- If supported, project management of the area-wide rollout can be accommodated within existing staff work plans.
- An initial spike in customer experience enquires would be likely during rollout phase of October to November 2020. Staff briefings, FAQ and clear information on the website will be provided in preparation for this.

### **8.4 Environmental/Social/Economic**

- Strong alignment with existing Environmental Stewardship and waste management goals.
- Increased diversion from landfill, reduced methane gas generation and growing the circular economy by turning food waste and organics back into nutrient rich compost.
- Economic benefits will ultimately be achieved by increasing landfill diversion rates which should reduce Council waste management costs.
- Any unwanted kitchen caddies at time of rollout will be accepted at Council facilities and re-used as replacement/supply for new residents.

### **8.5 Stakeholder Engagement**

- Media, print and letterbox notification will be provided to all residents, including educational brochure and sticker contained within the kitchen caddy and including 150 compostable liners.
- Ongoing education and supportive material will be provided to Customer Experience staff to assist with any common questions.
- Promotional campaign and educational messaging will be implemented across the following mediums:
  - Street litter bin inserts
  - Overhead street banners
  - DL sized flyer in Council rates notice for the second quarter
  - Social media posts with paid boosting
  - Website information and FAQs
  - Signage on back of waste management trucks
  - LED signage boards
- 'Take the Pledge' will continue to be promoted and complements the kitchen caddy rollout.
- Data collected from audits will be provided in a report to Council and GISA. Results will also be promoted to residents.

## **9. REPORT CONSULTATION**

Waste Management Officer  
Coordinator Environmental Projects and Strategy  
Digital Communications Officer  
Acting Manager Finance & Procurement

## **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager, City Development

## DECISION REPORT

**REPORT TITLE:** STURT FOOTBALL CLUB REQUEST TO  
EXTEND RENT RELIEF PROVISION FOR  
BARZAAR

**ITEM NUMBER:** 4.7

**DATE OF MEETING:** 24 AUGUST 2020

**AUTHOR:** MICK WETHERALL

**JOB TITLE:** ACTING MANAGER FINANCE &  
PROCUREMENT

**ATTACHMENTS:** 1. CORRESPONDENCE SEEKING A  
REDUCTION IN LICENCE FEES AND  
EXTENSION TO RENT RELIEF  
PROVISIONS

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### 1. **EXECUTIVE SUMMARY**

Council received correspondence from the Sturt Football Club (the Club) dated 4 June 2020 seeking an amendment to the League's 2020 Match Day Licence Agreement and the provision of rent relief for the month of July 2020.

At its meeting 27 July 2020, Council resolved the following:

*That:*

1. *The report be received.*
2. *The Sturt Football Club's 2020 Match Day Licence fee be reduced to \$1,500 (inc. GST) with all other terms and conditions of the Agreement to remain.*
3. *Consideration of rent relief for Sturt Football Club and BarZaar for the period up to 31 July 2020 be deferred until the Council Meeting August 2020.*

*Resolution No C0295/20*

The Club has reduced its initial request for rent relief to now only be for its hospitality venue, BarZaar. BarZaar continues to be affected by the ongoing impacts of the COVID-19 restrictions imposed by the State Government.

These restrictions relate to the number of patrons allowed in licensed and gaming venues. These restrictions have been ongoing and look to continue in the foreseeable future.

The restriction on patron numbers has reduced business activity in recent months and this has resulted in a significant impact on key revenue streams with the Club's hospitality venue BarZaar. It is as a result of the ongoing restrictions that the Club is seeking this financial support from Council.

## **2. RECOMMENDATION**

That:

2. The report be received.
3. *The matter is for Council to determine with options provided in Section 6 of this Report.*

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## **3. RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

## **4. BACKGROUND**

The restrictions are as a direct result of the COVID-19 pandemic and they have significantly impacted the operations of the Sturt Football Club's (the Club) hospitality venue BarZaar, located at 166 Unley Road, Unley.

While the restrictions imposed on BarZaar began to lift in June, they continue to exist. The gaming area has been limited to half the numbers of those pre-COVID19 due to mandated social/physical distancing requirements. Food and beverage recommenced with limited numbers, from 20 patrons to 60 recently. However, the reintroduction of restrictions in licensed venues will probably result in less patron numbers at BarZaar again.

This reduction in business activity has in turn significantly reduced the opportunity for BarZaar to generate revenue to cover its reduced expenses.

The rent relief for BarZaar for the month of July 2020 is \$11,574.

## **5. DISCUSSION**

It is acknowledged that whilst there may be football games now held at Unley Oval, the positive flow on affect for BarZaar is limited. The venue's income generation will continue to be negatively impacted.

The request for an extension to the period of rent relief for BarZaar will provide an opportunity for the Club to financially manage and navigate through the current and potentially uncertain future economic times.

The Club have provided financial reports for the Unley Community Sports Club Trust prepared as at 30 June 2020 to underpin their application for support. The Club's financial year extends from 1 November 2019 to 30 October 2020 therefore the figures represent 9 months of trading and provide enough data to see real financial trends year to date.

The following tables provide a summary of the Club's financial performance and position year to date:

### Summarised Financial Performance (Year to Date)

Description	Full Year Budget	YTD Actual	YTD Budget	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
<b>Income</b>					
Sales - Gaming	1,497,600	554,985	998,400	(443,415)	-44%
Sales - Meals	280,000	104,084	184,000	(79,916)	-43%
Sales - Bar	210,000	82,974	138,000	(55,026)	-40%
Other trading	273,600	56,149	173,040	(116,891)	-68%
<b>Total Income</b>	<b>2,261,200</b>	<b>798,192</b>	<b>1,493,440</b>	<b>(695,248)</b>	<b>-47%</b>
less Cost of Goods Sold	862,429	282,500	570,720	(288,220)	-51%
<b>Gross Profit</b>	<b>1,398,771</b>	<b>515,692</b>	<b>922,720</b>	<b>(407,028)</b>	<b>-44%</b>
<b>Expenditure</b>					
Wages	540,077	195,943	359,011	(163,068)	-45%
Depreciation	190,200	126,800	126,800	0	0%
Rent	125,954	52,414	83,908	(31,494)	-38%
Other Expenses	405,185	197,759	270,698	(72,939)	-27%
<b>Total Expenditure</b>	<b>1,261,416</b>	<b>572,916</b>	<b>840,417</b>	<b>(267,501)</b>	<b>-32%</b>
<b>Net Profit</b>	<b>137,355</b>	<b>(57,224)</b>	<b>82,303</b>	<b>(139,527)</b>	<b>-170%</b>

The following information and observations are made:

- COVID-19 restrictions saw the BarZaar operations forced to close on 23 March 2020 and re-open on 1 June 2020 to limited patrons for weekday lunch services;
- Patronage has increased from 20 at the beginning of the month of June to 60 now;
- Gaming is now conducted on a restricted basis such that only 50% of the machines are able to be used;
- Gaming is the major source of revenue at 67% of all trading but is down 44% for the 9 months to June 2020;
- Total revenue is down 47% to June 2020;
- Expenditure is down 32% to June 2020;
- A net loss of \$57K was realised as at June 2020 compared to a budgeted \$82K surplus, that is, a \$139K unfavourable variance; and
- The Club is in receipt of Job Keeper funding (currently \$1,500 per fortnight) for 5 of the 15 staff associated with BarZaar.

## Summarised Financial Position (Year to Date)

Description	YTD Actual
	\$
<b>Current Assets</b>	
Cash	440,818
Prepayments	26,224
Other Current Assets	21,448
<b>Total Current Assets</b>	<b>488,490</b>
<b>Current Liabilities</b>	
Accounts Payable	13,840
Other Current Liabilities	30,313
<b>Total Current Liabilities</b>	<b>44,153</b>
<b>Non Current Assets</b>	<b>1,109,014</b>
<b>Non Current Liabilities</b>	<b>876,813</b>
<b>Net Assets</b>	<b>676,538</b>

### 6. ANALYSIS OF OPTIONS

#### Option 1 –

1. The report be received.
2. The rent relief provision of \$11,574 for BarZaar be extended to 31 July 2020.

Under this option, the Club will be provided with some additional financial support in the short term.

#### Option 2 –

1. The report be received.
2. The rent relief provision for BarZaar not be extended to 31 July 2020.

Under this option, the Club will not be provided with some additional financial support in the short term.

### 7. RECOMMENDED OPTION

The matter is for Council to determine.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- The rent relief of \$11,574 for the month of July has not been considered in the 2020-21 Budget. Should rent relief be supported, an adjustment to the budget will be made as part of Budget Review 1.
- The Club has paid its other financial commitments and match day license fees for the month of July 2020 to Council.

### **8.2 Legislative/Risk Management**

Relevant legislation includes:

- COVID-19 Emergency Response Act 2020.
- COVID-19 Emergency Response (Commercial Leases) Regulations 2020.
- COVID-19 Code of Conduct – Commercial Tenancies 2020.

### **8.3 Staffing/Work Plans**

- There are no additional impacts on Council staff or resourcing from implementing the recommendations outlined in this report.

### **8.4 Environmental/Social/Economic**

- There are no environmental impacts from implementing the recommendations outlined in this report.
- Council's financial assistance through the recommendations outlined in this report will be well received by both Sturt Football Club and BarZaar during this financially difficult period.

### **8.5 Stakeholder Engagement**

- The Club will be informed of Council's decision regarding this matter.

## **9. REPORT CONSULTATION**

Council's Finance Team have reviewed and summarised the financial information from the Club to form financial observations that have been included in this report.

## **10. REPORT AUTHORISERS**

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

# STURT FOOTBALL CLUB INC.

Administration 39 Oxford Terrace Unley SA 5061  
PO Box 10 Unley SA 5061

P 08 8271 4611 www.sturtfc.com.au

MAJOR SPONSOR



MORRIS FINANCE



4 June 2020

The City of Unley  
Attn. Mr. Peter Tsokas  
PO Box 1  
Unley SA 5061

Dear Peter, *Peter*

The State Government responses designed to control COVID-19 continue to significantly impact both the operations of Sturt Football Club (Club) and its hospitality venue BarZaar. We are very grateful to the City of Unley for the three-month rent relief granted to both entities.

The Club resumed modified training on May 18 for Senior Men, Women and Under 18's. The SANFL season has been reduced to a 14 minor round season and will start 27 June with the first two games to be played at Adelaide Oval.

We await the release of the season program to include Unley Oval hosting six league home games. Once received we will share with Council.

In the absence of and/or reduced crowds we will find it extremely difficult to pay the \$3000 (incl. GST) match day licence fee Council charges to cover the cost to erect temporary fencing for each league game. This amount is then paid in full by Council to the fence contractors, Temporary Fence Hire Pty Ltd.

We have had discussions with Cameron Pagon, owner of Temporary Fence Hire Pty Ltd. He advises that due to the long-term relationship he has had with the Club installing match day fencing (24 years), he would be willing to reduce his cost by half and recover the difference in future seasons.

We therefore kindly request Council agree to amend the 2020 Match Day Licence agreement to \$1500 (incl. GST) per league game with all other terms conditions remain the same.

In addition to the above a thorough review of the Club's current finances has identified a significant negative impact on projected cashflows for this year. We have further been advised that distributions next season from the AFL and SANFL will reduce by 50% or more. Our early estimations forecast a 50% decline in sponsorship and 25% decline in membership. Should Government crowd restrictions still be in effect, match day revenue will be minimal. These negative impacts may result in the Club having to secure additional finance next year.

The result of State Government COVID-19 restrictions has meant our hospitality venue, BarZaar (166 Unley Road, Unley) was forced to close 23 March. It reopened for weekday lunch service on 1 June. To date the takings are not covering operational costs.

Over the last five years, the Club and BarZaar combined has paid an estimated \$1,094,838 to the City of Unley in rent, Council rates and licence fees. This is not an insignificant amount especially for a Not for Profit organisation.

# STURT FOOTBALL CLUB INC.

Administration 39 Oxford Terrace Unley SA 5061  
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MAJOR SPONSOR



MORRIS FINANCE



In the interest of transparency, we have successfully registered for the JobKeeper Scheme. This has enabled us to keep staff employed, at least to the end of September when JobKeeper is expected to cease.

We kindly request Council consider extending rent relief (currently three months given) for both the Club and BarZaar. We believe that by the end of July the Government may have reduced restrictions enabling us to open BarZaar offering all of our services seven days a week whilst adhering to limited capacity.

This action will go some way in supporting the Club as it attempts to financially manage the current crisis. We will continue to review all areas for cost reduction in the absence of normal revenue generation.

Please do not hesitate to contact me if you have any questions relating to the above requests.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'JK' with a flourish.

Jason Kilic  
President

## DECISION REPORT

<b>REPORT TITLE:</b>	PRELIMINARY YEAR END FINANCIAL REPORT - JUNE 2020
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	MICK WETHERALL
<b>JOB TITLE:</b>	ACTING MANAGER FINANCE & PROCUREMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. OPERATING INCOME &amp; EXPENDITURE</li><li>2. OPERATING PROJECTS</li><li>3. CAPITAL WORKS</li><li>4. FUNDING STATEMENT</li><li>5. PROPOSED 2019-20 CARRY FORWRD FUNDING</li><li>6. PROPOSED BUDGETED UNIFORM PRESENTATION OF FINANCES</li></ol>

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### 1. **EXECUTIVE SUMMARY**

This report provides a preliminary view of Council's financial performance against budget for the year ended 30 June 2020 and proposes changes to the 2020-21 Budget to account for the 2019-20 proposed carry forward of funds.

The City of Unley's preliminary 2019-20 Operating Surplus before Capital is estimated to total \$4.28M, which is \$2.52M favourable to budget.

The net Capital Project Expenditure for the year is estimated to return a favourable result of \$5.13M against budget.

Further, after Council's capital financial performance is taken into account, the net lending result is favourable to budget by \$3.8M after allowing for the impact of the proposed carry forwards of \$3.8M.

It should be noted that further impact on Council's operating and net lending result is possible following the finalisation of Council's statutory accounts and subsequent audit. The finalisation of the accounts will address matters including leave provisions, finalisation of Brown Hill Keswick Creek and Centennial Park Cemetery transactions as well as depreciation and other asset adjustments.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. The Preliminary End of Year Results for 2019-20 be noted.
  3. Carry forward projects from 2019-20 totalling a net amount of \$3.85M (as set out in Attachment 5 to Item 4.8, Council Meeting 24/08/2020) be approved.
  4. The revised budgeted Uniform Presentation of Finances reflecting a Budget Operating Surplus of \$0.60M before Capital Revenue and revised Net Borrowings of \$3.29M as summarised in Attachment 6 to Item 4.8 (Council Meeting 24/08/2020) for the 2020-21 financial year be adopted.
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## **3. RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

## **4. BACKGROUND**

The City of Unley adopts its budgets on a financial year basis, setting the objectives to be achieved and resources to be deployed during that year.

If a reason exists that has not allowed the budget to be relinquished to another objective and re-submitted in a subsequent year, then, subject to satisfying Council's Administrative Carry Forward Funding Policy, the funds may be carried over into the next financial year.

Funding can only be carried over if:

- There exists a contractual (legal) obligation to expend the funds, or:
- There has been a delay in the project due to circumstances outside of the Project Manager's control (such as inclement weather, supplier delay or re-scoping the work) and;
- It is determined that it is in the Community's best interests to continue to spend the funds; and
- It is determined that the carry over will not impact on the deliverables planned for the following financial year.

## 5. **DISCUSSION**

The purpose of this report is to provide Council with a preliminary view of the actual financial performance compared to budget for the year ending June 2020 in a timely manner, and to seek approval to carry forward remaining budget to the 2020-21 financial year.

### **Funding Result Compared to Budget**

**Funding Result Summary**

	<b>Actual YTD \$'000</b>	<b>Budget YTD \$'000</b>	<b>YTD Variance Fav/(Unfav) \$'000</b>	<b>Proposed Carry Forwards \$'000</b>	<b>Variance Adjusted for Carry Forwards \$'000</b>
Operating income	49,836	49,618	218	-	218
Operating expenditure	44,451	46,764	2,314	69	2,245
Funding surplus before Projects	5,386	2,854	2,532	(69)	2,463
<b>Net expenditure - Operating projects</b>	<b>1,106</b>	<b>1,095</b>	<b>(11)</b>	<b>-</b>	<b>(11)</b>
<b>Operating Surplus after Projects</b>	<b>4,279</b>	<b>1,759</b>	<b>2,521</b>	<b>-</b>	<b>2,452</b>
<b>Net expenditure - Capital projects</b>	<b>17,855</b>	<b>22,982</b>	<b>5,127</b>	<b>3,780</b>	<b>1,347</b>
<b>Net Lending / (Borrowing) for Financial Year</b>				<b>(3,849)</b>	<b>3,825</b>

The preliminary operating result for the year ending 30 June 2020, is \$2.53M favourable to budget excluding proposed carry forwards. The net expenditure for Capital projects is favourable to budget by \$5.13M.

All major items in the table above are favourable to budget for the financial year. Further discussion on these items is included in Attachments 1–4 of the report.

*Attachments 1-4*

Overall, the City of Unley's preliminary 2019-20 net borrowing result is favourable to budget by \$3.8M after allowing for the impact of proposed carry forwards where expenditure is still required in 2020-21.

*Attachment 4-5*

### **Equity Accounted Business**

The preliminary financial results as at 30 June 2020 for the Centennial Park Cemetery Authority and the Brownhill Keswick Creek Stormwater Board were not available at the time of preparing this report and have therefore not been consolidated into the estimates presented above. The final results will be consolidated into Council's statutory financial accounts prior to audit and final presentation to Council.

## Annual Investment Performance

Year	RBA cash rate for June	LGFA Weighted Average Return	NAB Weighted Average Return	Overall Weighted Average Return	Total Investment Earnings for Year	Budget for Year
2015-2016	1.75%	1.88%	2.38%	2.13%	\$10K	\$12K
2016-2017	1.50%	1.75%	2.00%	1.88%	\$19K	\$12K
2017-2018	1.50%	1.50%	2.00%	1.75%	\$25K	\$12K
2018-2019	1.25%	1.48%	1.98%	1.73%	\$16K	\$12K
2019-2020	0.25%	0.45%	1.21%	0.83%	\$51K	\$48K

In accordance with Council's Treasury Management Policy and Section 140 of the *Local Government Act 1999*, council must review the performance of its investments at least annually.

Council utilises its short-term drawdown facility throughout the year to supplement funding meaning that Council's investments are kept at a minimum during the year. As such, the focus of treasury management has been on minimising interest expense and maintaining appropriate working capital rather than investment return.

As a result, interest earnings largely relate to:

- Cash balances being transferred to an overnight investment account from Council's general bank account with National Australia Bank (NAB), and
- Where grants and other funds are placed directly with the Local Government Financial Authority (LGFA).

Both the NAB and LGFA investments are in accordance with Council's Treasury Management Policy.

As shown in the Annual Investment Performance table revenue from investments was favourable to the budget by \$4K for the 2019-20 year.

## Carry Forward Requests

Council has a number of projects or initiatives that for various reasons were not finalised by the end of the financial year. Reasons for this may include:

- Lengthy tender processes and/or contract negotiations;
- Inclement weather;
- Projects split over 2 or more years where an estimate has been made as to how much is spent in each financial year;
- Delays as a result of community consultation;
- COVID-19 pandemic; and
- Awaiting finalisation of preparatory work in project site.

The requests for projects to be carried forward are reviewed in line with Council's Administrative Carry Forward Funding Policy.

The list of carry forward requests totalling \$3.78M consists of:

- Operating Expenditure of \$69K; and
- Net \$3.78M for New Capital Works and Replacement Capital.

All carry forward requests have been reviewed to ensure that funding is available.

The detailed proposed Carry Forward list from 2019-20 has been attached for Members' consideration.

The key large projects involve:

- Goodwood Oval Facilities \$1.72M
- Unley Oval Grandstand Upgrade Stage 2 \$1.14M
- Wilberforce Walk \$1.38M
- LED Street Lighting \$514K

*Attachment 5*

The proposed carry forwards are reflected in the revised Uniform Presentation of Finances for the year ending 30 June 2021.

*Attachment 6*

## **6. ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The Preliminary End of Year Results for 2019-20 be noted.
3. Carry forward projects from 2019-20 totalling a net amount of \$3.78M (as set out in Attachment 5 to Item 4.8, Council Meeting 24/08/2020) be approved.
4. The revised budgeted Uniform Presentation of Finances reflecting a Budget Operating Surplus of \$0.6M before Capital Revenue and revised Net Borrowings of \$3.29M as summarised in Attachment 6 to Item 4.8 (Council Meeting 24/08/2020) for the 2020-21 financial year be adopted.

This option will ensure that the budget for incomplete projects is available to complete these projects in 2020-21.

As these projects' budgets were approved in 2019-20, the majority of these carry forward projects already have contractual commitments and/or expenditure incurred.

Option 2 –

- 1 The report be received.
- 2 Preliminary End of Year Results for 2019-20 be noted and an updated report reflecting proposed changes to carry forwards be returned to Council.

This option allows Council to adjust carry forward approvals should it wish to do so.

If carry forward projects are not approved, those projects will remain incomplete. Further, the non-approval of carry forwards may result in difficulties in financial reporting and variance analysis at a project level as projects would be highlighted as having 2020-21 expenditure and no corresponding budget.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

There are no policy implications

**9. REPORT CONSULTATION**

The financial status of the projects where carry forward funds are proposed, has been calculated in consultation with the officers managing the individual projects.

**10. REPORT AUTHORISERS**

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

## OPERATING PROJECTS

## Attachment 1

<b>Operating Income compared to Budget</b>			
	<b>Actual YTD \$'000</b>	<b>Budget YTD \$'000</b>	<b>YTD Variance Fav/(Unfav) \$'000</b>
<b>Operating income</b>			
Rates	42,337	42,529	(192)
Statutory income	1,577	1,578	(1)
User charges	1,615	1,653	(39)
Grants, subsidies and contributions	2,937	2,656	281
Asset Disposal	(49)	-	(49)
Other income	1,420	1,203	217
<b>Total Operating Income</b>	<b>49,836</b>	<b>49,618</b>	<b>218</b>

**End of Year Result**  
Income is favourable by \$218k (0.4%) compared to budget year to date.

The key items that mitigate the unfavourable variances (\$280k) from other sources of income are, "*Other Income*" (\$217k) and "*Grants, Subsidies and Contributions*" (\$281k).

*Other Income*: There was a recoupment of remittance associated with Workers compensation claims (\$130k) and Insurance claims (\$15k).

*Grants, Subsidies and Contributions*: The Local roads funding (\$216k) was paid in advance.

The unfavourable variances experienced in rate revenue (\$192) are mostly attributable to decisions made in order to support the community during the COVID pandemic and user charges (\$39) are due to the impact of COVID and the resulting restrictions/closures on activities.

**OPERATING PROJECTS****Attachment 1**

<b>Operating Expenditure compared to Budget</b>			
	<b>Actual YTD \$'000</b>	<b>Budget YTD \$'000</b>	<b>YTD Variance Fav/(Unfav) \$'000</b>
<b>Operating expenditure</b>			
Total Employment costs	17,475	18,765	1,290
Materials, contracts and other expenses	17,177	18,185	1,008
Depreciation and amortisation	9,426	9,400	(26)
Finance costs	373	415	42
<b>Total Operating Expenditure</b>	<b>44,451</b>	<b>46,764</b>	<b>2,314</b>

**End of Year Result**  
A favourable expenditure variance has occurred for the year of \$2.31M (5.2%).

The key items that make up this variance are:

Total employment costs, \$1.3 M favourable:

- Long Service Leave and Annual Leave provisions have not been processed at the time of writing this report;
- Further analysis will be required when all balance day adjustments have been processed

Materials, contract and other expenses, \$1M favourable:

- Reduction in maintenance contracts expenditure \$600k; expensed across many cost centres. Further analysis will be conducted when statements are finalised to advise of the circumstances, such as COVID-related etc
- Software fees, IT licences and maintenance costs \$117k
- Property and Water costs \$162k
- General Program costs and Marketing costs \$83k

**OPERATING PROJECTS****Attachment 2****Operating Projects compared to Budget**

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Proposed Carry Forwards \$'000	Variance Adjusted for Carry Forwards \$'000
Operating projects					
Income	182	134	49	-	49
Expenditure	1,289	1,229	(60)	-	(60)
<b>Net expenditure - Operating projects</b>	<b>1,106</b>	<b>1,095</b>	<b>(11)</b>	<b>-</b>	<b>(11)</b>

**End of Year Result**

A net unfavourable variance for Operating Projects has occurred for the year totalling \$11K.

**Income**

Income is \$49k favourable, due to the following projects:

Additional revenue was received for -

- Unley Gourmet Gala \$39k
- Unley Central Project \$47k,

which was partially offset by less than expected revenue for

- Co-Housing for Ageing Well Project 37k

**Expenditure**

Operating project expenditure has an unfavourable variance of \$60K. This is mainly due to the following projects;

Additional expenditure was incurred for –

- Unley Central Project \$113k
- Unley Gourmet Gala \$43k

which was partially offset by less than expected expenditure for

- Norman Terrace, Everard Park Regeneration Project \$23k
- Co-Housing for Ageing Well Project 37k

Further details with respect to the carry forward funds are provided in Attachment 6.

A schedule of Operating Projects has been included on the following page.

## OPERATING PROJECTS

## Attachment 2

Project	Actual	Budget	Variance
	2019-20	2019-20	
201919 - Unley Gourmet Gala	(39,442.73)	0	39,443
201999 - Unley Central Project	(46,813.00)	0	46,813
202232 - Events - Double Shot Coffee Fiesta	1,108.00	0	(1,108)
202358 - Co-housing for Ageing Well	(36,988.36)	(73,540)	(36,552)
202722 - Arthur/Mary Streets Church Site and Precinct Urban Design An	(15,000.00)	(15,000)	0
202723 - Women's Suffrage	(2,808.70)	(2,809)	(0)
202738 - Norman Terrace Everard Park Regeneration	(35,000.00)	(35,000)	0
202799 - Mornington House Urban Design Study	(7,500.00)	(7,500)	0
<b>Total Income</b>	<b>(182,444.79)</b>	<b>(133,849)</b>	<b>48,596</b>

Project	Actual	Budget	Variance
	2019-20	2019-20	
201919 - Unley Gourmet Gala	267,348	224,000	(43,348)
201999 - Unley Central Project	263,347	150,000	(113,347)
202234 - Tour Down Under Stage Start	68,791	69,000	209
202358 - Co-housing for Ageing Well	36,988	73,540	36,552
202367 - Second Generation Street Tree Implementation (Year 1)	78,499	75,000	(3,499)
202559 - Ignite Unley Outdoor Cinema Program	43,212	43,000	(212)
202561 - Events - Zest Fest	3,263	3,500	237
202564 - Events - Event Attraction	9,103	8,500	(603)
202618 - Fringe in Unley	8,312	10,000	1,688
202619 - Royal Adelaide Show Traffic Mgmt	25,000	22,000	(3,000)
202620 - Street Tree Watering Well Program	38,998	40,000	1,002
202622 - City Wide Greening Verges	71,205	75,000	3,795
202642 - Annual Events Calendar	4,890	5,000	110
202657 - Trader Event Sponsorship	39,766	40,000	234
202658 - Active Aging	8,801	20,000	11,199
202660 - City Wide Park Audits	24,716	25,000	284
202704 - Planning System Reform Policy Update & Transition	2,638	5,000	2,362
202705 - All Connections to Unley Art Prize	5,000	5,000	0
202715 - Resilient East 2018-19 Projects	9,544	10,000	456
202716 - Event Support	12,514	11,000	(1,514)
202722 - Arthur/Mary Streets Church Site and Precinct Urban Design An	15,750	15,000	(750)
202723 - Women's Suffrage	2,809	2,809	0
202724 - Unley Civic Precinct Plan - Edmund Avenue Cottages	22,450	30,000	7,550
202725 - Accelerated Tree Planting Program (Tree Canopy)	155,637	160,000	4,363
202726 - Living With Trees Program	16,923	25,000	8,077
202735 - Clarence Park Community Centre	10,000	10,000	0
202736 - Rosefield Community Shed	10,000	10,000	0
202737 - Goodwood Community Centre - Staff Training	3,000	3,000	0
202738 - Norman Terrace Everard Park Regeneration	11,954	35,000	23,046
202798 - AFLW	3,389	8,500	5,111
202799 - Mornington House Urban Design Study	15,000	15,000	0
<b>Total Expenditure</b>	<b>1,288,847</b>	<b>1,228,849</b>	<b>(59,998)</b>

**CAPITAL WORKS****Attachment 3****Capital Works compared to Budget**

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Proposed Carry Forwards \$'000	Variance Adjusted for Carry Forwards \$'000
Capital projects					
Income	5,454	7,199	(1,745)	1,257	(488)
Expenditure	23,309	30,181	6,872	5,037	1,835
<b>Net expenditure - Capital projects</b>	<b>17,855</b>	<b>22,982</b>	<b>5,127</b>	<b>3,780</b>	<b>1,347</b>

**End of Year Result**

A favourable Net expenditure variance of \$5.13M has occurred for the year. A net amount of \$3.78M has been requested as carry forwards.

**Capital Works**

The majority of the favourable variance of \$5.13M, relates to incomplete Capital Projects, of which \$3.78M has been included in the proposed Carry Forward requests.

Key New Capital items include:

- Unley Oval Grandstand Upgrade Design \$1.135M
- Goodwood Oval Facilities \$1.103M
- Wilberforce Walk \$800k
- LED street lighting \$513k
- LATM implementation \$171k
- Brown Hill Keswick Creek Stormwater Board \$1.1M

Further details with respect to the carry forward projects are provided in Attachment 6.

A schedule of capital works projects has been included on the following page.

## CAPITAL WORKS

## Attachment 3

Project	Actual 2019-20	Budget 2019-20	Variance
202670 - Goodwood Oval Facilities	1,718,015	3,440,502	1,722,488
202729 - Wilberforce Walk	29,580	1,410,000	1,380,420
202669 - Unley Oval Grandstand Upgrade Design	64,770	1,200,000	1,135,231
202090 - Brownhill Keswick Creek	0	1,105,000	1,105,000
202359 - LATM Implementation	220,973	392,879	171,905
202699 - King William Road	12,107,701	12,257,222	149,521
201230 - IT Asset Replacement Program	560,421	625,000	64,579
202762 - Living Street- Richards Terrace	2,020	59,000	56,980
202749 - Civic Precinct- Minor Works	33,468	40,000	6,532
202700 - Alternative Green Energy - Green Infrs Implement	39,423	43,253	3,830
202731 - Millswood Croquet Club Concept	19,950	20,000	50
202728 - Pocket Parks	69,978	70,000	22
202730 - Drinking Fountains - Reserves	20,685	20,000	(685)
202727 - Living Street- Norman Terrace	71,128	70,000	(1,128)
202733 - Swimming Shade Structure	45,533	20,000	(25,533)
202766 - CWP Wattle St Crossing	56,967	30,000	(26,967)
201381 - Overhead Charge Accounts (Replacement)	637,473	622,000	(15,473)
202760 - 1 Bloomsbury St	824,404	827,000	2,596
202761 - 1A Bloomsbury St	824,564	827,000	2,436
<b>Total New Capital Projects</b>	<b>17,347,053</b>	<b>24,000,660</b>	<b>5,489,897</b>
<b>Total Renewal Capital Program</b>	<b>5,962,398</b>	<b>7,102,472</b>	<b>1,140,074</b>
<b>Total Capital Expenditure</b>	<b>23,309,451</b>	<b>30,181,328</b>	<b>6,871,877</b>

## OVERALL FUNDING STATEMENT

## Attachment 4

The City of Unley					
Overall Funding Statement for the year to date ended June 2020					
	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Proposed Carry Forwards \$'000	Variance Adjusted for Carry Forwards \$'000
<b>Operating income</b>					
Rates	42,337	42,529	(192)	-	(192)
Statutory income	1,577	1,578	(1)	-	(1)
User charges	1,615	1,653	(39)	-	(39)
Grants, subsidies and contributions	2,937	2,656	281	-	281
Asset Disposal	(49)	-	(49)	-	(49)
Other income	1,420	1,203	217	-	217
<b>Total Operating Income</b>	<b>49,836</b>	<b>49,618</b>	<b>218</b>	<b>-</b>	<b>218</b>
<b>Operating expenditure</b>					
Total Employment costs	17,475	18,765	1,290	-	1,290
Materials, contracts and other expenses	17,177	18,185	1,008	69	939
Depreciation and amortisation	9,426	9,400	(26)	-	(26)
Finance costs	373	415	42	-	42
<b>Total Operating Expenditure</b>	<b>44,451</b>	<b>46,764</b>	<b>2,314</b>	<b>69</b>	<b>2,245</b>
<b>Funding surplus/(deficit) before Projects</b>	<b>5,386</b>	<b>2,854</b>	<b>2,532</b>	<b>(69)</b>	<b>2,463</b>
<b>Project Summary</b>					
<b>Operating projects</b>					
Income	182	134	49	-	49
Expenditure	1,289	1,229	(60)	-	(60)
<b>Net expenditure - Operating projects</b>	<b>1,106</b>	<b>1,095</b>	<b>(11)</b>	<b>-</b>	<b>(11)</b>
<b>Funding Surplus before Capital</b>	<b>4,279</b>	<b>1,759</b>	<b>2,521</b>	<b>(69)</b>	<b>2,452</b>
<b>Capital projects</b>					
Income	5,454	7,199	(1,745)	1,257	(488)
Expenditure	23,309	30,181	6,872	5,037	1,835
<b>Net expenditure - Capital projects</b>	<b>17,855</b>	<b>22,982</b>	<b>5,127</b>	<b>3,780</b>	<b>1,347</b>
<b>Total Operating projects and capital works program (net)</b>	<b>18,962</b>	<b>24,077</b>	<b>5,116</b>	<b>3,780</b>	<b>1,336</b>
Depreciation and amortisation	9,426	9,400	(26)	-	-
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(4,150)</b>	<b>(11,824)</b>	<b>7,674</b>	<b>(3,849)</b>	<b>3,825</b>

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.



## New Capital Projects - Income

Cost Centre/ Project	Request \$	Comments
Goodwood Oval 202670	619,487	Works awarded by contract in December 2019 and are expected to be completed in December 2020.
Wilberforce Walk 202729	580,420	Landscaping project cannot commence until the BHKC Board culvert upgrade is completed in September 2020. Landscaping should be completed in November 2020. Compulsory Land Acquisition agreements have not been finalised, negotiation still occurring with land owners.
Living Street - Richards Terrace 202762	56,980	This is State Government funding received in 2019/20 to be spent in 18 months. Works are to be undertaken in 2020/21 with additional funding from Council.
<b>Total New Capital Income Proposed Carry Forwards</b>	<b>1,256,887</b>	

## ATTACHMENT 5

## New Capital Projects - Expenditure

Cost Centre/ Project	Request \$	Comments
LATM Implementation 202359	60,000	80% complete. Carryforward required to complete remaining 2 priority projects., including Aroha Tce Tram Stop Pedestrian Crossing Improvements (delayed due to DPTI approvals) and Curzon Avenue Disable Parking (following completion of grandstand works)
Unley Oval Grandstand Upgrade Design 202669	1,135,231	Stage 2 - Development Application lodged in late May 2020. Detailed design to commence in June 2020. Works only to proceed if grant to fund project cost gap is received.
Goodwood Oval Facilities 202670	1,722,488	Works awarded by contracting December 2019 and are expected to be completed in December 2020.
LED Street Lighting 202703	513,834	V Cat Lighting Design now complete with delays due to Covid-19, have requested a formal proposal from SA Power Networks and Enerven to undertake the installation. Works likely to Commence September 2020.
Wilberforce Walk 202729	1,380,420	Landscaping project cannot commence until the BHKC Board culvert upgrade is completed in September 2020. Landscaping should be completed in November 2020. Compulsory Land Acquisition agreements have not been finalised, negotiation still occurring with land owners.
KW Road Art 202757	9,349	Carry over required as installation of artworks is now due in August due to unavoidable delays in fabrication and installation process. All work is contracted under agreement through to completion.
Living Street - Richards Terrace 202762	56,980	This is State Government funding received in 2019/20 to be spent in 18 months. Works are to be undertaken in 2020/21 with additional funding from Council.
<b>Total New Capital Expenditure Proposed Carry Forwards</b>	<b>4,878,301</b>	

**Replacement Capital Projects - Expenditure**

Cost Centre/ Project	Request \$	Comments
Roads Capital Renewal 202640	158,707	Carry forward available funds for Duthy Street reconstruction.
<b>Total Replacement Capital Expenditure Proposed Carry Forwards</b>	<b>158,707</b>	

**Operating - Expenditure**

Cost Centre/ Project	Request \$	Comments
Unley Museum & Friends of the Museum	25,678	Unexpended funds to carry forward. Contractual obligations could not be met due to the impact of COVID-19
Community Events Sponsorships	21,948	Unexpended funds to carry forward. Contractual obligations could not be met due to the impact of COVID-19
Daily Moves Program	21,244	Additional unexpended funds to acquit grant commitment.
<b>Total Operating Expenditure Proposed Carry Forwards</b>	<b>68,870</b>	

## Attachment 6

Proposed Budgeted Uniform Presentation of Finances  
For the year ended 30 June 2021

\$ '000	Original Budget 2020-21	Carry Forward	Proposed Revised 2020-21 Budget
Income	49,716	-	49,716
less Expenses	(49,045)	(69)	(49,114)
<b>Operating Surplus / (Deficit)</b>	<b>671</b>	<b>(69)</b>	<b>602</b>
<b>less Net Outlays on Existing Assets</b>			
Capital Expenditure on Renewal and Replacement of Existing Assets	(7,593)	(159)	(7,752)
less Depreciation, Amortisation and Impairment	9,500		9,500
less Amounts Received Specifically for Replacement of Existing Assets	-	-	-
less Proceeds from Sale of Replaced Assets	195		195
<b>Subtotal</b>	<b>2,102</b>	<b>(159)</b>	<b>1,943</b>
<b>less Net Outlays on New and Upgraded Assets</b>			
Capital Expenditure on New and Upgraded Assets	(2,680)	(4,878)	(7,558)
less Amounts Received Specifically for New and Upgraded Assets	463	1,256	1,719
less Proceeds from Sale of Surplus Assets	-		-
<b>Subtotal</b>	<b>(2,217)</b>	<b>(3,622)</b>	<b>(5,839)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>556</b>	<b>(3,850)</b>	<b>(3,294)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(26,047)</b>		<b>(26,047)</b>
Decrease / (increase) in Other	645		645
<b>Net Financial Liabilities at End of Year</b>	<b>(24,846)</b>		<b>(28,696)</b>

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.

## INFORMATION REPORT

<b>REPORT TITLE:</b>	2019-20 FOURTH QUARTER CORPORATE PERFORMANCE REPORT
<b>ITEM NUMBER:</b>	4.9
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	NICOLA TINNING
<b>JOB TITLE:</b>	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>ATTACHMENTS:</b>	1. CORPORATE PERFORMANCE REPORT

---

### 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.

This report is the final for the year ending 30 June 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.

4.3 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.

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

The automation process is extended to include notification to commentary writers and the generation of the report.

This report covers the final period of the 2019-20 financial year from 1 April 2020 to 30 June 2020. Some of the deliverables have been impacted by the COVID19 pandemic and these are detailed within the report.

The Corporate Performance Report is provided as Attachment 1.

*Attachment 1*

**6. REPORT AUTHORISERS**

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





# ENVIRONMENTAL STEWARDSHIP

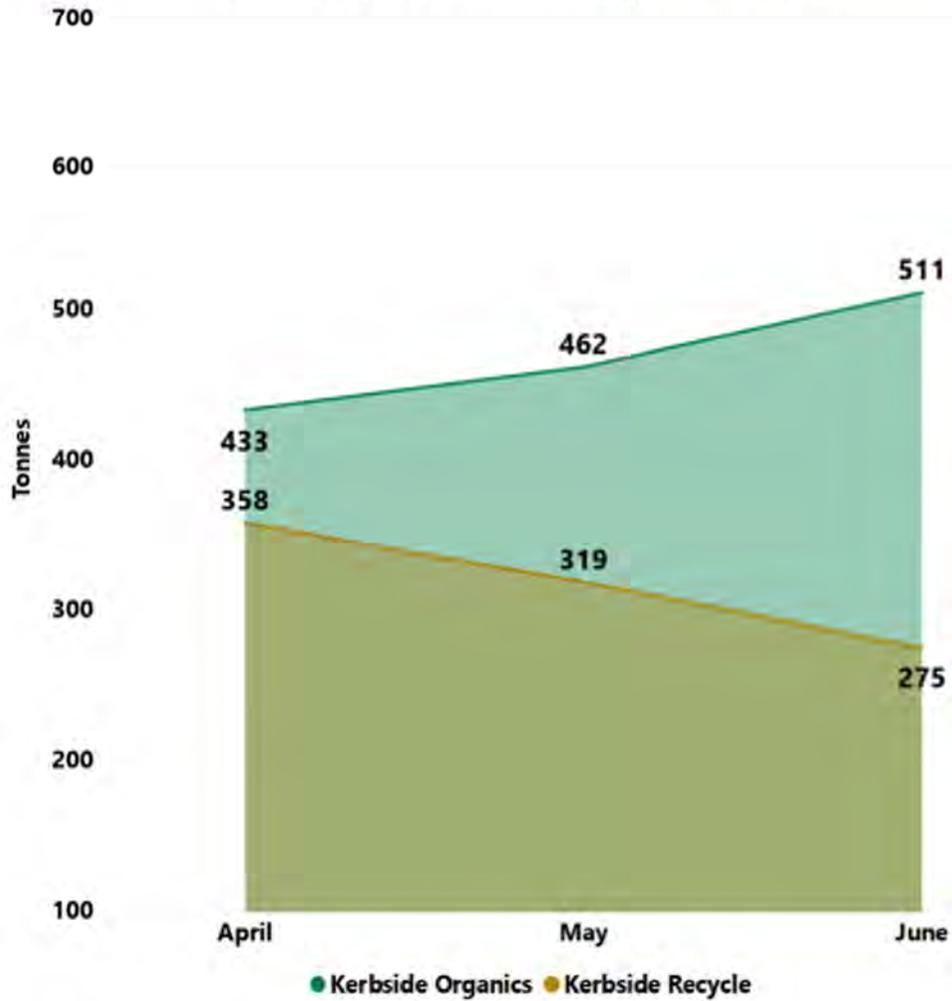
## Residential Waste

Financial Year: 2019/2020

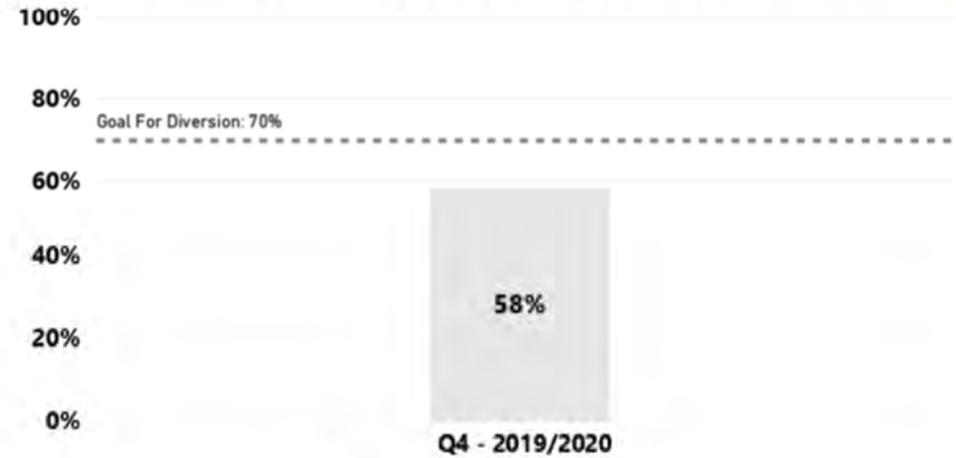
Financial Quarter: Q4



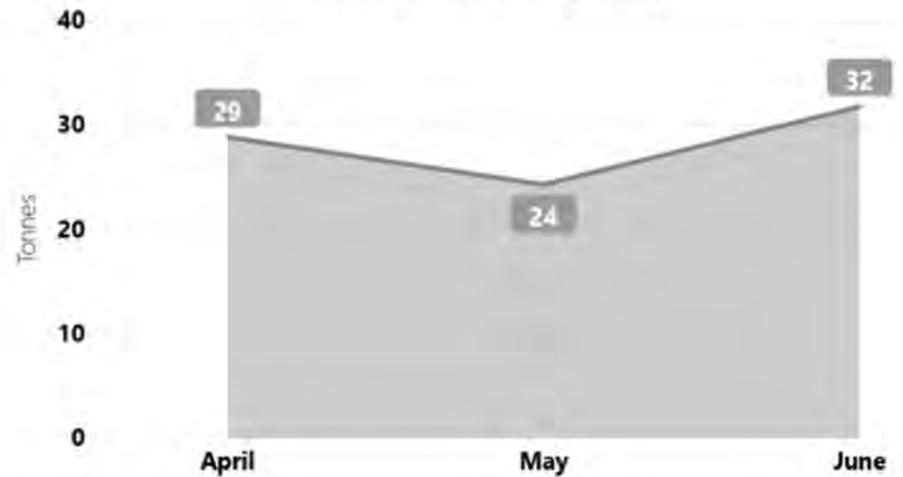
**Kerbside Organics and Kerbside Recycle Trend (Tonnes)**



**Residential Waste Landfill Diversion**



**Hard Rubbish Trend (Tonnes)**





# ENVIRONMENTAL STEWARDSHIP

## Residential Waste

Financial Year and Quarter For Comments

2019/2020 Q4



### Comments

Of particular note was the increase in the Organics and Hard Rubbish Tonnage for this quarter. It may be that people working or being at home, due to the COVID restrictions, have increased with a corresponding increase in food waste and/or garden clean up and clearing out of hard rubbish from sheds etc.

Litter bin overflow is steadily decreasing as shops and cafes are able to allow dining in.



# FINANCIAL STATEMENTS

## Grant Funding (Q4 2019/2020)

Financial Year

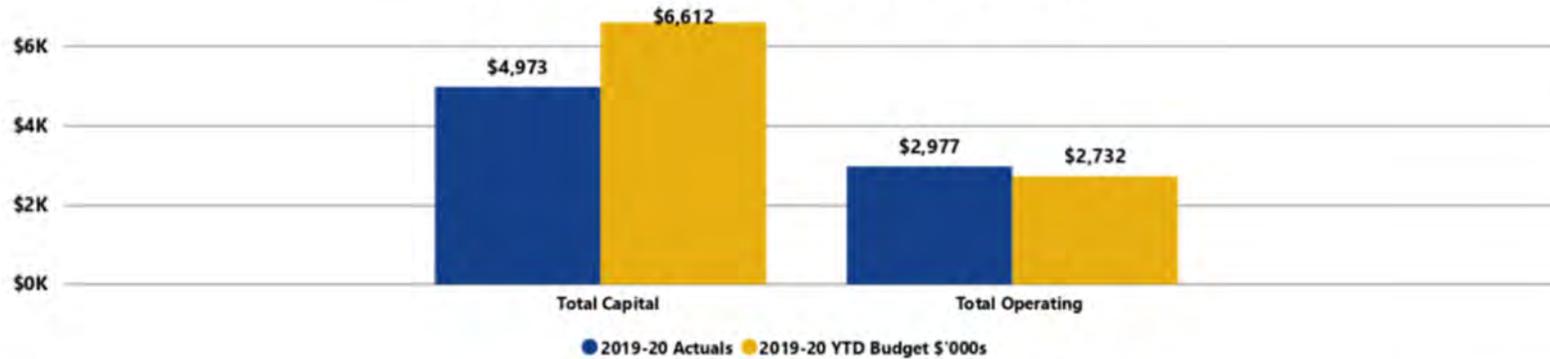
2019/2020

Financial Quarter

Q4



### External funding Grants and Subsidies in \$'000



Grant Type	2019-20 Actuals \$'000s	2019-20 YTD Budget \$'000s	Variance \$'000s	2019-20 Budget \$'000s
Grants - Health & Ageing (DCSI)	1,338	1,310	28	1,310
Grants - Financial Assistance Grants	844	819	25	819
Grants - Librar	2	0	2	0
Grants - Library Board	274	274	0	274
Grants - Local Roads	416	200	216	200
Grants - Roads to Recovery	0	0	0	0
Grants - Other	103	129	26	129
<b>Operating Grants - total</b>	<b>2,977</b>	<b>2,732</b>	<b>245</b>	<b>2,732</b>
Capital Grants - Replacement	148	198	-50	198
Capital Grants - New	4,825	5,414	-1,589	6,414
<b>Capital Grants</b>	<b>4,973</b>	<b>6,612</b>	<b>-1,639</b>	<b>6,612</b>
<b>Total Grants &amp; Subsidies</b>	<b>7,950</b>	<b>9,344</b>	<b>-1,394</b>	<b>9,344</b>



# FINANCIAL STATEMENTS

## Grant Funding (Q4 2019/2020)

Financial Year and Quarter For Comments

2019/2020 Q4



### Comments

- (a) Operating Grants : Council has utilised its grants for YTD actuals (\$2,977k) compared to YTD budget (\$2,732k) in Q4. The YTD actuals was 9% above the YTD budget.
- (b) Capital Grants : The unfavourable variance of approx. \$1,639k is attributed to new projects being carried forward into FY20/21. Projects being carried forward include Goodwood Oval facilities , Wilberforce Walk Greenway Link Project and Living Streets (Richards Terrace).

**COMMUNITY LIVING**  
 Development Applications - Planning Consents Granted

Financial Year: 2019/2020 | Financial Quarter: Q4

Category 1 - Average Days to Resolve  
**11**  
 Legislated Time frame: 20 Days

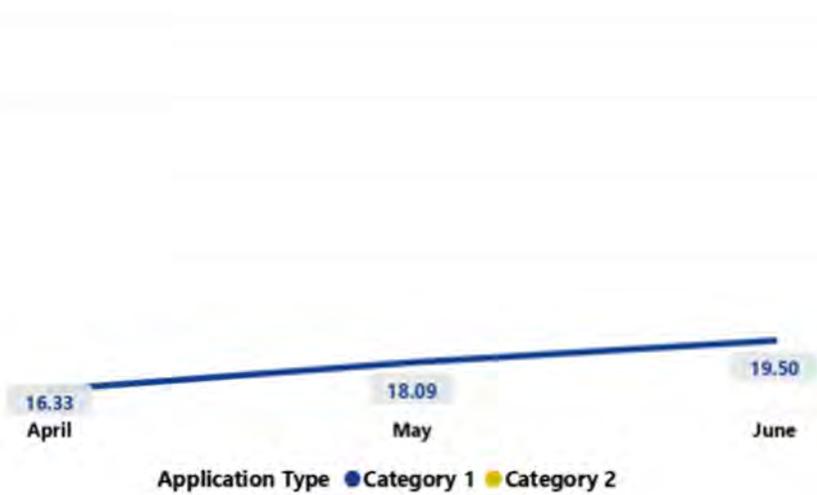
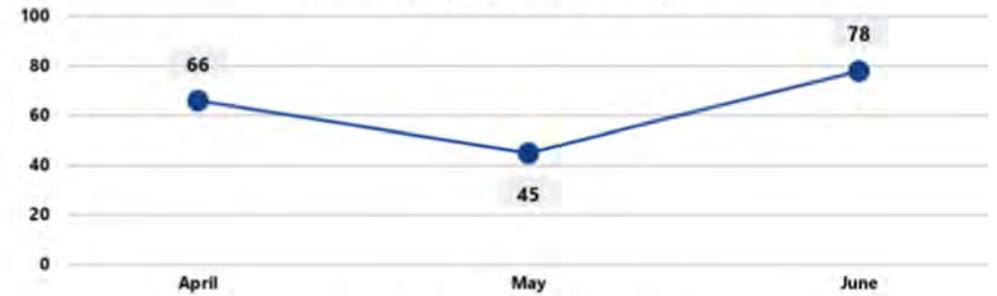
Category 2 - Average Days to Resolve  
**56**  
 Legislated Time frame: 40 Days

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

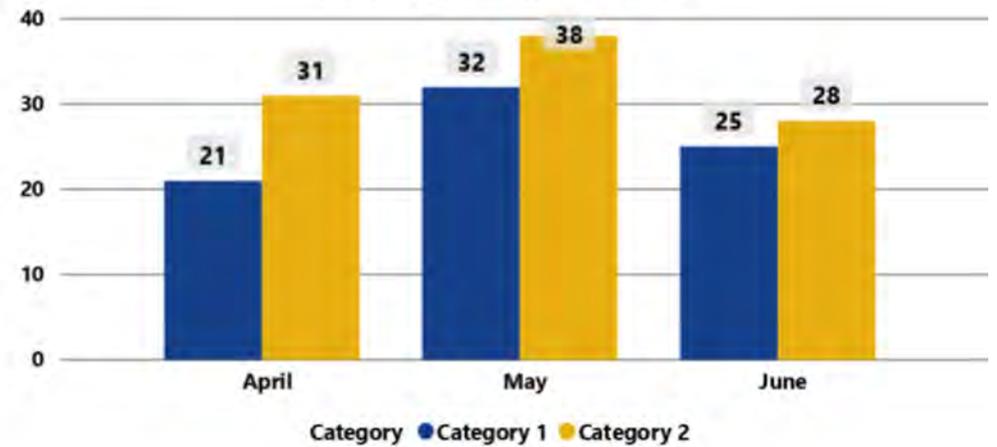
**Planning Consents - Average Days to Resolve**



**Planning Applications Lodged**



**Planning Consents Granted**





## COMMUNITY LIVING

### Development Applications - Planning Consents Granted

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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 1 is 11 days and for category 2 is 56 days. Category 1 applications are within the statutory timeframes and are consistent with previous quarters. Category 2 applications are above the 40 day statutory timeframe, mostly due to the nature of negotiations that occur for proposals or changes that occur during the assessment that do not 'stop the clock'. This quarter is generally consistent with the timeframes for both Category 1 and 2 applications from previous quarters, noting there were no Category 3 applications determined this quarter.

The new Planning, Development and Infrastructure Act 2016 will require new assessment pathways with amended timeframes for the determination of applications. Business preparations are evaluating what impact this will have on our timeframes moving forward.



# COMMUNITY LIVING

## Value of Approved Development Applications

Financial Year

2019/2020

Financial Quarter

Q4



Average Development Value

**\$117K**

Financial Year 2017/2018

Average Development Value

**\$275K**

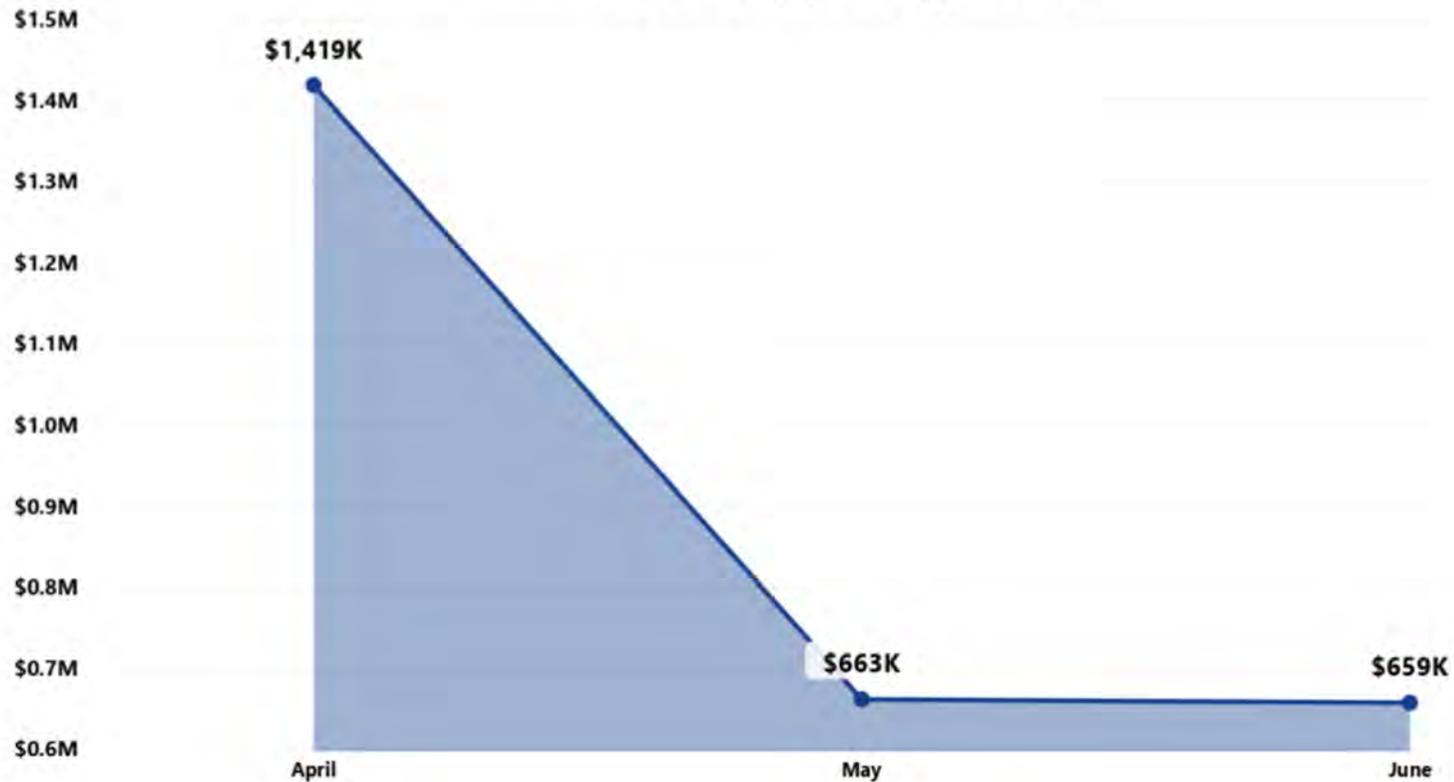
Financial Year 2018/2019

Average Development Value

**\$44K**

Financial Year 2019/2020

### Total Value of Approved Applications





## COMMUNITY LIVING

### Value of Approved Development Applications

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

This report indicates the value of development in the City of Unley lodged during the quarter.

It is noted that there has been a significant decline in the value of development during 2019/20 while there has been 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 and may be a result of the impacts of Covid-19, or people waiting to see the outcome of the new Planning, Development and Infrastructure Act 2016. This trend will be monitored moving forward.



# COMMUNITY LIVING

## Food Hygiene Inspections

Financial Year

2019/2020

Financial Quarter

Q4



Total Health Food Inspections

**48**

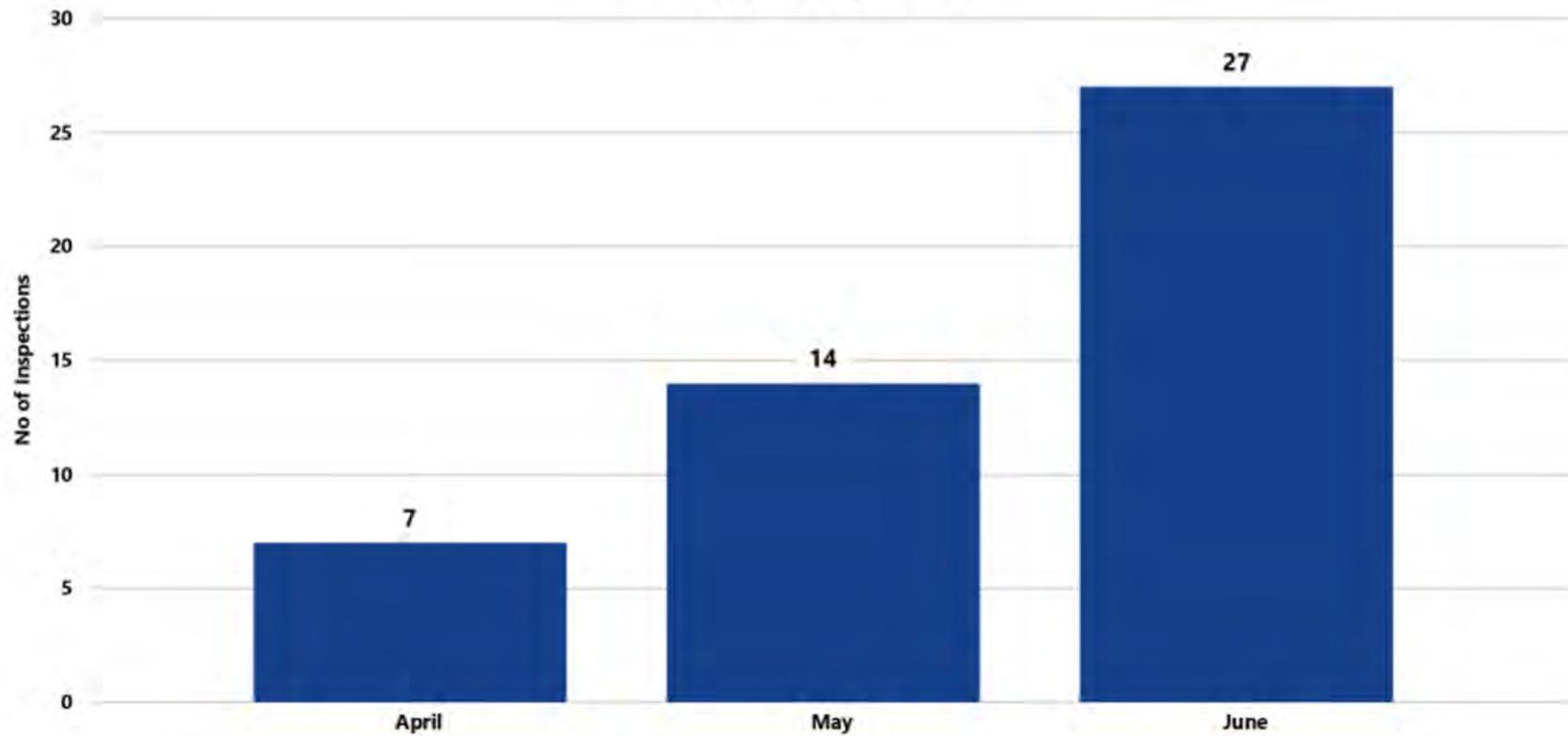
Number of Routine Inspections

**33**

Number of Written Warnings

**6**

Food Hygiene Inspections





## COMMUNITY LIVING

### Food Hygiene Inspections

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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. In the case of 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. 'Routine Inspections' refer to the general inspections undertaken as regularly scheduled, while the 'Total Inspections' refers to the routine inspections along with the additional follow up inspections undertaken where action has been requested by the officers during a previous inspection.

April and May saw a reduced number of food premises inspected due to the Covid-19 situation. 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. As we have transitioned out of restrictions and premises have re-opened, staff have performed more inspections relating to food safety.

A total of 6 written warnings were issued for minor non-compliances noted during inspections, such as improvements to hand washing facilities or minor flooring improvements that do not present an immediate risk to public safety. These will be followed up during the next routine inspection of properties.



# COMMUNITY LIVING

## Health Premise Inspections

Financial Year

2019/2020

Financial Quarter

Q4



Total Health Premise Inspections

48

Self Audit Inspections

40

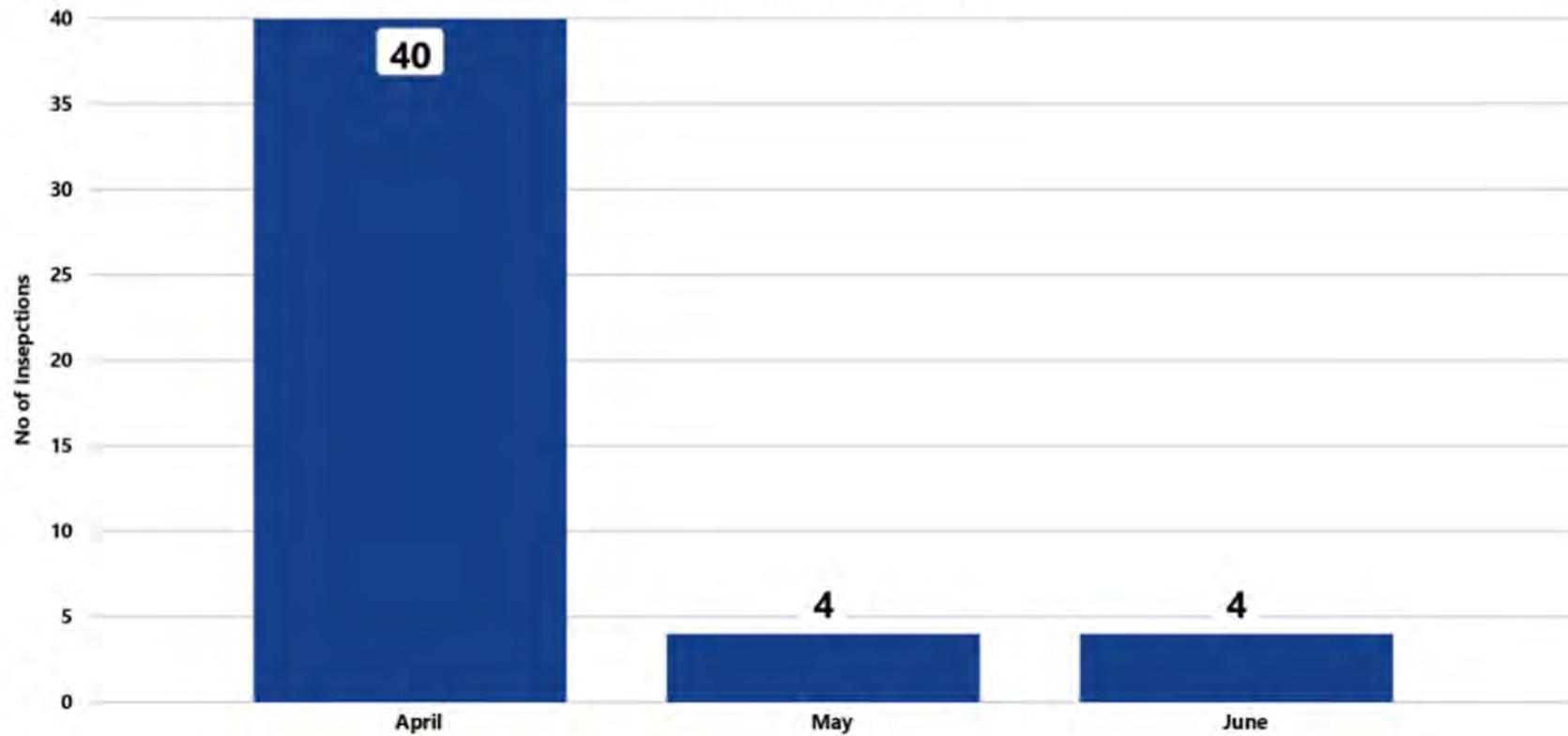
Compliant Inspections

6

Non-Compliant Inspections

2

### Environmental Premise Inspections





## COMMUNITY LIVING

### Health Premise Inspections

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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. It is noted that a non-compliance or compliance can only be recorded against a property that staff have personally audited. Those undertaken by a desk-top audit are assessed for risk and may be followed up, but staff cannot provide a definitive outcome having not viewed the site personally.

For the 4th quarter, there was a greater emphasis on these inspections during the height of the Covid-19 pandemic as these facilities were considered high risk. During this time, 2 non-compliances were noted. Where an inspection results 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

Q4



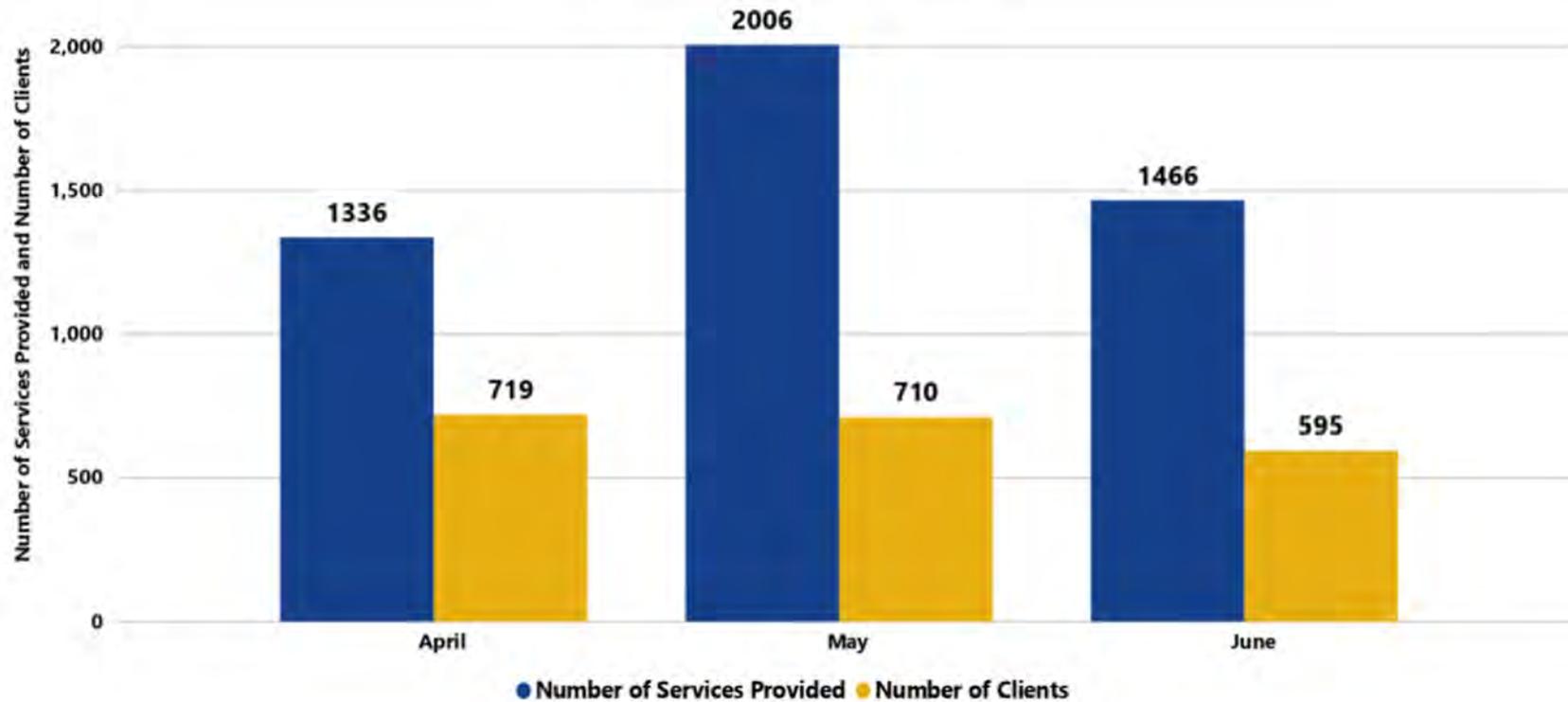
Commonwealth Support Services

**4,808**

Average Support Visits Per Month

**1620**

### Home Support Services Provided





## COMMUNITY LIVING

### Home Support Program Visits

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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, eligible City of Unley residents received a total of 4,808 services provided, noting that some clients utilised several different services, multiple times during the reporting period.

Due to COVID-19 restrictions over this quarter, all face to face social activities and personal car transport services were temporarily put on hold.

Services such as shopping support, domestic assistance, gardening, home maintenance and modifications continued being provided by the CHSP contractors, who are all trained in aged care, infection control procedures and demonstrated they had all the safeguards and risk mitigation strategies in place to safely continue providing services during the pandemic. Clients were also given the option of putting their services on hold during the pandemic, with only 61 people choosing to do this, 48 people have now returned to the program and the remaining 13 people stating they will be ready to return within the next few months.

Non-face to face social support was also offered over this reporting period and was very popular. The services provided by the City of Unley CHSP team included phone calls and welfare checks, either weekly, fortnightly or monthly based on the client's preference or their level of vulnerability. Letters, flyers and newsletters were posted out regularly, keeping clients informed and up to date with current events, health and safety updates, and details of the services and supports available over this period. The clients who were comfortable with technology also received emails and online support from the team.

Due to COVID-19, the Commonwealth Government has advised that annual targets for services are not required to be met for this financial year, given the unprecedented situation. However, for the end of year position, the City of Unley was still able to exceed annual targets set by the Commonwealth in:

- Domestic and Respite Assistance: 7,292 hours of service provided which is above the annual target of 7,015 hours of services.
- Social Support: 10,845 hours of service provided, which exceeds the annual target of 9,298 hours of service.

Targets not achieved include:

- Home Maintenance: A total of 1,854 hours of service delivered, which did not meet the annual target of 2,312 hours of services. 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) and was further impacted by the COVID situation.
- Home Modification: \$27,442 of subsidised work undertaken, which did not meet the annual target set by the Commonwealth of \$31,716. This was also due to a lack of referrals.
- Community Transport: 4,275 individual one-way trips delivered was slightly under the annual target of 4,333 trips. This was due to the service temporarily ceasing for a 3-month period, due to the Covid-19 restrictions. Transport is usually the most requested service within the CHSP program and Council's use of volunteers enables this service to, under normal circumstances, significantly exceed targets.



# COMMUNITY LIVING

## Community Bus Passengers

Financial Year

2019/2020

Financial Quarter

Q4



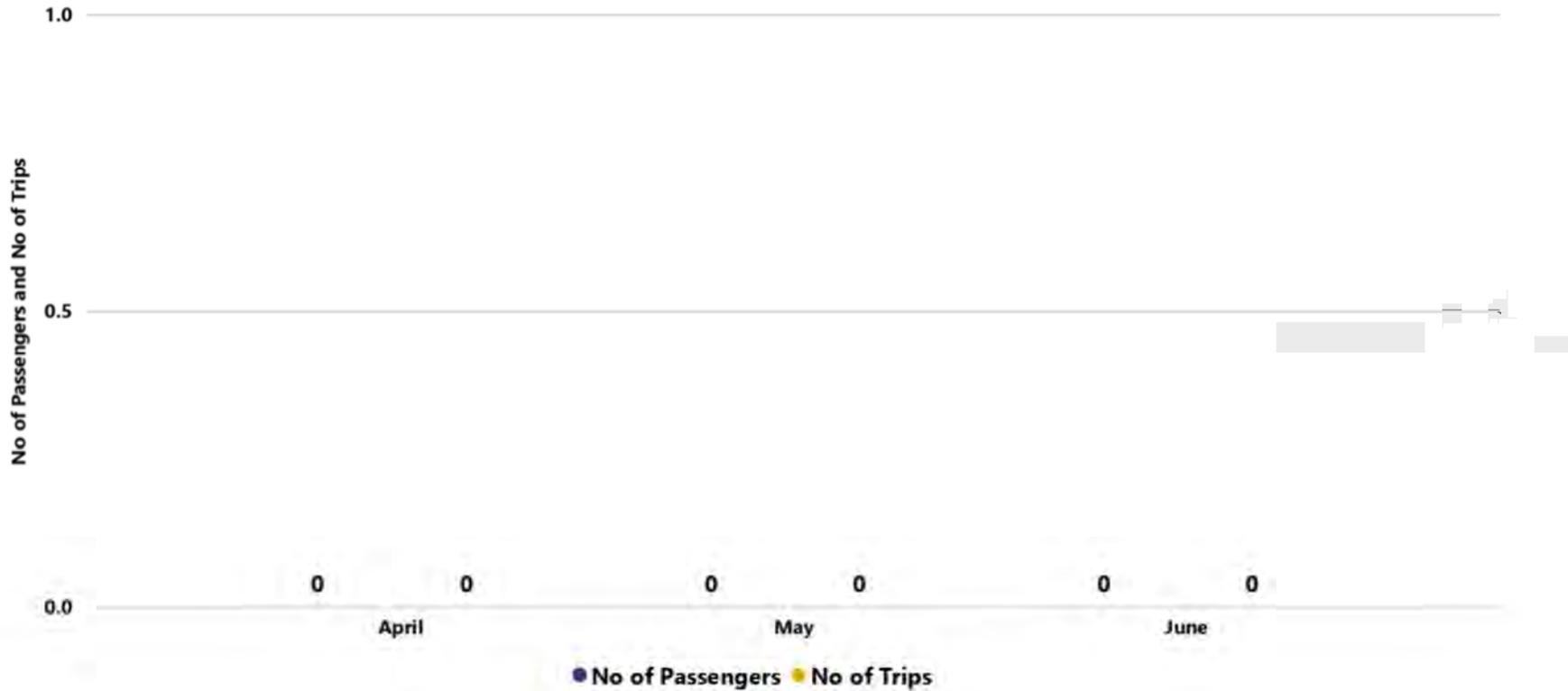
Total Community Bus Passengers

0

Average Passengers Per Month

0

### Community Bus Passengers





## COMMUNITY LIVING

### Community Bus Passengers

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

There were no bus transport services provided for the period as a result of the COVID-19 pandemic and Australian Government restrictions over this time.

The program has since been reviewed and a modified service that meets current Government restrictions and recommenced on the 20 July 2020.

When running at capacity, the Community Bus service utilises 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.



# COMMUNITY LIVING

## Planning Compliance Inspected

Financial Year: 2019/2020

Financial Quarter: Q4



Total Completed Requests

# 25

Compliance Requests Under Review

# 10

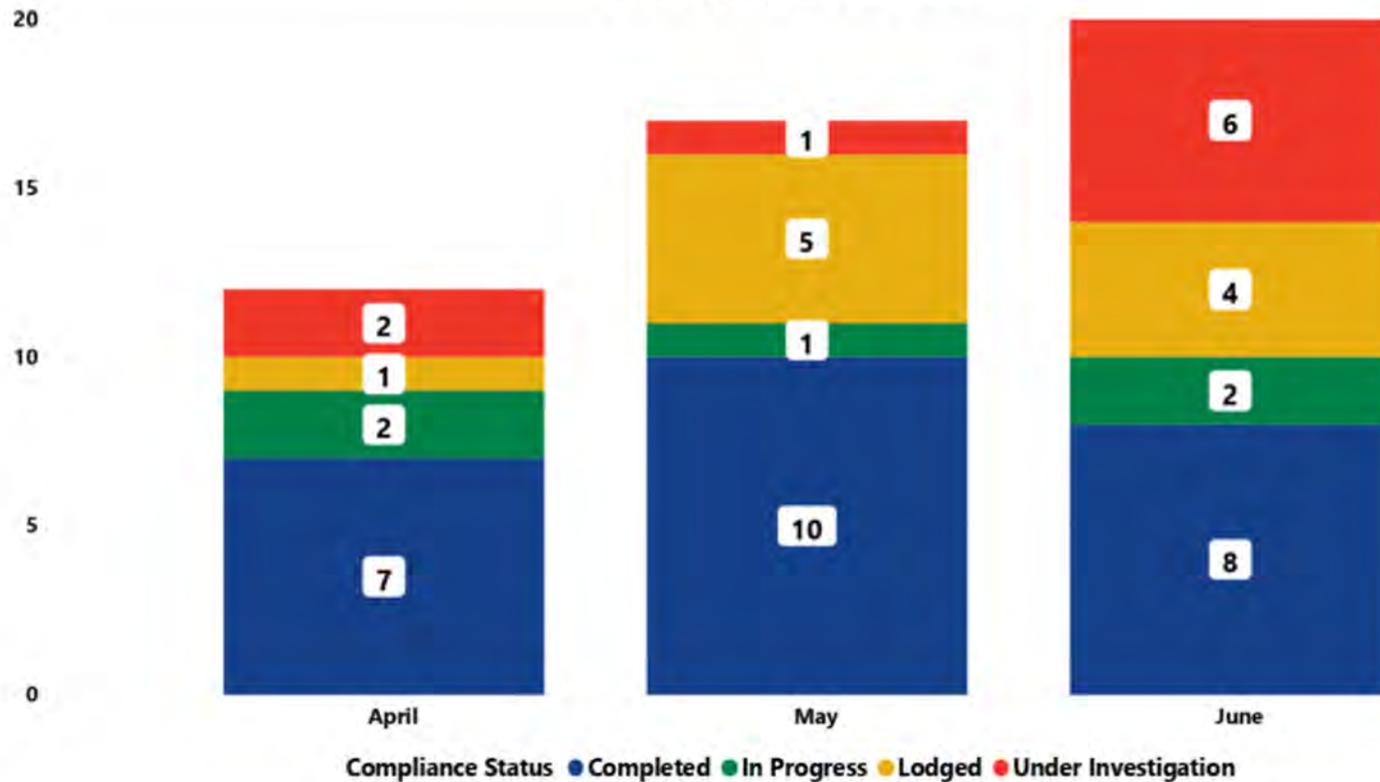
Compliance Requests In Progress

# 5

Total Requests Under Investigation

# 9

Planning Requests and Status





## COMMUNITY LIVING

### Planning Compliance Inspected

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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 types of matters investigated will include:

1. Unauthorised developments;
2. Development contrary to an approval; and
3. Unsightly properties.

The number of planning compliance matters has increased significantly 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. These matters can be lengthy to investigate and often rely on negotiation with the person involved. Any non-compliance noted will be actioned according to our Compliance Policy process.



# COMMUNITY LIVING

Building and Planning - % Compliance vs Non Compliance

Financial Year

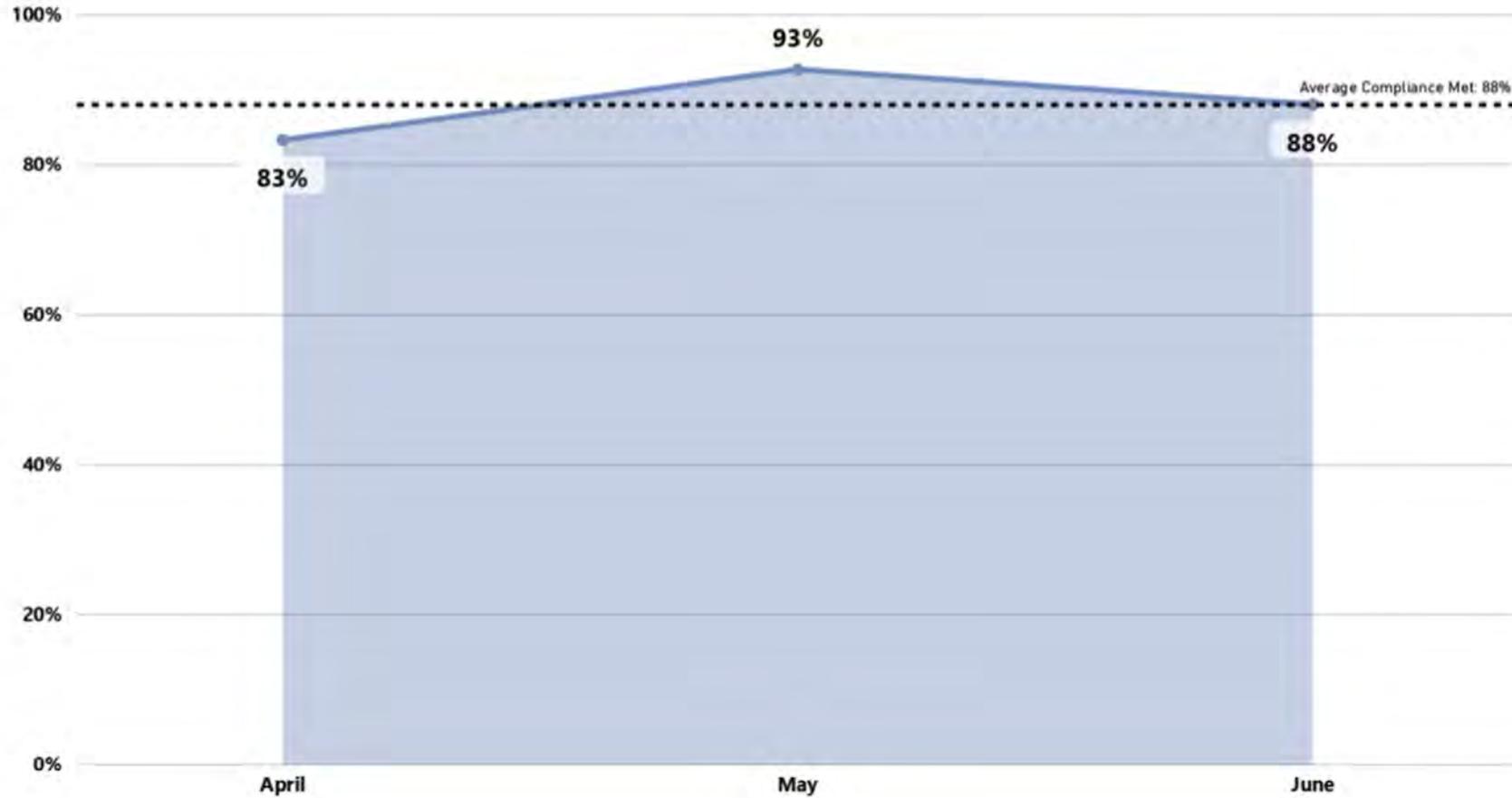
2019/2020

Financial Quarter

Q4



### Percentage Rate of Complying vs Non Complying



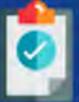


## COMMUNITY LIVING

### Building and Planning - % Compliance vs Non Compliance

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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 and complies with the relevant approvals granted.

Overall, compliance this quarter is consistent with previous quarters indicating that building work is generally being undertaken inline 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. Non-compliances relate to:

1. Failed building inspections, primarily roof framing and swimming pools;
2. Developments that have not obtained the appropriate consents; and
3. Developments contrary to their approvals.

These matters are followed up by staff through negotiation or formal enforcement in accordance with the Compliance Policy, with further inspections undertaken to confirm the works have been satisfactorily resolved.

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

Q4



Total Roof Frame Inspections

70

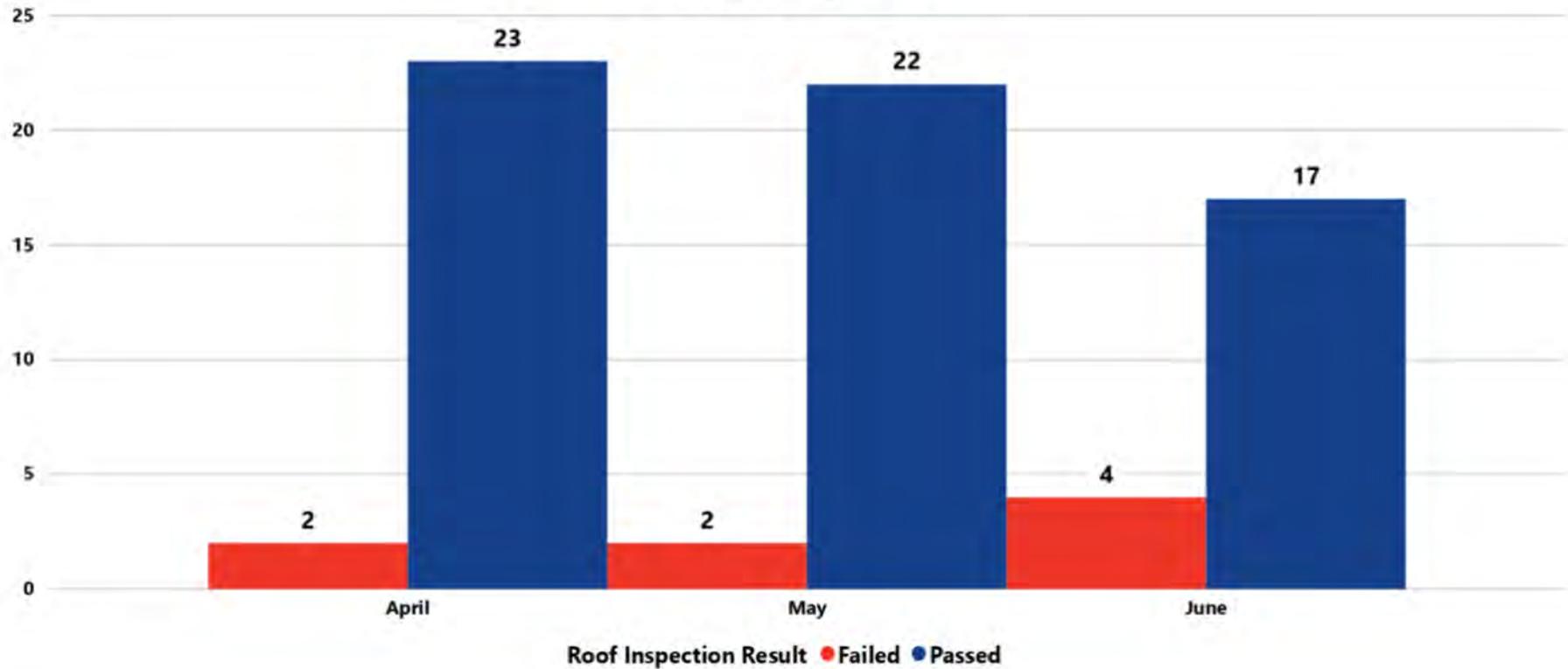
Total Inspections Passed

62

Total Inspections Failed

8

Roof Frame Inspections





## COMMUNITY LIVING

### Roof Frame Inspections

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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.

this report includes "total Roof Frame Inspections" that refers to the number of notifications for inspections that Council receives, "total Inspections Passed" which refers to how many developments have been inspected and comply, and finally "Total Inspections Failed" which refers to the number of sites that were visited and a non-compliance noted. Re-inspection on non-complying sites may result in a passed inspection, noting that it is still recorded as a failed inspection within that quarter.

In Quarter 4 there was a increase over the previous quarter in the number of notified roof framing inspections carried out. However, a higher rate of roof frame inspections failed (8) which has resulted in staff undertaking action where necessary.

Quarter 4 was also impacted by the Covid-19 period, noting an associated reduction in building activity during this period as sites had to comply with physical separation requirements. As a result, Building Officers have increased proactive compliance relating to inspections of building works during this period and as a result identified a greater number of non-compliances than the previous quarter. 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 predominately related to owner/builder. Staff will therefore put an emphasis on inspections relating to "owner/builder" as a result of this.



# COMMUNITY LIVING

## Swimming Pool Inspections

Financial Year

2019/2020

Financial Quarter

Q4



Total Swimming Pool Inspections

43

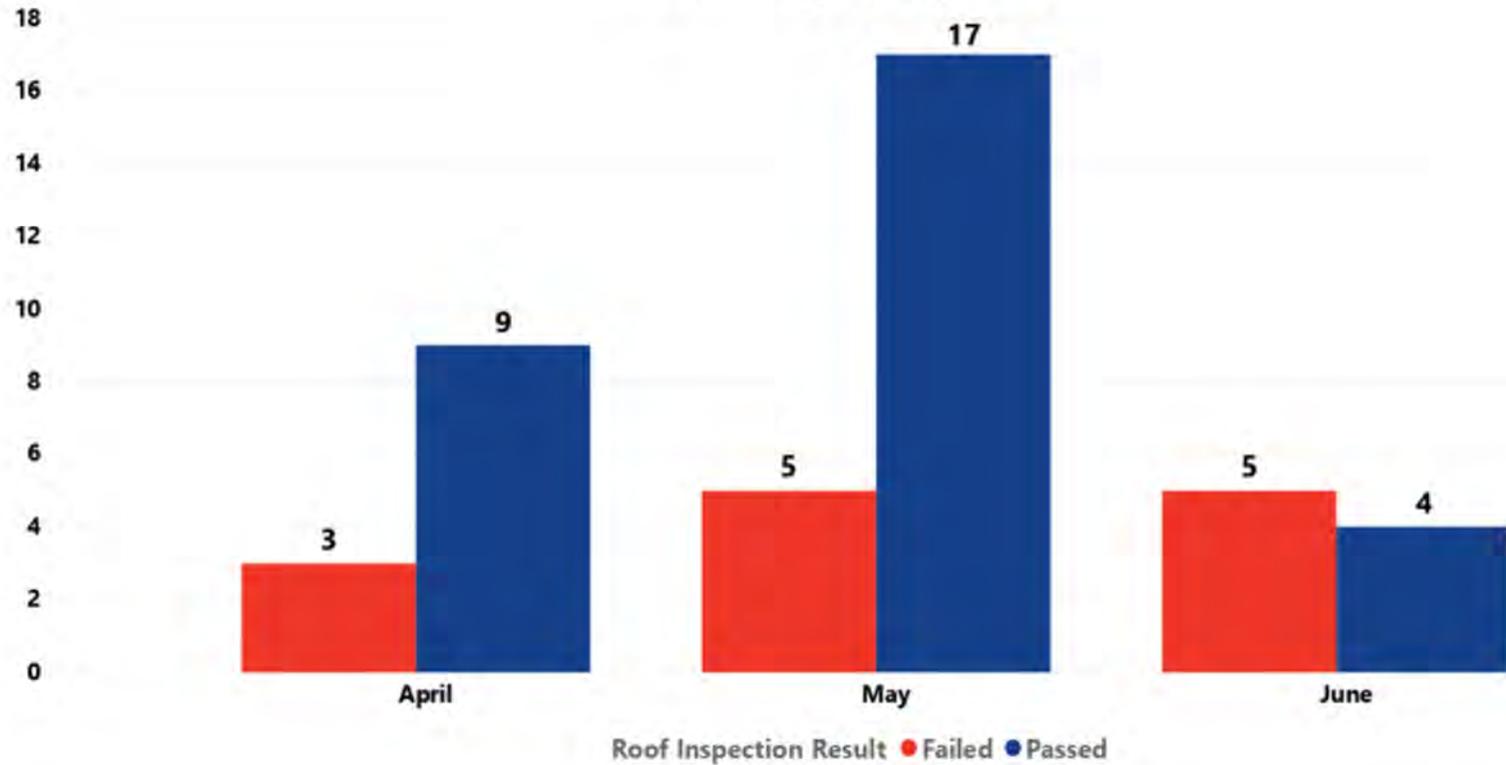
Total Inspections Passed

30

Total Inspections Failed

13

Swimming Pool Inspections





## COMMUNITY LIVING

### Swimming Pool Inspections

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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 4 figures show that the inspection numbers have remained consistent over the past 12 months. Additionally, given the reduction in roof framing notification numbers and the impact of Covid-19, 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 normally be anticipated (average for previous 2 years is 34 in quarter 4). 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

Q4



Total Website Visits

**70K**

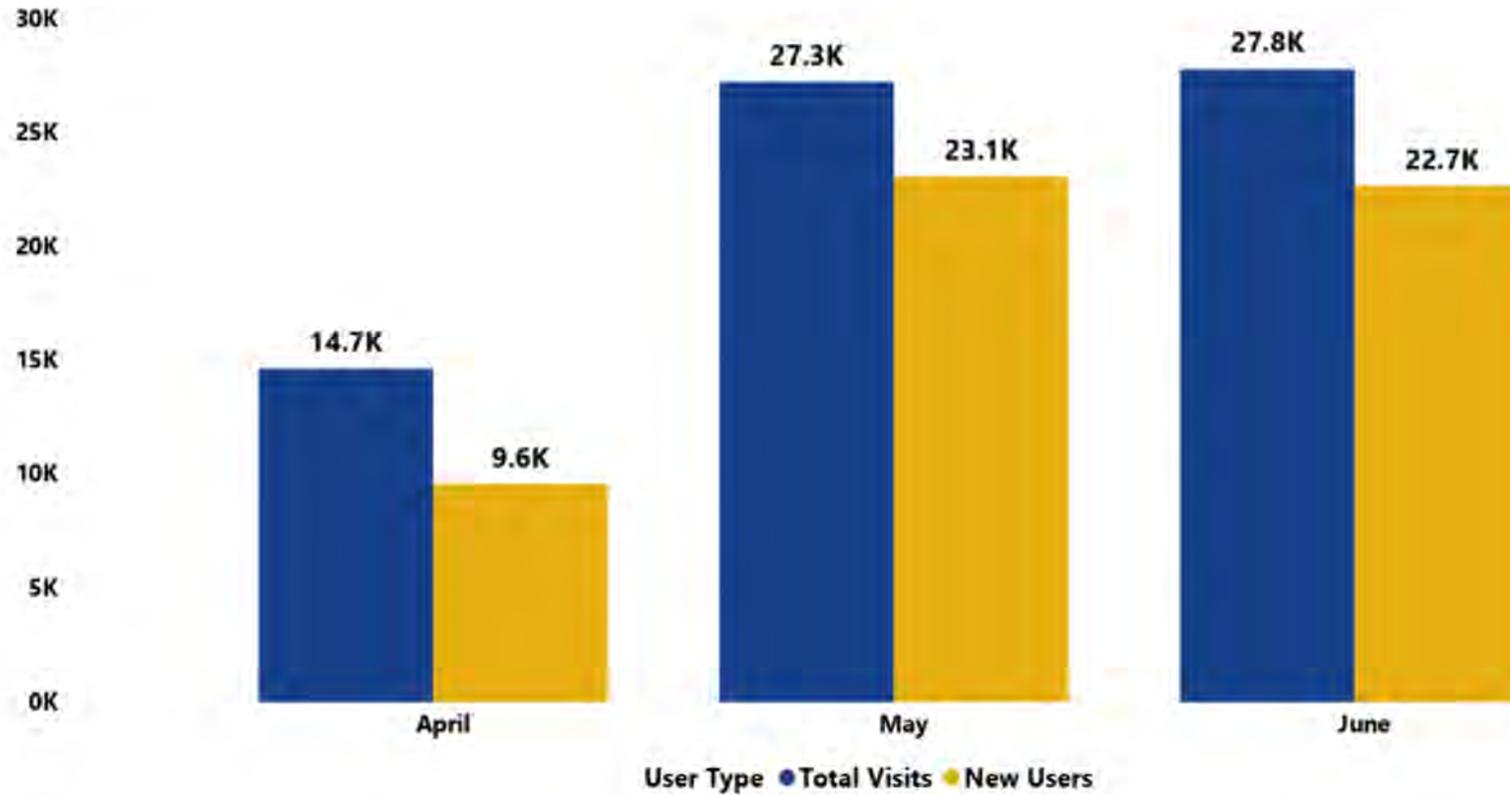
Total Website Visits Outside Aus

**3920**

Total New Users

**45K**

Website Visits





## CIVIC LEADERSHIP

### Website Visits

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

A strong increase in new visitors to our website in May and June 2020, can potentially be attributed to two factors – the launch of the new look site in May and the impact of COVID-19 on council services and programs, influenced by people being at home more than usual.

Google Analytics show popular content visited during the month of May and June:

- Home Page /Landing Page
- Contact Us
- Rubbish Collection dates
- Justice of the Peace Services
- Services (collection of council services)
- Barking Dogs
- Unley Libraries
- Waste & recycling
- eLibrary
- Rates.

 **CIVIC LEADERSHIP**  
Customer Requests Timeframes

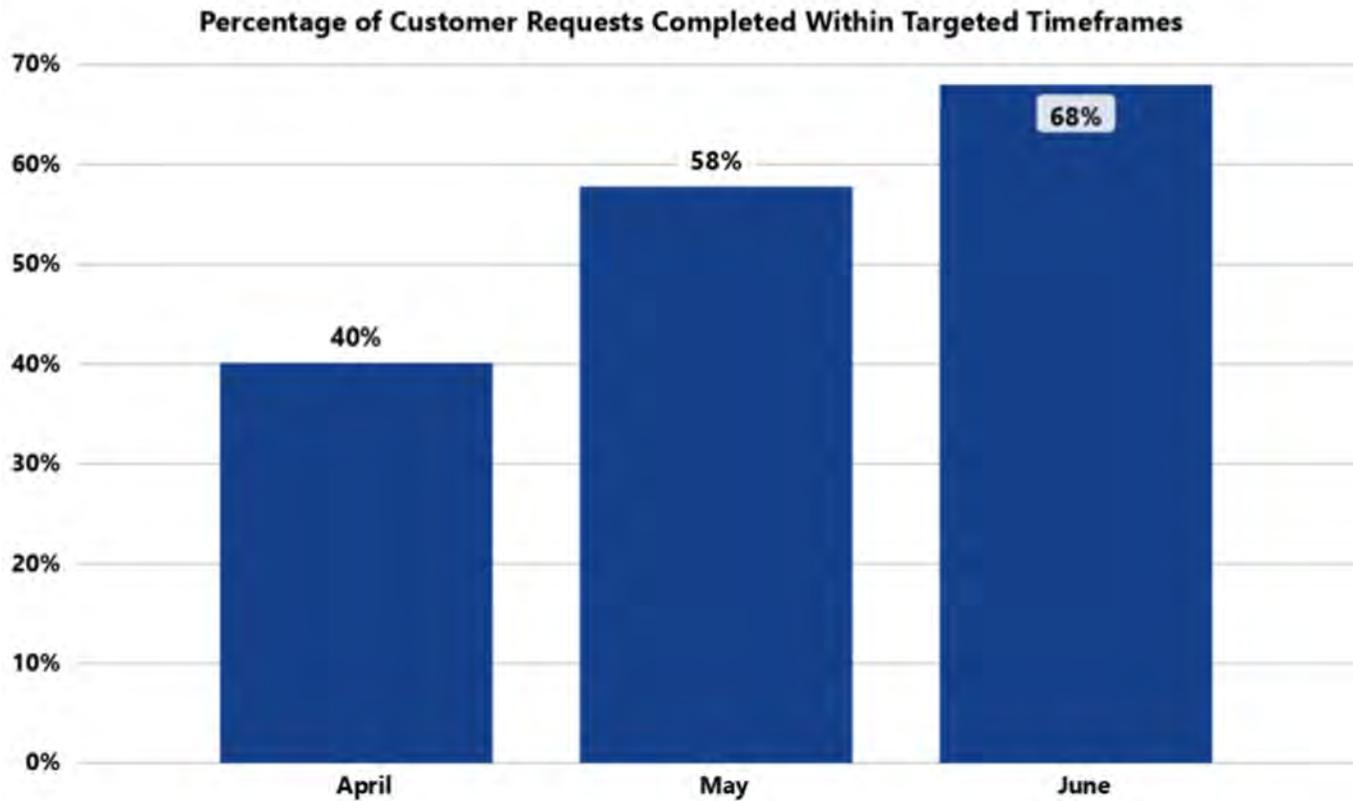
Financial Year: 2019/2020  
Financial Quarter: Q4



Target Time Frame Met Average  
**56%**  
Of The Time

Most Common Request  
**Planning Enquiry**  
91%  
Requests Done in Time frame

Target Time Frame Met Average  
**56%**  
Of The Time (Non Work Orders)





## CIVIC LEADERSHIP

### Customer Requests Timeframes

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

This data represents the percentage of customer requests lodged as completed within set timeframes. The 57% achieved is an increase from the previous quarter, however still remains below target. On review, the percentage achieved is being influenced by officers not closing completed task in the system once the work has been undertaken. Training has commenced to upskill staff in effectively using the customer request management system.

It is forecasted that the upward trend experienced in June 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 continue to be 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.



# CIVIC LEADERSHIP

## Customer Requests

Financial Year: 2019/2020

Financial Quarter: Q4



Total Customer Requests  
**4872**

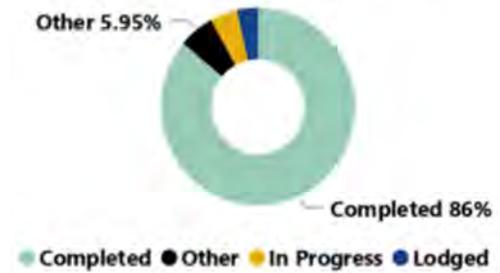
Suburb with Most Requests  
**Parkside**  
2,041 Requests

Week Day with Most Requests  
**Wednesday**

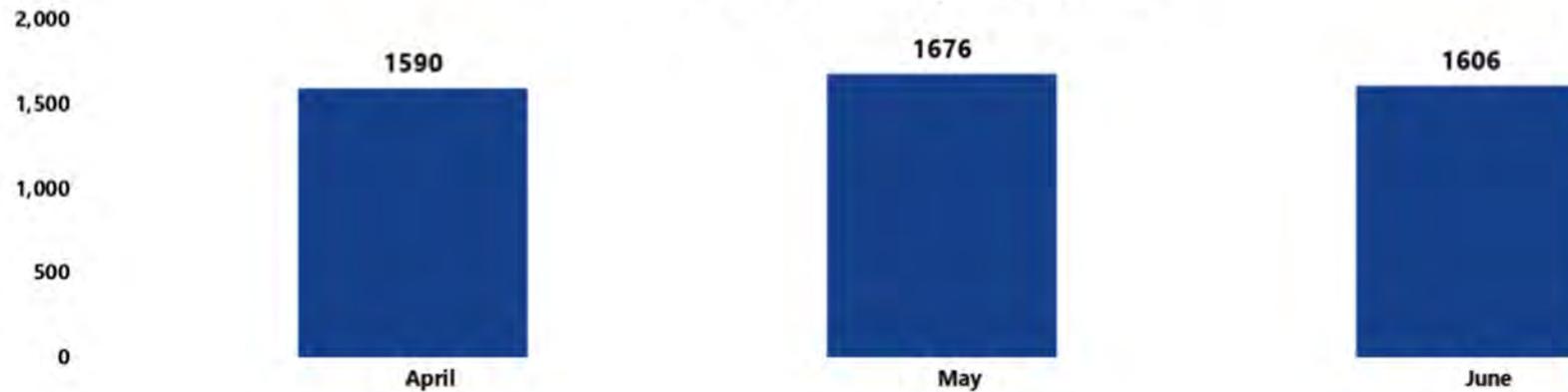
**Top 5 Customer Request Types**



**Customer Request Status**



**Total Customer Requests Per Month**





## CIVIC LEADERSHIP

### Customer Requests

Financial Year and Quarter For Comments

2019/2020 Q4



#### 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 a total of 4,872 requests were received, this is a slight increase of requests received from the previous quarter, but a reduction of approximately 350 requests from the same period last year. Improved online self-help options may be contributing to this reduction.

Of the requests received over this period, at the time of reporting 83% were completed.

The top five requests listed represent 30% of all requests received, with the remainder being received across the range of services Council provides.

Planning enquiries continue to be the top request type received, a number consistent with the previous quarters and the same period last year. Expiation review requests continue to decline, (a reduction of 180 from the same period last year), demonstrating the success of the new online review process. A new request type was received over the period 'COVID inspections'. These are requests for the Environmental Health Team to inspect premises and their compliance to the restrictions in place.

**CIVIC LEADERSHIP**  
Customer Complaints

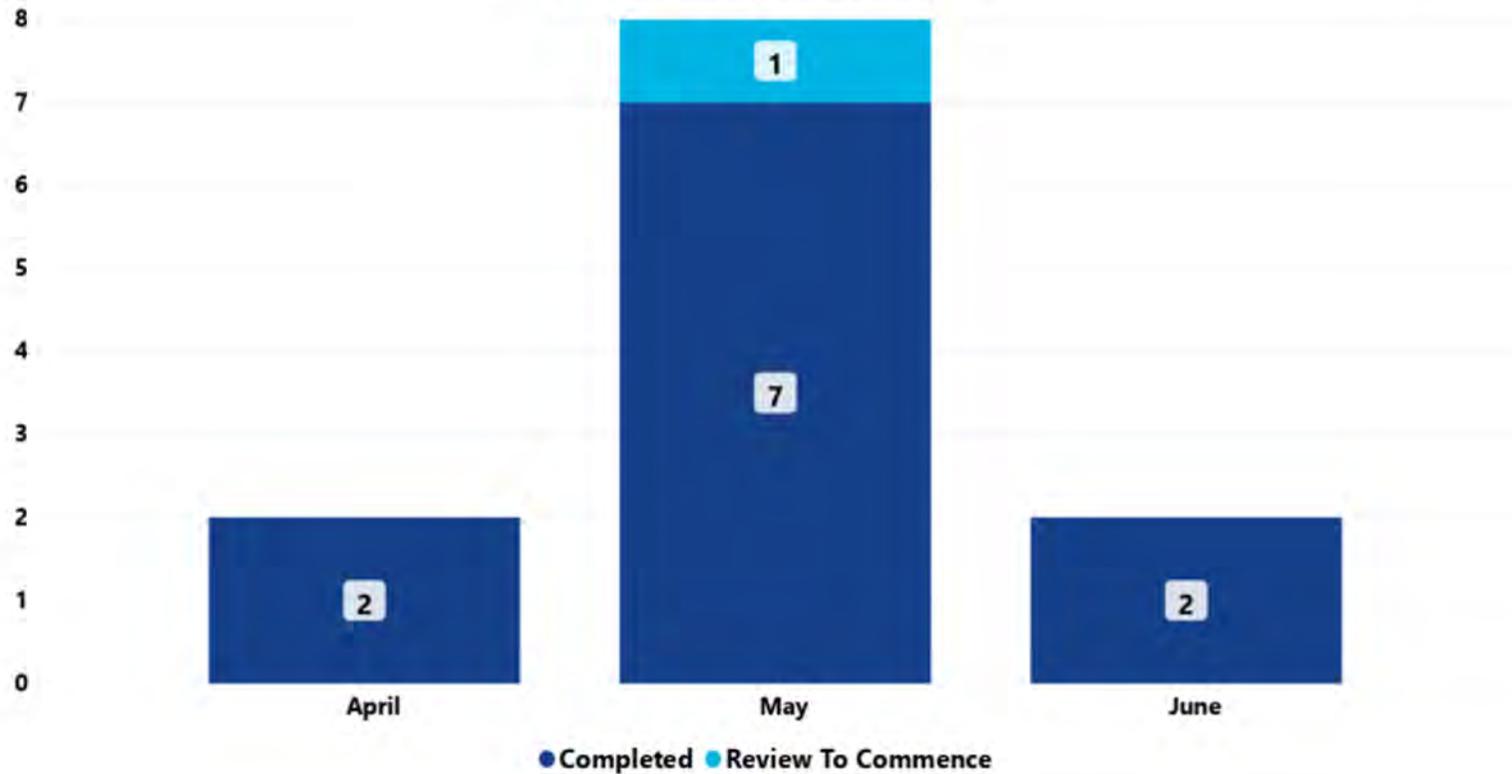
Financial Year: 2019/2020  
Financial Quarter: Q4

Total Complaints Received  
**12**

Complaints Under Review  
**0**

Complaints Review To Commence  
**1**

Customer Complaints Per Month





## CIVIC LEADERSHIP

### Customer Complaints

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

A total of 12 complaints were received over the quarter. This is the lowest number of complaints received year to date and represents a reduction of 26% from the 46 complaints received for the same period last year.

When considering the depth and breadth of services provided to customers and measuring the total number of complaints received against the number of requests received for the same period, complaints are less than 0.5% of the total interactions with the City of Unley.



# CIVIC LEADERSHIP

## Customer Satisfaction

Financial Year

2019/2020

Financial Quarter

Q4



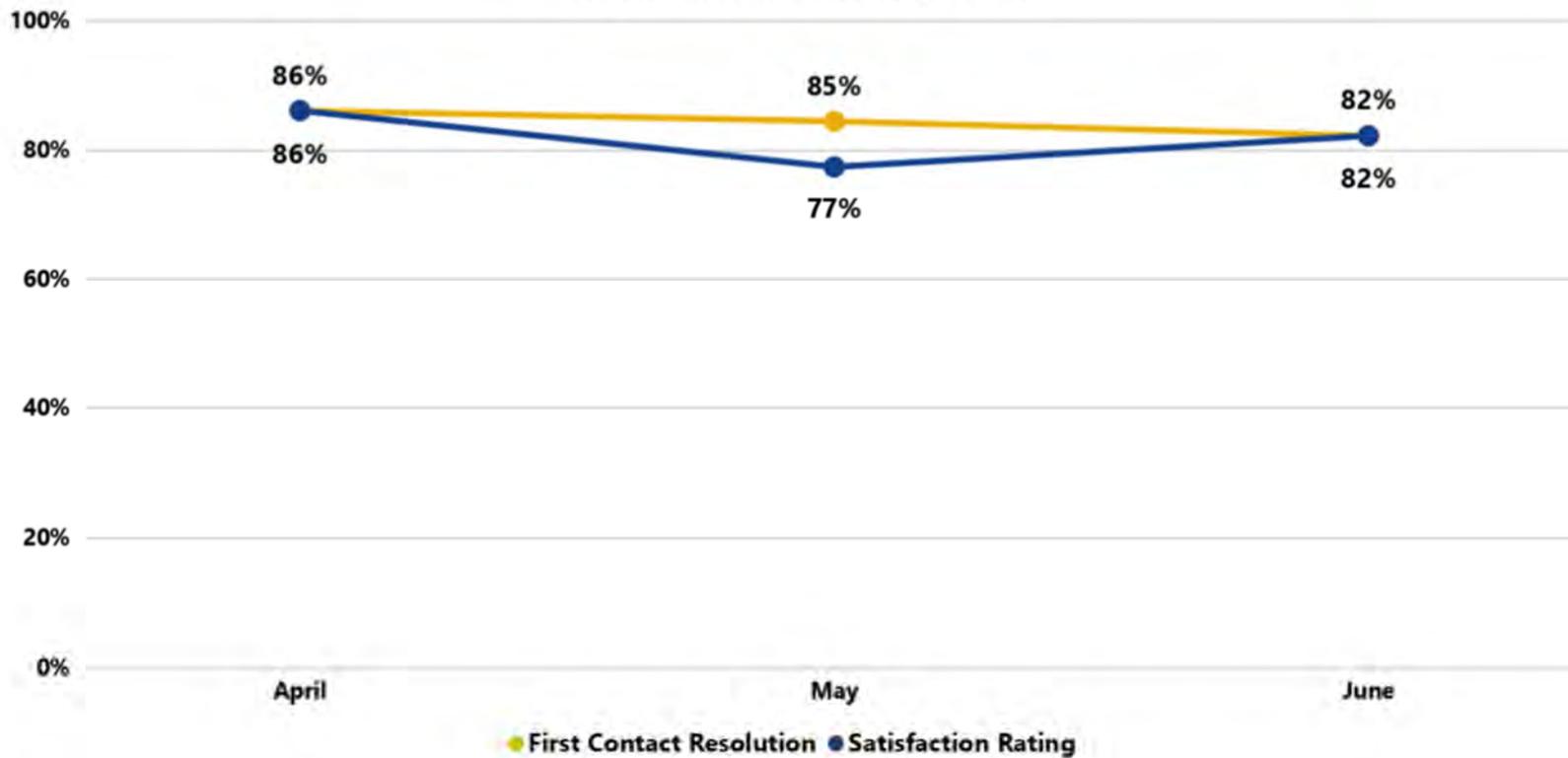
Average Satisfaction Rating

**82%**

Average First Contact Resolution

**84%**

### Satisfaction vs First Contact Resolution





## CIVIC LEADERSHIP

### Customer Satisfaction

Financial Year and Quarter For Comments

2019/2020 Q4



#### Comments

A total of 216 customers participated in an independent phone survey regarding their satisfaction with the City of Unley between the period April – June 2020, delivering a satisfaction rating of 82% over a 3-month period. The satisfaction score achieved for this period continues to be above the SA councils benchmark of 71% and is above 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 over 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 84%, which is also considerably above the industry benchmark of 57% and above 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 has increased compared to the previous quarters, delivering the highest satisfaction rating for the financial year. This is interesting to note given some services were restricted over this period due to the COVID situation.

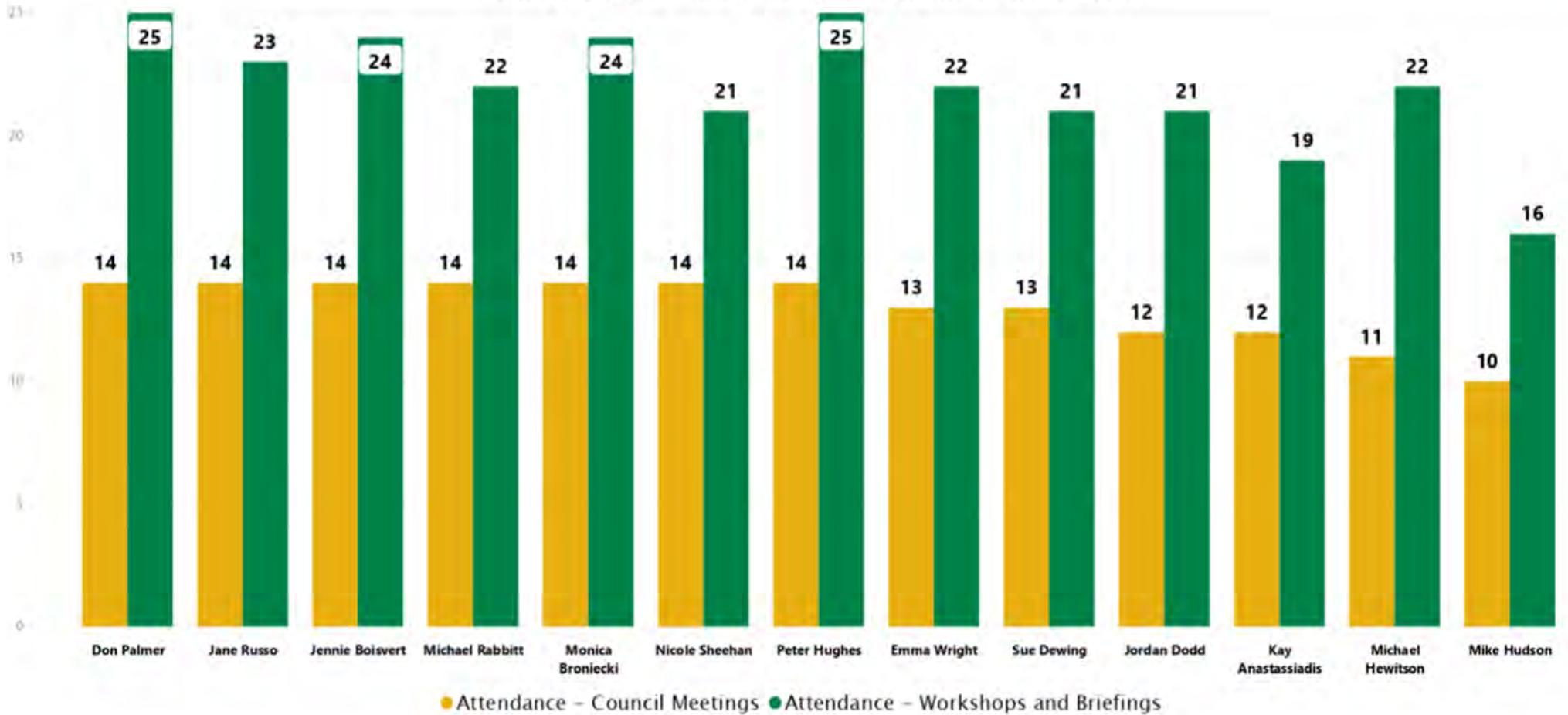


# CIVIC LEADERSHIP

## Elected Member Attendance



Council Meetings, Briefings and Workshops Attendance 2019/20



## DECISION REPORT

<b>REPORT TITLE:</b>	LGA CALL FOR NOMINATION FOR LGA PRESIDENT AND MEMBER OF GAROC
<b>ITEM NUMBER:</b>	4.10
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - LGA PRESIDENT NOMINATION</li><li>2. ATTACHMENT 2 - GAROC NOMINATION FORM</li><li>3. ATTACHMENT 3 - GAROC CANDIDATE INFORMATION SHEET</li><li>4. ATTACHMENT 4 - GAROC TERMS OF REFERENCE</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Local Government Association (LGA) has recently called for nominations for the position of LGA President. Mayor Sam Telfer, District Council of Tumby Bay, is the current LGA President, and his term concludes at the 2020 LGA Annual General Meeting.

In addition, the LGA has advised that the terms of the current members of Greater Adelaide Regional Organisation of Councils (GAROC) will expire at the 2020 Annual General Meeting and the LGA is seeking nominations to fill the two (2) positions allocated to each Regional Grouping of Council on GAROC (eight (8) positions in total) for a two year term.

This report seeks a nomination from Council with respect to both the LGA President and GAROC.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. \_\_\_\_\_ be nominated for the position of President of the Local Government Association (LGA) to commence from the conclusion of the 2020 LGA Annual General Meeting and to remain in office until the conclusion of the 2022 LGA Annual General Meeting.

3. \_\_\_\_\_ be nominated for a position on GAROC to commence office from the conclusion of the 2020 LGA AGM and to remain in office until the conclusion of the 2022 AGM. Pursuant to clause 4.3.3 of the GAROC Terms of Reference.

**3. RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

**4. BACKGROUND**

***LGA President***

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in GAROC. For this election, nominations are for council members within GAROC.

To be eligible for nomination, a person must be a council member and be a current member of the GAROC committee and have been in that role for a least one (1) year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council.

***GAROC Membership***

GAROC has been established by the LGA to provide regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

Membership of GAROC comprises representatives from eight (8) of the Council Members of the GAROC Regional Grouping, which includes:

<b>GAROC Regional Grouping</b>	<b>Members</b>
Adelaide	<ul style="list-style-type: none"> <li>• Adelaide City</li> </ul>
North	<ul style="list-style-type: none"> <li>• Gawler</li> <li>• Playford</li> <li>• Salisbury</li> <li>• Tea Tree Gully</li> </ul>
West	<ul style="list-style-type: none"> <li>• Charles Sturt</li> <li>• Holdfast Bay</li> <li>• Port Adelaide Enfield</li> <li>• West Torrens</li> </ul>
South	<ul style="list-style-type: none"> <li>• Marion</li> <li>• Mitcham</li> <li>• Onkaparinga</li> </ul>
East	<ul style="list-style-type: none"> <li>• Adelaide Hills</li> <li>• Burnside</li> <li>• Campbelltown</li> <li>• Norwood Payneham &amp; St Peters</li> <li>• Prospect</li> <li>• Unley</li> <li>• Walkerville</li> </ul>

Current membership of GAROC comprises:

- Mayor Karen Redman (GAROC Chair), Town of Gawler
- Mayor Gillian Aldridge, City of Salisbury
- Mayor Kevin Knight, City of Tea Tree Gully
- Mayor David O'Loughlin, City of Prospect
- Mayor Jan-Claire Wisdom, Adelaide Hills Council
- Mayor Angela Evans, City of Charles Sturt
- Cr Christel Mex, City of Norwood Payneham & St Peters
- Mayor Claire Boan, City of Port Adelaide Enfield
- Lord Mayor Sandy Verschoor, City of Adelaide

Nominations are required to be submitted by 5pm Friday 28 August 2020. Please note, the original due date was Monday 24 August 2020 (as reflected on a number of the attachments), however, this date has been extended.

## 5. **DISCUSSION**

### ***Nominations for LGA President***

The LGA is seeking nominations for the position of LGA President. This position will commence at the conclusion of the 2020 AGM and remain in office until the conclusion of the 2022 AGM.

To be eligible for nomination as a candidate in the 2020 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member. If only one person is nominated the CEO will declare that person elected. If there is more than one nomination, an election will be held.

Of the current GAROC Members, Mayor Claire Boan is not eligible for nomination as president as she has not been a member of GAROC for at least one year.

Information relating to the role of President, including a position description is provided as Attachment 1. Council may wish to nominate a current GAROC member for the position of LGA President but is not obligated to do so.

*Attachment 1*

## **GAROC Nomination**

At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groups to take effect from the 2020 GAROC elections, with members of GAROC to comprise two (2) eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Group is from a different member. Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

The LGA has invited the City of Unley as a Member Council in the East Regional Grouping to submit one (1) nomination for a position on the East Regional Grouping of GAROC.

A nomination may only be made by resolution of Council and using the attached nomination form.

*Attachment 2*

The nomination form must be signed by both the candidate being nominated which indicates their willingness to stand for election and by the Chief Executive Officer of the nominating Council. In addition to this, the candidate must complete the attached candidate information sheet. This form must be accompanied by the nomination form when submitting a nomination to the LGA.

*Attachment 3*

## **Voting**

The GAROC Terms of Reference (TOR) is attached for reference.

*Attachment 4*

The TOR outlines the process as to how an election will occur. The Returning Officer, the Chief Executive Officer of the LGA, will be required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to Councils will include any information provided on the candidate information sheet.

Key (indicative) timings are outlined in the following table:

<b>Indicative Timing</b>	<b>Headline</b>
20 July 2020	Nominations Called
24 August 2020	Nominations Close
7 Sep 2020	Ballot papers prepared and posted
19 October 2020	voting closes
20 October 2020	Counting of votes
29 October 2020	Final declaration of result
29 October 2020	Takes office
29 October 2020	Voting for Board Members

Mayor M. Hewitson has expressed interest in being nominated for consideration for appointment to GAROC.

**6. ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. \_\_\_\_\_ be nominated for the position of President of the Local Government Association (LGA) to commence from the conclusion of the 2020 LGA Annual General Meeting and to remain in office until the conclusion of the 2022 LGA Annual General Meeting.
3. \_\_\_\_\_ be nominated for a position on GAROC to commence office from the conclusion of the 2020 LGA AGM and to remain in office until the conclusion of the 2022 AGM. Pursuant to clause 4.3.3 of the GAROC Terms of Reference.

This option allows Council to make a nomination for appointment to President of the LGA and GAROC. Should Council not wish to make a nomination for one of the vacancies, the relevant part of the above Option should be deleted.

Option 2 –

1. The report be received.

Council is not obligated to make a nomination to fill the vacancies. This option receives the report and takes no further action.

**7. RECOMMENDED OPTION**

The matter is for Council to determine.

**8. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO

## Extract – LGA Constitution

### Clause 28 – Nominations for the Office of President

- 28.1 The office of President shall be elected by Members biennially.
- 28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.
- 28.3 Every Member is entitled to nominate an eligible person to the office of President.
- 28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- 28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- 28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- 28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
- 28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.

## LGA President Election Fact Sheet

### 1. Who can nominate a person?

All LGA member councils (**Members**) are entitled to nominate an eligible person to the office of President.

### 2. Who can be nominated?

To be eligible for nomination as a candidate in the 2020 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

### 3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than **5:00pm on Monday 24 August 2020**.

### 4. What is the election process?

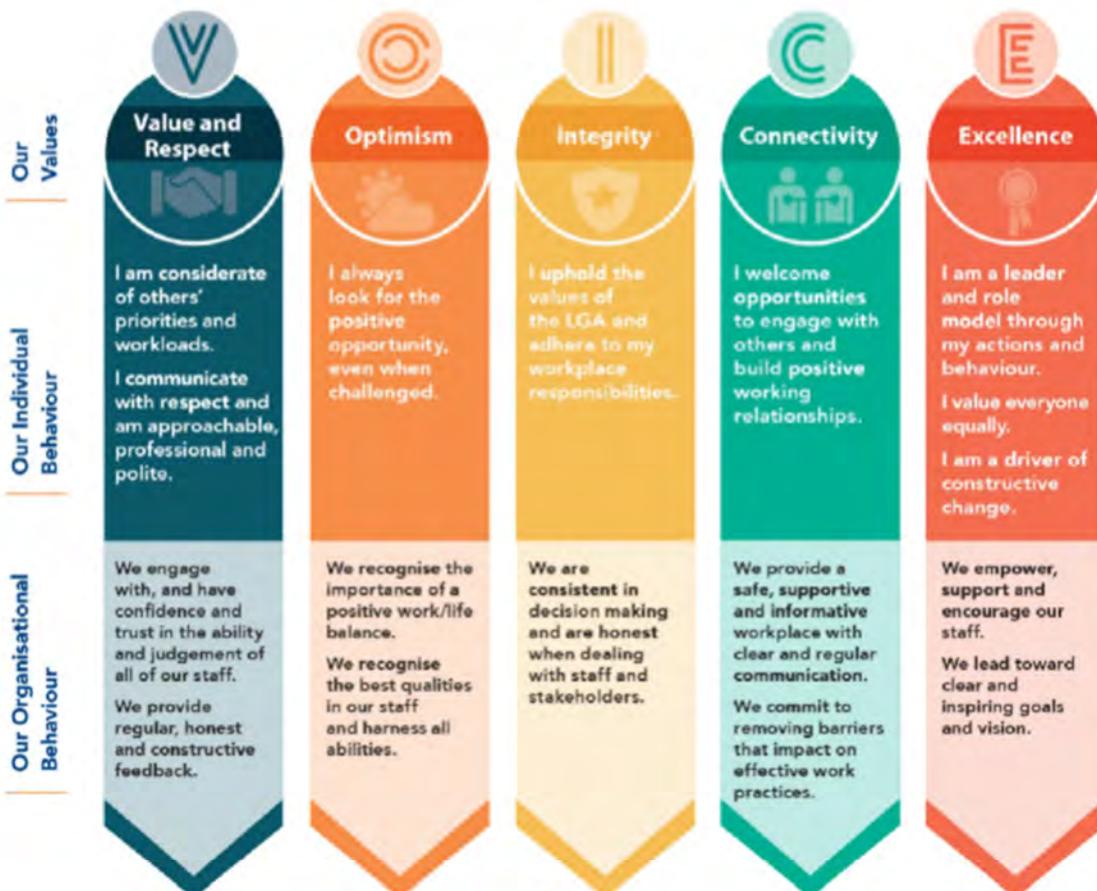
If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting (no later than 17 September).
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 19 October 2020, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for and mark the ballot paper accordingly and place it in a sealed envelope for delivery to the CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

## LGA President

<b>Position Title:</b>	LGA President
<b>Position Status:</b>	Elected for two year term
<b>Reporting Arrangements:</b>	This position reports to the LGA Board of Directors
<b>Location:</b>	Local Government House, 148 Frome Street, Adelaide
<b>Special Conditions:</b>	Some intra/interstate travel with overnight stays is required. Out of hours work required.

### LGA Values and Behaviours



## Position Description

### Position

The Board of Directors is the governing entity of the LGA.

The Board of Directors consists of:

- the President;
- the Immediate Past President;
- the chairperson of SAROC and the chairperson of GAROC; and
- 6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons).

Each Director must:

- undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;
- not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;
- not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and
- not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).

### Functions, Duties and Powers

1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:

- The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.
- The functions of the Board of Directors include:
  - appointing a Chief Executive and superintending his or her performance;
  - holding the Chief Executive accountable for the performance of the LGA Office;
  - advocating for the LGA, the Members and the local government community;
  - superintending the activities of the LGA;
  - determining matters which may be placed on the agenda of a General Meeting; and
  - undertaking such other functions as may be provided for, or envisioned by, this Constitution.
- The Board of Directors must ensure that:
  - the LGA acts in accordance with applicable laws and the Constitution;
  - the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;
  - the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;

- subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and
- the LGA performs to its business plan and achieves or better the financial outcomes projected in its budget.

2. The President shall:

- preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
- act as the principal spokesperson of the LGA.
- exercise other functions of the LGA as the LGA Board of Directors determines.
- represent the LGA to government, stakeholders and events.

### The key responsibilities of the LGA President

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communications amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.

### Eligibility Criteria

As per clause 28 of the LGA Constitution:

- To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

### Performance/Accountability

The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.

# 2020 Nomination Form

## GAROC

<b>Nominee's Council</b>	<i>(insert name of council)</i>
<b>Nominee's Name (full name)</b>	<i>(insert title, first name and surname)</i>
<b>Regional Grouping</b>	<i>(Select one)</i> <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input type="checkbox"/> East
<b>Declaration and signature of nominee</b>	I hereby accept such nomination. Signature: .....
<b>Signature and name of Nominating Council's CEO</b>	Signature: ..... <i>(insert name)</i>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer  
Close of nominations 5:00pm Monday 24 August 2020**



# Candidate Information Sheet

## GAROC

**(word limit is strictly 1,000 words)**

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li><i>(insert details of leadership, board, corporate governance experience etc)</i></li> </ul>

**This form must accompany the Nomination Form**



## List of GAROC Regional Groupings

<b>GAROC Regional Grouping</b>	<b>Members</b>
<b>Adelaide</b>	Adelaide City
<b>North</b>	Gawler Playford Salisbury Tea Tree Gully
<b>West</b>	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
<b>South</b>	Marion Mitcham Onkaparinga
<b>East</b>	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville

## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4. GAROC

##### 4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

##### 4.2. Membership

4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

##### 4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:

- (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
- (b) only a Council Member can be nominated to GAROC.

4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

##### 4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
  - (b) the ballot papers shall:
    - (i) list the candidates for election;
    - (ii) specify the day of closure of the election;
    - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
  - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
  - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
  - (e) on receipt of the envelopes the Chief Executive must:
    - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
    - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
  - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
  - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
  - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
  - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief

Executive shall draw lots at the counting of the votes to determine which candidate is elected.

- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

## DECISION REPORT

<b>REPORT TITLE:</b>	LGA CALL FOR NOMINATIONS - SA FLOOD WARNING CONSULTATIVE COMMITTEE
<b>ITEM NUMBER:</b>	4.11
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - CALL FOR NOMINATIONS - PART A</li><li>2. ATTACHMENT 2 - NOMINATION FORM - PART B</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Local Government Association (LGA) are seeking nominations for a Local Government representative on the SA Flood Warning Consultative Committee (FWCC). The appointment will be for two (2) years. Only nominations submitted by a council, following a resolution of council, will be considered and must be forwarded to the LGA by no later than Wednesday 9 September 2020.

This report asks Council to consider a nomination for the vacancy on the SA FWCC for a period of two (2) years.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. \_\_\_\_\_ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the SA Flood Warning Consultative Committee.
- 

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
- 4.1 We have strong leadership and governance.

#### 4. **BACKGROUND**

The FWCC is a non-statutory committee with the primary purpose of providing oversight of the flood warning services the Bureau of Meteorology provides in South Australia.

Flooding is possible in South Australia; the Bureau's riverine flood warning service is mainly focused on catchments around the Mount Lofty Ranges, but also provides warnings for the large ephemeral rivers in the outback that feed Lake Eyre. The flood warning services continue to expand and will soon include the Light and Wakefield rivers and the River Murray.

#### 5. **DISCUSSION**

The LGA is seeking nominations for a local government representative on the SA FWCC.

The FWCC is a non-statutory committee with the primary purpose of providing oversight of the flood warning services the Bureau of Meteorology provides in South Australia.

The issue of flood and stormwater management is an important issue for the local government sector, which has been involved with the FWCC since its inception in the early 1990s, most recently with an LGA staff member sitting on the FWCC.

The LGA is seeking interest from suitably qualified council members or local government employees who can make an informed and meaningful contribution to FWCC for the benefit of all councils.

The appointment will be for a period of two (2) years. FWCC meetings occur every six (6) months at the Bureau of Meteorology on South Tce, Adelaide. This position is not remunerated.

A copy of the LGA Appointments and Nominations to Outside Bodies – Call for Nominations is provided as Attachment 1.

*Attachment 1*

A copy of the LGA Appointments and Nominations to Outside Bodies – Nomination form is provided as Attachment 2.

*Attachment 2*

Attachment 1 states that there are selection criteria that are expected to be addressed by the nominated applicant:

- Local government knowledge and experience
- Experience in asset management, particularly flood and water management for local government
- Skills in project management and community engagement

A nomination may only be made by resolution of the Council and using the attached Nomination Form. The form must be signed by the candidate nominated to indicate their willingness to stand for nomination.

An up-to-date curriculum vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the nomination form or forwarded separately by Wednesday 9 September 2020.

In December 2019 the LGA Board of Directors endorsed a new LGA Appointments and Nominations to Outside Bodies Policy which provides for varied rigour in the examination of nominees that is equal with the responsibilities and strategic importance of the Outside Body.

The policy also enables the LGA to maintain a Nominees Database, which will record the details of the nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The nomination form which is required to be submitted as part of the nomination process asks if a nominee would want to be listed on the database.

Key timings for the process are as follows:

- 20/07/2020: nominations called;
- 09/09/2020: nominations close; and
- 22/10/2020: The LGA Board of Directors will consider nominations received at the meeting on Thursday 22 October 2020

At the time of finalising this report, no expressions of interest for nomination had been received from Elected Members or staff.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. \_\_\_\_\_ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the SA Flood Warning Consultative Committee.

This option allows Council to make a nomination for appointment to the SA FWCC.

### Option 2 –

1. The report be received.

Council is not obligated to make a nomination to fill the vacancy. This option receives the report and takes no further action.

7. **RECOMMENDED OPTION**

The matter is for Council to determine.

8. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO

**PART A**

## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

<b>SA Flood Warning Consultative Committee</b>	
<b>Governing Statute (if applicable)</b>	Not applicable
<b>Purpose/Objective</b>	<p>Oversight of the flood warning services the Bureau of Meteorology provides in South Australia.</p> <p>The Bureau's riverine flood warning service is mainly focused on catchments around the Mount Lofty ranges, but also provides warnings for the large ephemeral rivers in the outback that feed Lake Eyre. The flood warning services continue to expand and will soon include the Light and Wakefield rivers and the River Murray</p>
<b>Administrative Details</b>	The SA Flood Warning Consultative Committee meets every two years at the Bureau of Meteorology on South Terrace. The position is not remunerated. The term is two years.
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>• Local government knowledge and experience</li> <li>• Experience in asset management, particularly flood and water management for local government</li> <li>• Skills in project management and community engagement</li> </ul>
<p><b>Liability and indemnity cover</b></p> <p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>	
<p><b>For more information contact:</b> LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000</p>	



## LGA Appointments and Nominations to Outside Bodies — Nomination Form

### Instructions

*This form:*

- *Must be submitted by a council*
- *Must be emailed in PDF format to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

*This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).*

**SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.**

Please refer to the **Call for Nominations** information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

### SECTION 1: COUNCIL to complete

SA Flood Warning Consultative Committee	
Council Details	
<b>Name of Council submitting the nomination</b>	
<b>Contact details of council officer submitting this form</b>	<b>Name:</b> <b>Position:</b> <b>Email:</b> <b>Phone:</b>
<b>Council meeting minute reference and date</b>	
<b>Nominee Full Name</b>	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	



## SECTION 2: NOMINEE to complete

SA Flood Warning Consultative Committee			
Nominee Details			
Full Name		Gender	
Home / Postal Address			
Phone		Mobile	
Email			
Why are you interested in this role?			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Response to selection criteria (if applicable)</b>  <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i>  attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?</b> Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: • _____			
<b>Undertaking:</b>  <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i>  Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

## INFORMATION REPORT

<b>REPORT TITLE:</b>	TRADER ASSOCIATION QUARTER 4 REPORTS 1 APRIL TO 30 JUNE 2020
<b>ITEM NUMBER:</b>	4.12
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>AUTHOR:</b>	AKARRA KLINGBERG
<b>JOB TITLE:</b>	COORDINATOR ECONOMIC DEVELOPMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. UNLEY ROAD ASSOCIATION QUARTER 4 2019-20 REPORT</li><li>2. GOODWOOD ROAD BUSINESS ASSOCIATION QUARTER 4 2019-20 REPORT</li><li>3. KING WILLIAM ROAD TRADERS ASSOCIATION QUARTER 4 2019-20 REPORT</li><li>4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION QUARTER 4 2019-20 REPORT</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The City of Unley has four 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 April 2020 to 30 June 2020, as well as additional information on the activities of the Associations.

Due to the restrictions associated with COVID-19, the Associations were required to re-consider some of their activities, such as trader networking and small community events, and adapt marketing campaigns to the conditions as they changed. This saw some planned marketing initiatives postponed and new campaigns delivered. Fortunately, the majority of planned event and networking activities had occurred prior to COVID-19 restrictions being imposed, however, Goodwood Road and Unley Road were required to postpone planned Satd'y on Goody events and trader networking.

A new Economic Development Growth Strategy is currently being drafted. Following the finalisation of the strategy and subsequent Council endorsement, Council will review the Association modelling and reporting mechanisms.

## **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 purposes 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 4, 2019/20 for the period of 1 April 2020 to 30 June 2020. Additional information is provided below on the activities, achievements and challenges that each of the Associations have experienced during this time.

It is a requirement that Separate Rate funding is fully expended in the financial year for which it is raised. All Associations fully expended their Separate Rate funding by 30 June 2020 as required.

*Attachments 1-4*

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

- Four trader email updates (COVID-19 information, City of Unley Annual Business Plan including Unley Road Association (URA) submission for feedback, opportunities for businesses to advertise via website business news, updated listings, blogs and social media).
- Participation in Mainstreet SA virtual presentations.
- Planning for July to September 2020 activities.
- Social media updates, blogs and website updates.
- Finalisation of the Only Unley Road competition with winners (still to be officially presented due to COVID).
- Communications with Messenger / The Advertiser on how the Unley Road Association can utilise the Messenger online publication and print promotion with City and North Adelaide distribution.
- Overhaul of email lists for traders and public.

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

- Design and production of 5,000 Heart of Goodwood Cards to be distributed to areas surrounding Goodwood Road.
- Updates undertaken to the structure of the Goodwood Road website.
- Planning for SALA 2020.
- Liaison with the Department of Planning, Transport and Infrastructure (DPTI) regarding street art utilising DPTI assets.
- Organisation of artwork on the wall of Whisk.
- Liaison with the Adelaide Showgrounds Caravan Park regarding opportunities for precinct traders and communication traders.
- Continued Social Media through Facebook and Instagram.

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

- Ongoing communications with the business community regarding operating restrictions.
- Communicating trader changes in operations during restriction/closure periods across King William Road digital platforms.
- Appointment of a new Project and Community Manager.
- Project and Community Manager handover, on-boarding and business community engagement activities.
- Site visits to all traders to ascertain feedback on the Association's 2019/20 financial year initiatives.
- Digital media strategy consultant engagement and project commencement.
- Videographer, photographer and public relations consultant engagement and activity rollout.

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

- Concept development for the Destination Highgate Find Us at Highgate campaign.
- Design of Highgate Bounces Back flyer and competition – aimed at encouraging people to visit the precinct. Included map and fridge magnet.
- Distribution of Highgate Bounces Back collateral.
- Ongoing marketing through Facebook and Instagram.

The Fullarton Road South Trader Association report (Attachment 4) shows that budget is overspent by 24% or \$5,066. This is comprised of three cheques that were issued in the 2018/19 financial year totalling \$3,780.23 but presented on 2 July 2019 and included in the 2019/20 financial reporting. The Association has now moved away from making payment by cheque where possible.

The Fullarton Road Traders Association also collects membership from traders not subject to the Separate Rate but who want to be involved with the Association. This revenue is not subject to the conditions of the Funding Agreement with Council and can be carried forward which provided excess funds to cover the additional expenses.

**6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager, City Development



**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
<b>Total Income</b>	<b>\$ 127,395.00</b>

Has there been an alteration to your endorsed expenditure plan:	NO	Jun-20
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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	0	0	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	12,719.80	6086.97	25162.67	97%
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	5,000.00	0	6354.55	106%
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	46,687.63	0	49788.18	199%
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	2,225.81	545.46	6293.7	90%
<b>Sub total</b>		<b>\$ 76,000.00</b>	\$ 6,856.35	\$ 14,790.00	\$ 66,633.24	\$ 6,632.43	94912.02	125%

**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	4,477.50	9652.5	26820	112%
Office Expenses	Geneal Ofice Expenses	\$ 4,799.00	610.59	1664.46	807	1393	4475.05	93%
Insurance	Insurance cover	\$ 1,300.00	0	0	0	951.87	951.87	73%
<b>Contribution to Mainstreet Digital</b>	Contribution to this year City of Unley Find Your Everything Mainstreet Digital Economy Strategy	<b>\$ 7,296.00</b>	1824	1824	1824	1824	7296	100%
Subtotal		\$ 37,395.00	8779.59	9,833.46	7,108.50	13,821.37	39542.92	106%
<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 113,395.00</b>	15,635.94	24,623.46	73,741.74	20,453.80	134454.94	119%

<b>Operating Surplus</b>								
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Unley Road Association - Expenditure 2019/20

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
Member Services	To hold three networking events at three unique Unley Road businesses or locations between July 2019 – June 2020, with the aim to have 25% of the businesses from Unley Road in attendance. Networking functions offer great marketing tool for traders, disseminate relevant information and provide an opportunity to engage with other traders, staff, and owners. These events help to build a vibrant mainstreet and welcomes new businesses to introduce themselves and get to know their neighbours.  Continue to provide monthly traders update newsletters (email and 1 hard copy in December) to inform and assist business owners on upcoming Unley Road events, matters that may effect their business, changes on the Road and any other relevant news.	\$ 12,000	Participant numbers and feedback. Read and click rates on emails		Held in August with great motivational speaker Jenny Williams we aimed to have 70 people attend with 58 attending was a great night on how the right mind set can set your business up	Good feedback received from businesses and their staff	This quarter saw a great Network Function take place held at Rawsons Appliances with over 90 people from about 65 businesses attend, was a great night to inform and encourage networking with established and new businesses to the road.	Email news to traders x 6. Featured opportunities for upcoming events, Evening Under the Stars and Only unley Road compeition details, South Aussie with Cosi information and show information.	No events due to COVID-19. Trader updates x 4 (COVID udptes, trader news, CoU business plan and UR revised budget bid)
Est. Comp. Date : 30th June 2020									
Project 2	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
Advertising and promotional	Description: Assist with marketing all business and services on Unley Road. Provide opportunities for businesses to participate in events on and off the road. Produce updated Unley Road directory and distribute to businesses on the Road and to all Unley Life recipients.  Run active social media channels (Facebook, Instagram and Twitter) to publicise Unley Road businesses, upcoming events and relevant Unley community initiatives.	\$ 26,000	Engagement stats from online avenues business participation and trader feedback		Refer to stats In this report		you can see from social media stats all areas have increased plus with the redevelopment of our web site will continue to grow, our print advertising kicks off in Jan. with our major event	New Unley Road website went live, all businesses have a listing on the site. South Aussie with Cosi social media campaign for Evening Under the Stars and Only Unley	Businesses showcased on social media, UR blog, business news on website and continued updates to business listings on UR website.
	Measure: Engagement stats from online avenues, business participation and trader feedback								
Est. Comp. Date : 30th June 2020									
Project 3	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
Online services	Description: To update the existing Unley Road website and create a responsive website for the Association, Unley Road businesses, their customers and the general public. Included in this is the creation of a series of blog posts capturing the breadth of services, traders and retailers on Unley Road.  Increase social media engagement, primarily using Facebook and Instagram to publicise Unley Road businesses and events. Develop digital media strategy to maximise online engagement and promotion for Unley Road precinct.	\$ 6,000	Increase of 13% engagement since last quarter this will continue with redevelopment of web site		Refer to stats In this report		With a increase in our Facebook followers and greater traction with our businesses on facebook starting to form some good partnerships and now with the new website about to go live	Website went live - all businesses have a basic listing on the site and are able to update it with more information and images. One business posted their upcoming event to the business news section of the site too.	Businesses have continued to be updated on UR website, UR blog posts including a blog by Hearing Sense about Hearing during COVID and businesses advertising on business news section.
	Measure: Follower numbers and engagement metrics								
Est. Comp. Date : 30th June 2020									
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.		Event is in the is in the implementing stage Implementing stage in this quarter				Exciting time at the Association with putting final stages together for our 4 week Advertising and promotion of businesses on TV, Radio and Social Media outlets kicks off in New Year		
		Budget		New initiative (Y/N)	Target v Actual	Results for Quarter 1		Results for Quarter 3	Results for Quarter 4





**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
CoU Sponsorship - Event	\$ 10,000.00
<b>Total Income</b>	<b>\$ 73,725.00</b>

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 CoU sponsorship etc

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1 Contribution to Digital Economy Strategy	\$ 2,381.00	\$ 595.25	\$ 595.25	\$ 595.25	\$ 595.25	\$ 2,381.00	100%
Project 2 SALA event (GRBA \$5,000, CoU Sponsorship \$10,000)	\$ 15,000.00	\$ 13,246.00	\$ 3,097.27	\$ -	\$ -	\$ 16,343.27	109%
Project 3 Minor Events/Activations/Streetscape	\$ 5,000.00		\$ 995.00	\$ 1,588.00	\$ 2,331.50	\$ 4,914.50	98%
Project 4 Marketing/ Advertising/Promo inc. Marketing Coordinator Fee	\$ 31,120.00	\$ 3,779.47	\$ 5,177.84	\$ 4,004.83	\$ 18,950.10	\$ 31,912.24	103%
Project 5 Member Services - networking meetings, newsletters etc	\$ 1,500.00	\$ -	\$ 202.00	\$ 291.81	\$ 500.00	\$ 993.81	66%
<b>Subtotal</b>	<b>\$ 55,001.00</b>	\$ 17,620.72	\$ 10,067.36	\$ 6,479.89	\$ 22,376.85	\$ 56,544.82	103%

**Administration**

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator Coordinator - Admin Fee	\$ 12,480.00	\$ 4,240.00	\$ 3,600.00	\$ 2,880.00	\$ 4,320.00	\$ 15,040.00	121%
Office Expenses	\$ 1,400.00	\$ 50.00	\$ 83.50	\$ 171.13	\$ 531.65	\$ 836.28	60%
Insurance	\$ 1,800.00	\$ 233.52	\$ 1,471.01	\$ -	\$ -	\$ 1,704.53	95%
Bookkeeping-Auditing	\$ 2,000.00	\$ 360.00	\$ 910.00	\$ 505.14	\$ 716.00	\$ 2,491.14	125%
<b>Subtotal</b>	<b>\$ 17,680.00</b>	\$ 4,883.52	\$ 6,064.51	\$ 3,556.27	\$ 5,567.65	\$ 20,071.95	114%

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 72,681.00</b>				\$ 76,616.77	105%
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<b>Operating Surplus</b>		<b>\$ 1,044.00</b>				-\$ 2,891.77	
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		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 : Contribution to DES		\$ 2,381	Payment			Paid	Paid	Paid	Paid
Projects 2 & 3 : Events	Description : Special occasion and road events of a suitable scale and size Objective : Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves								
Project 2 : SALA	SALA - Major event - month long event, culminating in Sunday SALA on Goody	\$15,000 (GRBA \$5,000, CoU \$10,000)	Artist / Member involvement, Attendance and Member participation at event Venue/Artist feedback	N	Member Venues : Target 35, Actual 36 Artists : Target 43, Actual 45 SALA on Sunday attendance Target : 250 Actual : 400 Member	SALA events - opening, SALA Sunday etc.	SALA Complete	SALA Complete	SALA Complete
Project 3 : Minor Events	Minor events : eg Sat'dys on Goody - small Saturday morning activities designed to attract families to the Road	\$ 5,000	Events held, attendance	N		Nil held	Christmas Sat'dy on Goody held	Sat'dy on Goody - Feb, March	2 x Fence Art 1 x Wall Art
Est Completion Date : SALA - September 2019, Minor Events June 30 2020									
Project 4 : Advertising & Marketing	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	\$ 31,120							
			Growth & engagement	No		FB + 105 fans Insta + 123 Followers	FB + 117, Insta +119	FB +171, Insta +103	
	Heart of Goodwood Card		Member participation Uptake of cards	Yes		30 participating businesses 250 cards distributed	Project on hold	Project on hold	5,000 cards printed for distribution
	Maintenance of web site		Currency of content	No		Updated as Membership forms received	Updated as Membership forms received	Updated as Membership forms received	Structure updated
	Streetscape Fence Art/Footpath art		3-4 installations Dec-June	No		1 x installation	Christmas Fence art and Footpath art	Upcycled garden on GPS Fence	2 x Fence art
	Christmas Decoration Comp.		Member participation, votes received	No			36 Member Entrants (+3) 480 consumer entries (200 on line, 280 paper)	Complete	1 x wall art
	Engagement of Coordinator to implement and manage projects			No		Contractor engaged	Contractor continuing	Contractor continuing	Contractor continuing
Est completion Date : Ongoing to June 30									
Project 5 : Member Service	Description : Networking opportunities, newsletters Objective Member collaboration and liason	\$ 1,500		No	2 -3 events Regular newsletters	Nil events held Multiple newsletters sent	Christmas hospitality event, multiple newsletters sent.	Multiple newsletters sent	Multiple newsletters sent
Est. Comp. Date : Ongoing to June 30 2020									
<b>Sub total : Projects</b>		<b>\$ 55,001.00</b>							

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

**SOCIAL MEDIA**

	Measure	Current at 1/7/20	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Member Newsletter	Open Rate	UA						
Website Traffic	Page Views							
Social Media - Facebook	Likes (net)	3,414	4000	~+105	~+117	171	~248	4103
Social Media - Instagram	Follower s (net)	740	1000	~+91	~+119	103	~179	1232

<b>KING WILLIAM ROAD TRADERS ASSOCIATION</b>								
<b>Summary of Income and Expenditure 2019/20</b>								
<b>Income</b>								
Separate Rate funding								\$ 147,400.00
Banner Income								\$ 526.00
Event Grant - City of Unley								\$ 10,000.00
<b>Total Income</b>								<b>\$ 157,926.00</b>
<b>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.</b>								
<b>Has there been an alteration to your endorsed expenditure plan:</b>	<b>Yes/No</b>	<b>Date approved</b>						
<b>** 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</b>								
<b>Expenditure</b>								
<b>Projects (provide further detail on 'Detail" worksheet)</b>								
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 CoU sponsorship etc								
	<b>Brief Description</b>	<b>Budget</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Progressive total</b>	<b>% of Prog. Total</b>
Project 1	King William Road Street Upgrade	\$ 26,000.00	\$9581.25	\$19132.59	\$ 4,625.00	\$0.00	\$33338.84	128%
Project 2	Major Event - Christmas on KWR (includes \$10k City of Unley Event Grant)	\$ 20,000.00	\$0.00	\$14796.86	\$ 936.36	\$0.00	\$15733.22	79%
Project 3	Events & Activations (incl. Halloween, UGG, etc)	\$ 10,000.00	\$3329.37	\$611.12	\$ 4,012.27	\$ 1,800.00	\$9752.76	98%
Project 4	Strategic Marketing Coordination	\$ 23,000.00	\$0.00	\$13743.18	\$ 71.79	\$ 11,719.43	\$25534.40	111%
Project 5	Trader Engagement / Social Events	\$ 500.00	\$0.00	\$287.27	\$0.00	\$0.00	\$287.27	57%
Project 6	Website Upgrade / Development	\$ 3,000.00	\$0.00	\$0.00	\$0.00	\$ 2,727.27	\$2727.27	91%
<b>Subtotal</b>		<b>\$ 82,500.00</b>	<b>\$ 12,910.62</b>	<b>\$ 48,571.02</b>	<b>\$ 9,645.42</b>	<b>\$ 16,246.70</b>	<b>\$ 87,373.76</b>	<b>106%</b>
<b>Administration</b>	<b>Brief Description</b>	<b>Budget</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Progressive total</b>	<b>% of Prog. Total</b>
Marketing/Admin Coordinator	Salary for Mainstream Project & Community Manager	\$ 49,500.00	\$8332.00	\$16464.00	\$ 11,610.00	\$ 18,911.45	\$55317.45	112%
Digital Economy Strategy	Contribution to Mainstreet Digital Economy Strategy	\$ 3,300.00	\$818.50	\$818.50	\$818.50	\$ 818.50	\$3274.00	99%
Accounting	Bookkeeping and Compliance including EOFY Audit	\$ 5,200.00	\$912.02	\$1862.55	\$ 1,002.00	\$ 696.00	\$4472.57	86%
Website	Hosting & Maintenance	\$ 500.00	\$0.00	\$66.73	\$0.00	\$0.00	\$66.73	13%
Insurance	Public Liability + additional for events	\$ 3,200.00	\$0.00	\$2901.00	\$0.00	\$0.00	\$2901.00	91%
Office Expenses	General postage, storage, phone calls and office supplies	\$ 2,500.00	\$82.25	\$283.57	\$ 116.90	\$ 273.99	\$756.71	30%
Governance Training	Allowance for additional training if required	\$ 500.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	0%
Other	Miscellaneous expenses - includes bank fees, subscriptions (eg.Xero)	\$ 1,200.00	\$213.25	\$316.76	\$ 318.84	\$ 321.72	\$1170.57	98%
<b>Subtotal</b>		<b>\$ 65,900.00</b>	<b>\$10358.02</b>	<b>\$22713.11</b>	<b>\$13866.24</b>	<b>\$21021.66</b>	<b>\$67959.03</b>	<b>103%</b>
<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 148,400.00</b>	<b>\$23268.64</b>	<b>\$71284.13</b>	<b>\$23511.66</b>	<b>\$37268.36</b>	<b>\$155332.79</b>	<b>105%</b>
<b>Operating Surplus</b>		<b>\$ 9,526.00</b>	<b>\$ 125,131.36</b>	<b>\$53,847.23</b>	<b>\$30,335.57</b>	<b>-\$6,932.79</b>	<b>\$ 2,593.21</b>	

Please note, the \$2,593.21 showing as unspent has been allocated however the associated invoice was not received prior to 30 June 2020. The full funding allocation has been expended.

KING WILLIAM ROAD TRADERS ASSOCIATION - Expenditure 2019/20									
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
King William Road Street Upgrade	Objectives: KWRTA to invest in marketing and events on KWR during the 6-months forecasted upgrade period from June 2019 - February 2020 working in partnership with the City of Unley. Investment could cover: PR, Ambassadors, Activations, Print advertising, content creation Measure: Continued foot traffic to KWR during construction period and awareness of KWR business' being open and accessible	\$ 26,000.00			What were you hoping to get (measure) v what was achieved eg average open rate, trader participation etc Eg Open rate target 50/actual 65	- Radio Advertising - PR - Influencer Engagement - Digital - She Shopped  Please refer to supporting document for full details of investment in marketing during the redevelopment	- Radio Advertising - PR - Influencer Engagement Digital - She Shopped City Mag SA Life		PR Consultant engaged to roll out 2 "good news stories" to media - focussing on: 1. business innovation throughout the pandemic. 2. Influx of new traders to the precinct.
Est. Comp. Date : February 2020									
Project 2	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
Major Event - Christmas on KWR (includes \$10k City of Unley Event Grant)	Description: KWRTA to create a Christmas hub for the local community and local tourists to visit KWR.  How: Installations and investment of Christmas theming along KWR along with activations throughout December attracting visitors to the precinct with one main event day. Activations could include Santa appearances, carol singers, live music. Measure: 1. 5-10 traders participating in activating Christmas themed windows to 'designer' level 2. Media / Marketing Reach, including The Advertiser, news/weather feature, digital media sites. 3. Visitor attraction to main community event  Objective:	\$ 20,000.00					Reports are still be finalised with all reports due mid to late January from partners  <b>She Shopped</b> Reach: 36,831 Investment:\$3000 ROI: \$0.08/impressions  <b>KWR Socials</b> TBC - waiting final report  <b>Event</b> 300+ visitors  Positive feedback from local community who have come visited 2-years in a row now.  Face painting very popular.		N/A
Est. Comp. Date : December 2019									
Project 3	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
Events & Activations (incl. Halloween, UGG, etc)	Description: KWRTA to host regular events and activations over the calendar year to encourage foot traffic to KWR, along with providing experiences that create an emotional connection to encourage repeat visits.  Events to include: 1. SALA - August 2019 (Run by KWRTA) 2. Halloween on King William - October 2019 (run by Keito Events, Sponsored by KWRTA) 3. Tour Down Under / UGG Investment - January 2019 (Run by City of Unley, sponsored by KWRTA) 4. Mothers Day Activation - May 2020 (Run by KWRTA) 5. Food & Wine Sessions - June 2020 (Run by KWRTA)	\$ 10,000.00				SALA on KWR (KWRTA run event)  Traders who participated experienced increase in foot traffic by hosting in-store events/VIP nights.  Visitor numbers were down, however the KWR redevelopment was in motion.  The activation provided content and reasons to attract visitors for participating traders during the redevelopment.  Investment \$1000 Social Reach: 4790 ROI: \$0.20 NOTE: Reach does not take into account artists & traders	Halloween on KWR (KWRTA - Sponsor)  Event successful considering the interruption with traffic movement and obstruction due to ongoing construction. Awaiting final report on numbers from Keito Events Investment: \$3000 Visitors: 1000+ ROI: \$0.33  Social Reach: 44.6k ROI: \$0.09	Unley Gourmet Gala (KWRTA - Sponsor)  The event was successful with styling and the concept being well received, showcasing KWR in it's best light.  The revenue from the night was down on 2018 and 2019, which mostly put down to weather being cooler causing less consumption of beverages and visitors spending an average of less time at the event.  Investment: \$4000 Social Reach: 11,434 (excl stories) ROI: \$0.35 digital  Visitors: 20,000 + ROI: \$0.20	As the planned Mother's Day and food focussed events were unable to take place due to the COVID-19 restrictions, funds were reallocated to a paid social media campaign that promoted changes of trade and business sector re-openings as they arose.

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  Objective: Increase in Social Media community across facebook and instagram	\$ 23,000.00							Social media was used throughout the period to promote the businesses that were open/closed, those who made alterations to product/service offerings or changed opening hours.
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  Objective: Improved trader engagement and response times to association initiatives	\$ 500.00					AGM 25 members + 5 councillors in attendance. Increase on 2018/19  Postive feedback regarding guest Martin Haese.		Communications were maintained via the closed group Facebook page and EDM distribution. The new Precinct Manager also completed site visits once restrictions had eased.
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  Objective: Upgrade to meet new user expectations and reduce spam visitors through increase security	\$ 3,000.00							A KWR trader was engaged to undertake the website upgrade - with the first round of works prioritised to develop a new trader portal and increased security measures.
Est. Comp. Date : June 2020									
<b>Sub total</b>	<b>Projects</b>	<b>\$ 82,500</b>							
<b>Administration</b>									
	Yearly Hours	Rate/Hour							Total
Admin/Marketing Coord.	1040 (av. 20hrs/week)	\$4116 per month (\$47.50/hr)							\$ 49,500
Digital Economy Strategy		Contribution to Mainstreet Digital Economy Strategy							\$ 3,300.00
Accounting		Bookkeeping and Compliance including EOFY 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
<b>Sub total</b>	<b>Administration</b>								<b>\$ 65,900</b>
<b>Total Exp.</b>	<b>Projects + Administration</b>								<b>\$ 148,400</b>
<b>SOCIAL MEDIA</b>									
	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Member Newsletter	Open Rate	78%		78.1% XMAS - 61.5% AGM - 56.8%	NILETTER - 54.8% ANN REPORT - 50.5%	NILETTER - 65.2% JOB OPP - 52.2%	61%: Precinct Coordinator Intro		
Website Traffic (av/month)	Page Views	3252		3435	3704	1164	TBC		
Social Media - Facebook	Page Likes (net)	8100		8350	8439	8579	8747		
Social Media - Instagram	Followers (net)	3907		4075	4183	4410	4872		
Social Media - Member's Facebook Group	Group Members (net)	64		78	92	98	101		



**Fullarton 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)	\$ 10,000.00
Membership	\$ 250.00
Summer Fair Stallholders fees	\$ 130.00
Summer Fair raffle	\$ 138.00
Destination Highgate movie night	\$ 141.20
Miscellaneous cash deposit	\$ 208.00
Bank Interest	\$ 2.50
<b>Total Income (estimated)</b>	<b>\$ 23,869.70</b>

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)**

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	\$ 10,160.00	\$ 2,816.00	\$ 608.10	\$ 655.75	\$ 9,670.40	\$ 13,750.25	135%
Project 2	Summer Fair	\$ 10,000.00	\$ -	\$ 8,645.23	\$ 1,511.00	-	\$ 10,156.23	101%
Project 3	FYE yearly contribution	\$ 1,315.00	\$ 328.75	\$ 328.75	\$ 328.75	\$ 328.75	\$ 1,315.00	100%
Project 4	Christmas drinks mixer and gathering/networking twilight event	\$ 500.00	\$ -	\$ 99.50	\$ 215.34	-	\$ 314.84	63%
<b>Subtotal</b>		<b>\$ 21,975.00</b>	<b>\$ 3,144.75</b>	<b>\$ 9,681.58</b>	<b>\$ 2,710.84</b>	<b>\$ 9,999.15</b>	<b>\$ 25,536.32</b>	<b>116%</b>

**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	Performed gratis by N Pike	\$ -	\$ -	\$ -	\$ -	-	\$ -	0%
Office Expenses	Governance training if required for new members and incidentals office expenses	\$ 500.00	\$ -	\$ -	\$ -	\$ 159.99	\$ 159.99	32%
Insurance	Insurance falls due in the final quarter	\$ 1,500.00	\$ 1,610.00	\$ -	\$ -	\$ 1,610.23	\$ 3,220.23	215%
Bank fees		\$ 25.00	\$ 3.50	\$ 6.35	\$ 7.50	\$ 2.40	\$ 19.75	79%
<b>Subtotal</b>		<b>\$ 2,025.00</b>	<b>\$ 1,613.50</b>	<b>\$ 6.35</b>	<b>\$ 7.50</b>	<b>\$ 1,772.62</b>	<b>\$ 3,399.97</b>	<b>168%</b>

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 24,000.00</b>	<b>4,758.25</b>	<b>\$ 9,687.93</b>	<b>\$ 2,718.34</b>	<b>\$ 11,771.77</b>	<b>\$ 28,936.29</b>	<b>124%</b>
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<b>Operating Surplus</b>		<b>-\$ 130.30</b>					<b>-\$ 5,066.59</b>	
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\* Two year of insurance premiums paid in the one FY

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
eg Advertising/Marketing	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.	\$ 10,160	Number of visits to w	ongoing		Precinct brochures collated and printed  New Website being built  Ongoing facebook and instagram	Destination Highgate window decals printed and delivered.	Summer fair detail com	Highate Bounces Back flyer and competition
Est. Comp. Date : 30 June 2020									
Project 2	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
Summer Fair	Description: Host a community Event highlighting local traders. Encourage community to atten 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			Planning for the fair - organising marketing, caters, activations etc	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		
Est. Comp. Date : Deecember 2019									
Project 3 & 4	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
FYE Contribution and Christmas event		\$ 1,815	Christmas Event - attendance			Delivery of Christmas invitations	Christmas Event held with great attendance from both traders and Councillors - approximately 50 attendees		
Est. Comp. Date :									
<b>Sub total</b>	<b>Projects</b>								
		\$ 21,250							

Administration			
	Yearly Hours	Rate/Hour	
Admin/Marketing Coord. (Volunteer position)	200+	\$0	
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
<b>Sub total</b>	<b>Administration</b>		<b>\$ 2,000</b>

<b>Total Exp.</b>	<b>Projects + Administration</b>	<b>\$ 23,250</b>
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Social Media – Facebook	Page Likes (net)	134		134	148	155	155
Social Media – Instagram	Followers (net)	56		56	198	198	198

## INFORMATION REPORT

**REPORT TITLE:** QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

**ITEM NUMBER:** 4.13

**DATE OF MEETING:** 24 AUGUST 2020

**AUTHOR:** LARA KENNEDY

**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE CEO

**ATTACHMENTS:** 1. CPCA CEO PROGRESS REPORT JUNE QTR 2020

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### 1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 30 June 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 30 June 2020 is attached for the information of Council as Attachment 1.

*Attachment 1*

### 5. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer
Tami Norman	Executive Manager, Office of the CEO





Centennial Park Cemetery  
760 Goodwood Road, Pasadena, South Australia 5042  
t 08 8276 5011 | e enquiry@centpark.org.au  
www.centennialpark.org

## **CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT JUNE 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 financial year ended 30 June 2020, including insights into recent matter or activities that may be of interest.

### **Business Performance to 30 June 2020**

End of year accounts have not yet been finalised; however, the current draft accounts show an operating surplus for the year which is ahead of budget by approximately \$400k. The positive result is attributable to cost savings during the year and was achieved despite the negative impact of COVID-19 restrictions on revenues, estimated to be approximately \$300k.

The COVID-19 impact was felt across four key revenue lines. Restrictions on funeral attendances resulted in significantly reduced service numbers which had a direct impact on revenue from chapel and lounge services. Reduced service numbers had an unexpected flow-on impact on cremation numbers, which in turn negatively impacts memorial sales.

When funeral services are held at Centennial Park, the cremation is generally conducted in our crematorium. Without the associated funeral service, more cremations were directed to a cheaper private cremation provider in the outer suburbs. The choice of crematorium is sometimes made by the family, but often determined by the funeral director - especially if the cremation is part of a packaged funeral where the funeral director charges an all-inclusive fee for the funeral.

### **Budget FY2021**

The Board approved the operating and capital budgets for Centennial Park, and these were sent to the Councils in June. By the time this report is tabled, I expect the detailed budget reports will have been reviewed by each owner Council and I will not repeat that level of detail here, rather a brief commentary on the key budget components.

#### *Income*

A number of factors were taken into account when forecasting revenues, including:

- A smaller increase in state deaths than we would ordinarily expect. This was the experience in FY2020 (compared to FY2019) and we expect it to continue into FY2021.
- Reduced prices for chapel services based on the continuing restrictions on attendance numbers due to the sqm per person and social distancing requirements.
- A freeze on annual price increases across the cemetery for FY2021 in acknowledgement of the financial impact that Covid-19 is already having on the SA community, and in anticipation of increased hardship once the current levels of government support are reviewed.

### *Budgeted Operating Costs*

We were able to achieve considerable cost savings in FY2020 as an immediate response to Covid-19, however a number of these are not recurring savings and it is inevitable that other operating costs will increase in FY2021, including employee costs and utilities.

### *Net Operating Result*

The resulting budget predicts an operating surplus; however, the deferred interment right revenue will result in a net deficit. Compounding the net deficit is the Liability Guarantee Fee payable to the owner councils. The fee for FY2021 is \$649k and, due to the net deficit predicted, will be drawn from prior year surpluses. In light of the unusual circumstances, a request was made to the owner councils for a partial waiver of this fee for FY2021.

### *Capital Expenditure*

Planned capital projects will proceed in order to maintain the Park's assets and to drive revenue. These projects, which also support the local economy, include the café development, beam replacements, and a replacement cremator. The latter two account for over half of the approved capital budget for FY2021.

### **Café Development**

The building tender was awarded to Chappell Builders on 20 May 2020 and work commenced on 25 May 2020 with the demolition of the Norman & McLeay building. Some unexpected latent issues were encountered during the demolition phase, including the discovery of sizeable foundations of the old chapel complex which was demolished in the 1980's, and the discovery of the slab and tiled floor of the old 1950's crematorium.

Removal of the foundations was required in order to allow for the foundations of the new build. It was a difficult task causing a five-day delay. Towards the end of this process, the slab and tiled floor were discovered. The site was immediately closed and tested for the presence of asbestos. The vinyl tiles tested positive and the entire slab was safely removed.

Works have now moved to above-ground and we are hopeful that all the material latent issues have now been uncovered and managed. The forecast cost to completion of the project remains on budget.

### **Covid-19**

As reported in the last quarter's Progress Report, Centennial Park's Leadership Team has been meeting weekly since early March 2020 to review the latest advice from state and federal governments regarding the Covid-19 pandemic, and to agree the staged implementation of measures in response to the evolving risks.

Centennial Park's Response Plan focussed on four key areas, being Health & Wellbeing; Operational Capacity; Financial Management; and Leadership/Execution.

Early May saw a plateauing and then steady reduction in active Covid-19 cases in SA and Centennial Park moved from *Response* to *Recovery*, in line with the messaging from state and federal governments.

The first stage easing of restrictions impacting Centennial Park's services was announced on Friday 8 May. Preparing for recovery had been part of Operational Capacity in our Response Plan, and implementation of a discrete Recovery Plan was therefore able to commence immediately. The Recovery Plan focusses on the following key areas

1. Changes to existing measures and services
2. Actions needed for a return to business
3. Planning for a potential second wave
4. Process changes resulting from the response phase
5. Long-term impacts on services and service delivery

Since early May, and up to the date of the writing of this report, there have been three further announcements requiring changes to our service arrangements; often at short notice. All three chapels are now operating, albeit with limits on attendances, however no lounge services are available.

Most of the measures that were implemented as part of the Response Plan and that relate to health & safety and operational capacity, have not yet been eased. Centennial Park receives around 500,000 visitors per year and with many of our team members having direct contact with families, we need to take a conservative approach. Easing of these measures will not be contemplated until the COVID-19 risk has further reduced. Currently, with the unfolding situation in Victoria and NSW, our focus is instead on preparing for a potential second wave.

### Media Coverage

We have secured a pleasing number of media placements in recent months, with topics including installation of our new sculpture, *Poppies*; Anzac Day; the Covid-19 impact on funerals; Mothers Day; and the appointment of the builder of the café development.

Specific placements and interviews included:

- InDaily City Mag - 17 April - Covid-19.
- Channel 7 News - 23 April – Poppies sculpture and Anzac Day
- Adelaide Advertiser – 24 April – Poppies sculpture / Anzac Day
- Radio Italiana – 7 May – Mother's Day and the new flower placement service.
- ABC Radio News – 8 May - COVID-19 funeral updates.
- Adelaide Now – 22 May – Announcement of the builder of the café.
- Advertiser Facebook post – 22 May – Announcement of the builder of the café.
- Sunday Mail editorial – 24 May - Announcement of the builder of the café (below).

26 NEWS | Sunday, May 24, 2020

advertiser.com.au

## Work to start on SA's first cafe within a cemetery

**BEN CAMERON**

WORK on Centennial Park's new cafe and function centre will start next month.

The project, which will be the state's first development of its kind within a cemetery, will cater to the 500,000 people who visit the Pasadena park each year.

It will create about 15 jobs while it is being constructed, and then a further 10 full-time

hospitality jobs once the cafe and function space opens.

Bianco Horner Hospitality Management will run the cafe and function area, while a shop will be operated by Centennial Park. It is expected to open in the first half of next year.

Cemetery chief executive Janet Miller expected the development would add to the half a million people who visited the Goodwood Rd park each year.

"We do expect that it will attract further visitors ... to enjoy the grounds, events, the sculpture trail, or just enjoy a good coffee in beautiful surroundings," Ms Miller said. "The function spaces will provide the perfect environment for families to host a beautifully catered gathering which gives friends and family members the time to share stories and remember their loved one - whether that be immediately

following a funeral or a memorial later, especially in this time of restrictions."

The development will be constructed by Chappell Builders. It will involve the demolition of the long-standing Norman McLeay building - named after two former cemetery directors - which was built in the 1990s.

A Centennial Park spokesman said the project's cost was "confidential".



NEWS: How the cafe space at Centennial Park will look.

### **ACCC Review of the Funeral Services Sector**

The ACCC has stated that competition and consumer issues in the funeral services sector, which includes cemeteries and crematoria, is a priority area of focus for the ACCC in 2020. The ACCC will concentrate on issues that raise concerns under the Competition and Consumer Act 2010.

Preliminary work by the ACCC has begun, with several members of the cemetery and crematoria industry contacted. I spoke with a Canberra-based consultant who provides advice to business and government on matters of public policy and regulatory issues. He believes the focus of the ACCC will be on consumer related behaviour and competition issues including collusion, refusal to supply, and third line forcing.

Following the discussion, I wrote to the ACCC offering to assist with any insights into specific differences between the sector in SA compared to other states, and the differences between Centennial Park and the other large cemetery trusts and authorities in Australia.

**Janet Miller**

Chief Executive Officer

15 July 2020

## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.14  
**DATE OF MEETING:** 24 AUGUST 2020  
**AUTHOR:** LARA KENNEDY  
**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE  
CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION REPORT

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### 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 AUGUST 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/02/19	1399	<p><b>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</b></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>	Executive Manager OCEO	2. Completed.	Completed
			GM City Development	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.	Completed
			GM City Development	4. A review of Council's Community Land Management Plan for Unley Oval has been undertaken as part of a City-wide review of its Community Land Management Plans (CLMPs). The draft CLMPs are being finalised and will be presented to Council for endorsement for community consultation at its meeting to be held in September 2020. The final CLMPs will be presented to Council for adoption at its meeting to be held in November 2020.	November 2020
22/07/19	4.5	<p><b>5-YEAR CULTURAL PLAN</b></p> <p>2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.</p>	GM City Services	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.	September 2020
23/09/19	5.1.1	<p><b>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</b></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 September 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 currently underway specifically investigating dog on/off leash times. This is due to be completed by September 2020.	September 2020
09/12/19	4.3	<p><b>MIKE TURTUR BIKEWAY</b></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	2. The Administration reviewed the Head Agreement and identified amendments for DPTI to review. Council's changes were agreed by DPTI and a revised Agreement has been signed.	Completed
				3. Community consultation material was approved by the Minister in late May 2020 and consultation commenced shortly thereafter. Community consultation closed on 15 June 2020. Staff are currently reviewing the draft engineering design received from DPTI.	Completed
				4. Noted.	N/A
				5. A report is to be considered by Council at its meeting to be held in August 2020. This report will outline the results of the community feedback received and funding its costs for the removal of existing vegetation, new vegetation and new lighting.	August 2020

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
28/01/20	4.4	<p><b>PAGE PARK TURF CONDITION ASSESSMENT</b></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>	GM City Development	<p>2. The replacement of the irrigation system was included in Council's 2020/21 Annual Business Plan which was adopted by Council at its meeting held on 27 July 2020. The design of the new irrigation system is currently underway and due for completion by the end of August 2020.</p> <p>3. Maintenance continued from the time Council initially considered this matter until the commencement of the works.</p>	<p>August 2020</p> <p>Completed</p>
24/02/20	4.3	<p><b>APPLICATION FOR WEEKLY GREEN WASTE COLLECTION TRIAL</b></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	<p>2. Council was successful in receiving the grant funding and the contract has been signed. The Administration has commenced the process of procuring the purchase and supply of the kitchen caddies required to undertake the trial which is expected to commence in October 2020.</p>	October 2020
23/03/20	4.2	<p><b>CULROSS AVENUE LIVING STREET INVESTIGATION</b></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	<p>3. Developments are currently under construction. A review of traffic and on-street parking conditions will be undertaken six months following the completion of the developments.</p>	TBC
28/05/20	4.2	<p><b>INVESTIGATION INTO FEASIBILITY OF INTRODUCING E-SCOOTERS WITHIN THE CITY OF UNLEY AND EASTERN REGION ALLIANCE COUNCILS</b></p> <p>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 or neighbouring 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.</p> <p>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.</p>	GM City Development	<p>2. The Administration has commenced collaboration with DPTI, City of Adelaide and interested Eastern Region Alliance (ERA) and neighbouring councils to develop a use case. The Administration has also agreed to partake in a joint procurement process with ERA councils only for an EOI process which does not commit Council to undertake the trial but saves time if later it decides to do so.</p> <p>3. A workshop is expected to be scheduled around October 2020 and this will be confirmed once details are finalised with DPTI.</p>	<p>Commenced</p> <p>October 2020</p>
22/06/20	4.2	<p><b>UNLEY CIVIC PRECINCT - EDMUND AVENUE COTTAGES REDEVELOPMENT - CONCEPT DESIGN</b></p> <p>2. The Draft Edmund Avenue Cottages Concept Design information set out in Attachment 1 to this report (Item 4.2, Council Meeting 22/06/2020) be endorsed for the purpose of community consultation.</p> <p>3. Following the conclusion of community consultation on the Draft Edmund Avenue Cottages Concept Design, a further report summarising the community feedback and identification of any alterations to the design be presented to Council for endorsement.</p> <p>4. State and Commonwealth funding support programs for the relevant stages or total Edmund Avenue Cottages redesign project be pursued.</p>	GM City Development	<p>2. Following Council's endorsement of the Concept Design documentation, the Administration finalised all documentation regarding the community consultation process. Community consultation has been undertaken and it closed on 28 July 2020.</p> <p>3. A report outlining the results of the community consultation which has been undertaken will be presented to Council for its consideration at its meeting to be held in August 2020.</p> <p>4. The Council recently received COVID-19 stimulus funding through the Federal Government's Local Road and Community Infrastructure Program, some of which will be used for this project, should Council endorse its delivery. The Administration will pursue other grant funding opportunities as per Council's resolution towards the delivery of the works should Council decide to proceed.</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing</p>
22/06/20	4.3	<p><b>BEE HIVES AND NATIVE BEE HOTELS</b></p> <p>2. Two honey bee hives, managed through a third-party supplier, be installed at the Unley Community Centre in 2020/21.</p> <p>3. The volunteers of Soutar Park be assisted to install a native bee hotel within the fruit tree orchard at Soutar Park in 2020/21.</p>	GM City Development	<p>2. The Administration will be seeking quotes for the installation of the bee hives at the Unley Community Centre in the coming weeks.</p> <p>3. Council depot staff have installed the base unit of the native bee hotel in Soutar Park, ordered plants and liaised with a local resident in relation to donation of wooden offcuts for the central housing. The volunteers of Soutar Park are aiming to complete the native bee hotel installation within the orchard at the Park on 15 August 2020.</p>	<p>November 2020</p> <p>Completed</p>
22/06/20	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR M. BRONIECKI RE. SYNTHETIC TURF ON VERGES</b></p> <p>1. Staff undertake a review of the Nature Strips Policy to incorporate a ban of artificial/synthetic turf as a surface treatment on Council owned verges.</p>	GM City Development	<p>The Administration will undertake a review of Council's current Nature Strips Policy and present a report to Council for its consideration at its meeting to be held in November 2020.</p>	November 2020

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
22/06/20	5.1.3	<b>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE. MANAGEMENT OF DAMAGE TO COUNCIL INFRASTRUCTURE ADJACENT TO LARGE SCALE DEVELOPMENTS</b> 1. Staff prepare a report outlining issues, options (including compliance or enforcement strategies) and resource requirements, to enable monitoring and management of impacts of developments on Council infrastructure, including street trees.	GM City Services	A combined approach between City Development and City Services will be undertaken in considering this matter. A Briefing of EMs planned in October, with a report to follow.	October 2020	
27/07/20	4.3	<b>DISPOSAL OF ROAD - 8 ROBERTS STREET, UNLEY</b> 2. Pursuant to the requirements of the Roads Opening and Closing Act 1991, the subject parcel of public road known as Roberts Street, Unley and as outlined in Attachment 1 of this report, be closed as a public road, with the cost for this process being met by the owner of 8 Roberts Street, Unley. 3. Subject to the outcomes of the required community consultation process, in relation to the closure of the subject parcel of public road known as Roberts Street, Unley the Mayor and Chief Executive Officer be authorised to sign and seal any documents pertaining to this matter. 4. The subject parcel of public road known as Roberts Street, Unley and located at 8 Roberts Street, Unley, be excluded from Council's classification of Community Land. 5. Notice of Council's resolution regarding the closure of the subject parcel of public road known as Roberts Street, Unley be published in the Government Gazette, pursuant to Section 193(6)(a) of the Local Government Act 1999. 6. At the conclusion of the required process, the disposal of the subject parcel of public road known as Roberts Street, Unley be completed through the Lands Titles Office. 7. At the conclusion of the required process, payment in the amount of \$44,500 (plus GST if required) as per the valuation dated 11 March 2020, be received by Council from the owner of 8 Roberts Street, Unley.	GM City Development	2. Noted and the costs will be met by the owner of 8 Roberts Street.  3. The Mayor and Chief Executive Officer will sign and seal the documents once the required process has been undertaken in finalising this matter.  4. Noted and the parcel of land will be excluded from Council's Community Land classification once the required process has been undertaken in finalising this matter.  5. Government Gazette notice will be undertaken as part of the required process in finalising this matter.  6. The Surveyor/Conveyancer is currently finalising preliminary division plan to be lodged with the Lands Titles Office. Public consultation is expected to commence in September 2020.  7. Noted.	November 2020	
27/07/20	4.4	<b>MILLSWOOD SPORTING COMPLEX - MILLSWOOD CROQUET NEW CLUBROOMS - CONCEPT DESIGN</b> 2. The Draft Millswood Croquet Clubrooms Concept Design set out in Attachment 1 to this report (Item 4.4, Council Meeting 27/07/2020) be endorsed for the purpose of undertaking community consultation. 3. Following the conclusion of community consultation regarding the Draft Millswood Croquet Clubrooms Concept Design, a further report be presented to Council for its consideration summarising the community feedback received and any alterations made to the Concept Design. 4. Council notes and supports the Millswood Croquet Club's intent to pursue additional grant funding and the Administration's intent to assist the Club in its endeavours to do so.	GM City Development	2. The Administration has finalised the documentation required to undertake community consultation which commenced in mid-August 2020.  3. Following the conclusion of the community consultation process a further report will be presented to Council for its consideration at its meeting to be held in October 2020.  4. The Administration has sent a letter to the Millswood Croquet Club outlining Council's support for the Club seeking additional grant funding and outlining a timeframe in which to do so in order to not compromise the proposed timing of the delivery of the project.	August 2020  October 2020  Completed	
27/07/20	4.7	<b>STURT FOOTBALL CLUB REQUEST TO REDUCE MATCH DAY LICENCE FEES AND EXTEND RENT RELIEF PROVISION FOR THE CLUB AND BARZAAR</b> 2. The Sturt Football Club's 2020 Match Day Licence fee be reduced to \$1,500 (inc. GST) with all other terms and conditions of the Agreement to remain. 3. Consideration of rent relief for Sturt Football Club and BarZaar for the period up to 31 July 2020 be deferred until the Council Meeting August 2020.	GM Business Support & Improvement	Completed  3. Will be presented to Council at its August 2020 meeting for consideration.	Completed  August 2020	
27/07/20	4.8	<b>FINANCIAL MEASURES TO MEET TREE CANOPY TARGET</b> 2. The feasibility of implementing Concept 1 and Concept 2 as outlined in this report be investigated, using the following parameters: 2.1 a target tree canopy cover of 15-20% 2.2 increased rates of 10-15% with results to be reported to Council in September. 4. The creation of a 'Tree Fund' be investigated for the purpose of funding the acquisition of land by Council to be used to increase tree canopy across the city with results of the investigation to be reported to Council in September.	GM Business Support & Improvement	Investigation has commenced regarding the feasibility of Concept 1 and Concept 2.	September 2020	

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/07/20	4.9	<p><b>STATUTES AMENDMENT (LOCAL GOVERNMENT REVIEW) BILL 2020</b></p> <p>2. The submission in response to the Statutes Amendment (Local Government ) Review Bill 2020, set out in Attachment 1 to this report (Item 4.9, Council Meeting 27/07/2020) be forwarded to the Local Government Association.</p> <p>3. The CEO be authorised to prepare a direct letter to be signed by the Mayor and forwarded to:</p> <p>3.1 The Minister for Local Government;</p> <p>3.2 Hon Tony Piccolo MP, Shadow Minister for Planning &amp; Local Government;</p> <p>3.3 The Member for Unley Mr David Pisoni MP and Member for Badcoe Ms Jayne Stinson MP; and</p> <p>3.3 The Office of Local Government;</p> <p>setting out specific concerns in relation to section 123 (Annual Business Plan and Budget process) and powers assigned to the Chief Executive Officer within the Statutes Amendment (Local Government) Review Bill 2020.</p>	Executive Manager OCEO	Doc ID(s) 6153679, 6163678, 6153680, 6153681 and 6153682 - Completed	Completed
27/07/20	4.12	<p><b>LOCAL GOVERNMENT FINANCE AUTHORITY CALL FOR NOMINATION - COUNCIL REPRESENTATIVE AT ANNUAL GENERAL MEETING AND NOTICE OF MOTION SUBMISSION INFORMATION</b></p> <p>2. Mayor M. Hewitson be put forward in response to the call for an appointment of a Council representative at the LGFA Annual General Meeting which is scheduled to be held on Thursday 29 October 2020.</p>	Executive Manager OCEO	Completed	Completed
27/07/20	4.13	<p><b>LOCAL GOVERNMENT FINANCE AUTHORITY CALL FOR NOMINATIONS - MEMBERS OF THE BOARD</b></p> <p>2. Councillor M. Rabbitt be put forward in response to the call for nominations by the LGFA for the vacancies for Members of the Board for a term commencing on 1 January 2021.</p>	Executive Manager OCEO	Completed	Completed
27/07/20	5.1.2	<p><b>NOTICE OF MOTION FROM CR. P HUGHES RE: DURATION OF COUNCIL MEETINGS AND EXTENSION OF TIME</b></p> <p>1. Clause UADJ Adjournment of Meetings in the Code of Practice – Procedures at Meetings be amended to read as follows: UADJ ADJOURNMENT OF MEETINGS (1) Where a meeting continues to 10pm, the meeting (and, hence all remaining business) will be adjourned to a date and time specified by the presiding member, unless a motion is moved and seconded from the floor to extend the meeting by up to 30 minutes and such motion is carried by a simple majority of Elected Members present. (2) A further extension of up to 30 minutes may be moved and seconded and such motion is carried by the support of a two-thirds majority of Elected Members present. with the amendment to take effect from the date of this resolution.</p>	Executive Manager OCEO	Completed	Completed

## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR N. SHEEHAN RE: BEAUTIFICATION OF THE GOODWOOD UNDERPASS
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>ATTACHMENTS:</b>	NIL

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Councillor Nicole Sheehan has given notice of intention to move the following motion at the Council meeting to be held on 24 August 2020.

### **MOTION**

That:

1. A letter be sent to the Minister for Infrastructure and Transport requesting that the Department for Infrastructure and Transport investigate options for beautifying the Goodwood Underpass, ideally through installation of a mural using local artists, or by some other suitable treatment of the concrete structure.
- 

### **Background**

The Goodwood Underpass is a well used section of Goodwood Road, and is currently quite unsightly and would benefit from a 'facelift' to improve the visual amenity of the area.

In the current climate there have been limited opportunities for local artists to be involved in community based projects or showcase their artwork.

There is an opportunity to address both of these issues by requesting the Department for Infrastructure and Transport to consider the beautification of the Underpass with the installation of a mural, or painting the concrete walls.

The former Department for Planning, Transport and Infrastructure have created fantastic artworks at the Goodwood Station, so there is a precedent for this kind of beautification.

The Goodwood Road Business Association is in favour of an enhancement to the underpass to signify entering into the Goodwood precinct.

This motion requests that a letter be sent to the Minister to consider the beautification of the Goodwood Underpass.

## QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	QUESTION ON NOTICE FROM COUNCILLOR D. PALMER RE. TREE PLANTING
<b>ITEM NUMBER:</b>	5.3.1
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>ATTACHMENTS:</b>	NIL

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The following Questions were asked by Councillor D. Palmer at the Council Meeting on 27 July 2020 and were taken on Notice. The answers are now provided:

### **QUESTIONS**

1. What scope is there to plant extra trees in verges over and above what we have already identified?
2. What restrictions, other than distances from street corners and from driveways and avoiding services, apply to achieving continuous coverage?
3. Are we holding off planting trees where so requested by rate payers?
4. If the answer to 3 is yes, can Council receive a regular report indicating how many potential tree plantings have been delayed?

### **ANSWERS**

1. What scope is there to plant extra trees in verges over and above what we have already identified?

In order to identify the number and location of new trees to be planted within Council's verges, a City-wide audit is required. In 2019/20, approximately 50% of the City's verges were audited which identified approximately 2,000 planting opportunities for new trees. The remainder of verges located across the City will be audited in 2020/21 and 2021/22. Consistent with Council's endorsed Tree Strategy, the parameters and criteria which have been adopted by Council staff for planting of new trees ensures that the maximum number of trees that can be planted are planted within Council's verges. In this respect, there is no further scope to plant additional trees within Council's verges to those which are being identified by Council staff.

2. What restrictions, other than distances from street corners and from driveways and avoiding services, apply to achieving continuous coverage?

The only other consideration is the spacing between trees to ensure that new trees which are planted are not competing for growth and are given the best possible opportunity to survive post planting.

3. Are we holding off planting trees where so requested by rate payers?

If a resident or ratepayer objects to the planting of a new tree in a Council verge adjacent their property, Council staff put on hold the planting of that particular tree until the end of the planting season. Once an objection is received, a letter (or email) is sent notifying the objector that Council staff will give consideration to the concerns which they have raised and will contact them once an outcome is determined. In this respect, at this time, Council staff have put on hold the decision to plant a tree at these particular locations until Council provides a direction on its position of whether it wishes to proceed with planting new trees when objections are raised. If the answer to 3 is yes, can Council receive a regular report indicating how many potential tree plantings have been delayed?

Out of the 404 new tree plantings proposed for the current tree planting season, Council staff have received 24 objections, all of which have been placed on hold as outlined in (3) above. At the end of each annual planting season, Elected Members can be provided with a summary of the number of tree plantings for which objections from residents or ratepayers are received. The decision regarding whether Council proceeds with the planting of these particular trees would obviously be in line with Council's directive. A report will be presented to Council at its meeting to be held in November 2020 regarding a review of Council's Nature Strips Policy. The report will include further information regarding this matter and seek a directive from Council at that time.

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## QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	QUESTION ON NOTICE FROM COUNCILLOR D. PALMER RE: MAINTAINING CONDITION OF GOODWOOD AND UNLEY OVALS
<b>ITEM NUMBER:</b>	5.3.2
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>ATTACHMENTS:</b>	NIL

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The following Questions on Notice have been received from Councillor D. Palmer and the answers are provided:

### **QUESTIONS**

1. Will the current Asset Management and/or Parks & Gardens reviews include an examination of the current condition of the two Ovals and their suitability for the use required of them?
2. Has there been any recent independent assessments of either facility?
3. If so, can the current council be provided a copy of any such report?
4. Will any such review include identifying the various challenges faced by council in providing a fit for use facility?
5. Will any such examination include strategies for transitioning the ovals from one season to the next, particularly the spring transition?
6. Likewise, will any such review examine and identify strategies for improved drainage, particularly in the cricket pitch section of the ovals?
7. Should we be giving consideration to redeveloping either or both ovals in the near future?
8. How often should a complete redevelopment be considered for an oval, recognising of course the amount of use it might get?
9. What is the likely cost of a complete redevelopment of an oval, including providing improved drainage, releveling and re-turfing the surface?
10. Alternatively, what would be the likely cost to redevelop just the pitch area?
11. Are we able to identify what impact a redevelopment would have on ongoing maintenance, if any?

## **ANSWERS**

1. The Administration is currently developing new Asset Management Plans which will be submitted to Council for consideration later this year. Whilst the new Plans will not list the turf surface at the Ovals as assets to be renewed through Council's annual renewal programs, the existing irrigation systems will be listed as assets. The turf surfaces are not considered to be depreciable assets from an asset management or financial perspective and as such, are not able to be listed for renewal within the new Plans. Council will at some point in time need to consider the replacement of the turf surfaces at both Ovals which will likely be at the time that it renews the irrigation systems, however the new turf surfaces will be funded as new capital projects.
2. In terms of turf replacement, there has not been any recent independent assessments undertaken regarding the turf surfaces at the Ovals. However, from a safety and maintenance perspective, a monthly independent assessment is undertaken by a turf consultant at the Ovals. Recommendations received through these assessments regarding safety and maintenance are considered by Council staff to assist in keeping the turf surfaces at the Ovals in the best condition possible for users. Council did receive an assessment of the Unley Oval ground conditions in 2012/13 as part of the Unley Oval master planning process. The report suggested providing underground drainage and replacing the turf.
3. The independent turf assessment reports are available online through a client login system that is accessed by Council staff. Administration will forward any previous investigations undertaken in 2012/13 but these may be out of date in terms of recommendations given the maintenance work undertaken to Unley Oval over the last 5 years.
4. Prior to Council deciding to replace the turf surfaces at the Ovals, a detailed independent assessment will need to be undertaken. This assessment will consider irrigation, drainage, service levels, usage, future demands, etc. This will be a similar process to the assessment which was undertaken to review the turf surface at Page Park which enabled Council to determine the best way forward.
5. Council staff currently have a process regarding the preparation of the turf surfaces at the Ovals to ensure a transition between seasonal usage. This process requires a minimum of two weeks to adequately prepare and transition the turf surfaces and cricket wicket areas. Any upgrade undertaken will not change the duration of this required transition period and process. However, this process will be reviewed as part of the detailed independent assessment which will be undertaken in preparation for the eventual replacement of the turf surfaces at the Ovals. Any recommended changes to that process will be taken into account to ensure best practice is implemented.

6. Improvements to drainage will be included in the detailed independent assessment which is to be undertaken in preparation for the eventual replacement of the turf surfaces at the Ovals.
  7. The replacement of the turf surfaces at the Ovals is not currently included in Council's Long Term Financial Plan (LTFP) as a new capital project. However, the works have been included in Council's new Asset Management Plans but as a projection that is subject to a Council endorsed financial commitment. Council will need to consider these works in terms of its priorities as part of its future annual budget consideration process and amend its LTFP accordingly, if and when it decides to proceed.
  8. This is a difficult question to answer as turf surfaces do not have typical lifespans or expected useful lives. In addition, it should be noted that the current condition of the turf surfaces at the Ovals are a direct result of a change in the preparations between seasons due to the COVID-19 pandemic.
  9. The costs to replace the turf surfaces at the Ovals, together with the existing irrigation systems that would need to be undertaken at the same time, is likely to be in the hundreds of thousands of dollars, and as a minimum \$500,000 per Oval. The actual costs would be confirmed once detailed independent assessments have been completed.
  10. In 2018, Council staff obtained first order cost estimates to undertake works on the pitch areas only. The indicative costs included drainage and turf replacement for these areas only and were in the order of \$125,000 at each Oval.
  11. It is envisaged that redevelopment would not reduce ongoing maintenance costs. However, it would enable Council staff to effectively maintain each facility to a consistent standard or level of service which would be able to cater for increased and diverse user demand. In other words, it would enable Council to maintain the facilities to a higher standard and allow a more timely repair to the ongoing wear and tear caused by usage.
-

## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF AUGUST  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 24 AUGUST 2020  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (22/07/20 to 18/08/20)

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
30/07/20	Centennial Park Executive Committee meeting	Mayor
31/07/20	Fullarton Road Traders	Presenter
03/08/20	EM Briefing – Representation Review initial workshop	Attendee
07/08/20	ERA Mayors Breakfast	Mayor
07/08/20	LGFSG Operational Briefing – COVID-19 Council Update	Mayor
11/08/20	Rotary – Opening of Sculpture In Bronze	Attendee
14/08/20	Royal Agricultural & Horticultural Society of SA – Opening of Caravan Park	Mayor
17/08/20	EM Briefing – DPTI Update Fullarton & Glen Osmond Road Intersection Upgrade	Attendee
Date	Outgoing Correspondence	
10/08/20	Hon. Vickie Chapman MP – re. Statutes Amendment (Local Government) Review Bill 2020	

Royal Agricultural & Horticultural Society of SA – The new caravan park and the activation of the area year round provides a great opportunity to our Goodwood Road Traders. Many came to look and see. The Show Society events that are popular with our Local Community are slowly being increased. The Farmers market was highlighted as one drawcard event to our city.

Rotary Club of Unley – An unsolicited public offer to help us green Unley was made by the President. The Rotarians present were very keen on our Tree canopy plans. One suggestion was rotary recognising good verges; the President was keen to help with trees... The club's written report on the meeting stated: "President Sorel's Announcements: Sorel welcomed a 'bag load' of guests including Mayor Michael Hewitson, whom she is seeking to have the club to work with on the greening of Unley."

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF AUGUST  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 24 AUGUST 2020  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
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### Functions attended (22/07/20 to 18/08/20)

Date	Function/Event Description
30 <sup>th</sup> July	Attended my first SALA exhibition (hosted by Nicholas Linke SALA Chair and Unley resident). Maggie Cecchin was one of the artists exhibiting (Winner of the 2019 SALA/City of Unley Active Ageing Award and also an Unley resident).
31 <sup>st</sup> July	With Cr Dodd, attended the Highgate Village where our Mayor drew 10 winners of \$100 vouchers as the culmination of a Destination Highgate promotion which had letterboxed 6000 flyers and fridge magnets to the catchment area.
14 <sup>th</sup> August	Participated in the final judging of the finalists in the SALA / City of Unley Active Ageing Award.
14 <sup>th</sup> August	Met with the Royal Show Board to hear of their survival plans during Covid-19 and longer term forward planning possibilities and also to discuss matters of mutual interest for Council. Immediately after we met with representatives from the Goodwood Road Traders on site, at the newly opened Caravan Park at the Showgrounds. The Park has the potential to provide significant economic benefits to Goodwood Road.

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MONTH OF AUGUST
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>ATTACHMENTS:</b>	1. COUNCILLOR M. BRONIECKI 2. COUNCILLOR M. RABBITT

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Council to note attached reports from Members:

1. Councillor M. Broniecki
  2. Councillor M. Rabbitt
-

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR MONICA BRONIECKI

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**Functions attended (22/07/20 to 18/08/20)**

<b>Date</b>	<b>Function/Event Description</b>
29/07/2020	Mature Age Enterprise webinar
31/07/2020	Meeting with Cr Hughes and Cr Rabbitt
03/08/2020	Council Briefing: Representation Review
04/08/2020	Meeting with residents, Cr Rabbitt and administration re planning matter
14/08/2020	Royal Agricultural & Horticultural Society of SA Inc - visit to view newly developed Caravan Park
17/08/2020	Council Briefing re Fullarton Rd & Glen Osmond Rd intersection
18/08/2020	Audit Committee



## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR M. RABBITT

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### Functions attended (22/07/20 to 18/08/20)

Date	Function/Event Description
24 July	Buddies at Breakfast – resumed with new procedures after a 4 month break due to COVID-19 restrictions.
30 July	Alliance Française Annual General Meeting. The relationship with the City of Unley was acknowledged with appreciation, particularly with regard to staging the very successful French Market.
31 July	Buddies at Breakfast
4 August	Meeting with residents, Cr Broniecki and staff regarding a development issue.
7 August	Buddies at Breakfast
14 August	Buddies at Breakfast
14 August	Meeting with Cr Broniecki to discuss a resident’s issue
14 August	Informal meeting with Royal Agricultural & Horticultural Society Board, other Elected Members and CEO Peter Tsokas. Afterwards, we visited the recently opened Adelaide Showgrounds Caravan Park with members of the Goodwood Road Business Association.

## **CORRESPONDENCE**

<b>REPORT TITLE:</b>	CORRESPONDENCE
<b>ITEM NUMBER:</b>	6.4.1
<b>DATE OF MEETING:</b>	24 AUGUST 2020
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. THE 30 YEAR PLAN FOR GREATER ADELAIDE</li><li>2. STATUTES AMENDMENT (LOCAL GOVERNMENT) REVIEW BILL 2020</li><li>3. CONSIDERATION FOR FUNDING ASSISTANCE FOR BHKC STORMWATER PROJECT</li><li>4. BROWN HILL KESWICK CREEK STORMWATER PROJECT</li><li>5. BROWN HILL KESWICK CREEK STORMWATER PROJECT (TO DEPUTY PM)</li><li>6. ROADS TO RECOVERY PROGRAM FOR 2020-21</li></ol>

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The correspondence to and/or from:

- Hon Vickie Chapman MP – re. The 30 Year Plan for Greater Adelaide
- Hon Vickie Chapman MP – re. Statutes Amendment (Local Government) Review Bill 2020
- Brown Hill Keswick Creek Board – re. Consideration for Funding Assistance for BHKC Stormwater Project
- Steve Georganas MP – re. Brown Hill Keswick Creek Stormwater Project
- Steve Georganas MP (to Deputy PM) – re. Brown Hill Keswick Creek Stormwater Project
- Hon Vickie Chapman MP – re. Roads to Recovery Program for 2020-21

be noted.

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**The Hon Vickie Chapman MP**

20MLG0187

Mr Michael Hewitson AM  
Mayor  
City of Unley  
Email: pobox1@unley.sa.gov.au

Dear Mayor

Thank you for your letter to the former Minister regarding the City of Unley's support for *The 30-Year Plan for Greater Adelaide's (2017 Update)* urban green cover target and your request for further information about measures that the Government has introduced to support it.

The State Planning Commission and the Department of Planning, Transport and Infrastructure (the department) have been working closely with stakeholders to identify ways to better support urban greening.

#### **Infill Housing**

The Commission is committed to improving design outcomes of small scale infill housing, which is currently the biggest contributor of new housing stock in the state. To support this, the new Draft Planning and Design Code includes a number of greening provisions, such as:

- A minimum percentage of landscaped permeable garden space to reduce impervious surfaces and provide soft landscaping and tree planting.
- At least one tree planting per dwelling
- Minimising driveway widths for new small scale infill development to ensure adequate space remains in the public realm for local government tree planting and greening initiatives.

#### **Open Space and Places for People Grants Program**

The Government has also recently announced \$25 million in funding towards 37 public realm projects across the state. Of these projects, 20 are located in metropolitan Adelaide, with many having an urban greening component.

I understand that the City of Unley did not submit a funding application for the 2019/20 grant round but has previously been successful in securing funding for projects that contribute to urban greening such as the Windsor Street Linear Trail and the purchase of land on Katherine Street, Fullarton to create a new playground.

#### **Greener Neighbourhoods Program**

I congratulate the Council on receiving a Greener Neighbourhoods grant and wish you success for the Living Streets Pilot project.



**Government  
of South Australia**

Deputy Premier

Attorney-General

Minister for Planning  
and Local Government

GPO Exchange  
10 Franklin Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723

Fax 08 8207 1736

### **Urban Green Cover Targets**

The department has also recently worked in partnership with the Department of Environment and Water and the Regional Climate Partnership councils to improve the baseline measure for Urban Green Cover target, using Lidar technology. This revised baseline measure will be more accurate and will assist greatly in helping monitor our progress in this important policy area.

I look forward to hearing more about your Council's proposed rating mechanism to provide a financial incentives for private land owners to retain and/or plant trees.

### **The Draft Planning and Design Code (Phase Three, Urban Areas) Public consultation**

I note your comments concerning the need to increase canopy cover, through tree planting and retention, on private land and the difficulty for the Council in meeting canopy targets only using public lands.

You have recognised important elements of the Draft code that intend to increase canopy cover including deep soil areas for medium to high rise developments, requirements for soft landscaping and a minimum of one tree per typical dwelling.

Following public consultation on the Code (Phase Three Urban) areas, the 'What We Have Heard Report' was released on 17 June 2020, outlining key matters raised. The report is available at [www.saplanningportal.sa.gov.au/updates/news\\_item?a=671945](http://www.saplanningportal.sa.gov.au/updates/news_item?a=671945).

Measures to support tree canopy, sustainability, biodiversity and native vegetation planting and retention and mitigate climate change were significantly commented on during the consultation and these concerns are outlined in the report. Generally, public comment was supportive of strengthening proposed measures for these areas in the draft Code.

Based on the outcomes of the engagement for Phase Three of the Code, the State Planning Commission will now prepare an Engagement Report for my consideration.

This report will expand on the 'What We Have Heard Report' and recommend policy changes to Phase Three of the Code. It will also evaluate the success of the engagement against the Community Engagement Charter principles.

I trust this information is of assistance.

Yours sincerely



**VICKIE CHAPMAN MP**  
MINISTER FOR PLANNING AND LOCAL GOVERNMENT

31 / 7 / 2020

MAYOR'S OFFICE

Michael Hewitson AM



10 August 2020

Hon. Vickie Chapman MP  
Minister for Planning and Local Government  
GPO Box 464  
Adelaide SA 5001  
Via email: [attorneygeneral@sa.gov.au](mailto:attorneygeneral@sa.gov.au)

Dear Minister

*Vickie*

**RE: *Statutes Amendment (Local Government) Review Bill 2020***

Council has recently provided feedback to the Local Government Association SA (LGASA) in relation to the *Statutes Amendment (Local Government) Review Bill 2020*, which was introduced in the House of Assembly by the Minister for Transport, Infrastructure and Local Government on 17 June 2020.

Overall, the Council is pleased with the proposed changes to the *Local Government Act 1999* intended to enhance operations and engagement with our community. There are, however, two areas of concern that we believe warrant further consideration and take this opportunity to draw those to your attention.

s.123 Annual Business Plan

Council understands the Government's desire to introduce increased rigour and scrutiny to the budget process in local government. At the City of Unley, we have placed a significant focus on budget processes and, for a number of years, have operated with a self-imposed 'cap' approach to rate setting. We understand the impact that increased costs have on our community and strive to balance service delivery, maintenance of assets and the continued sustainability of our city as part of our budgetary decision making.

The City of Unley does not support the provisions relating to the Annual Business Plan process set out within the *Statutes Amendment (Local Government) Review Bill 2020*. In particular, we note the following significant concerns:

- The proposed approach precludes the option of engaging with the community until after review by the designated authority – essentially removing the opportunity for the community to contribute to the budget setting process.
- Time lines are very difficult – access to information that informs the budget process e.g. updated valuations, State Government levies/charges etc, is not available until later in the year. The lack of access to this information will impact the accuracy of any budget submitted to the designated authority by 31 December.

....2/

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- 2 -

- The definition of 'growth' is not accurate as it is constrained to the number of rateable properties, whereas it should include the growth in the value of rateable properties.
- The proposed approach effectively establishes a continuous budget process which is resource intensive and limits the opportunity to be responsive to unanticipated circumstances that may arise (the impacts and necessary responses of COVID-19 are an example of the need for Councils to have some flexibility with respect to budgetary/funding decisions and processes).
- The proposed approach limits the capacity to respond to imposts from external sources, particularly when these imposts occur in a timeframe that does not align with the budget process e.g. State Government waste levy.
- The role of the designated authority is unclear – what value do they add to the budget process?
- The proposed approach results in additional costs to the sector for the role of the designated authority. These costs are ultimately paid by rate payers with no clarity as to the value/benefit provided by the designated authority's involvement at this time.
- City of Unley strongly believes that councils should be responsible for decision making. The proposed approach does not encourage longer term consideration and planning, which is essential to ensuring financial sustainability.

#### Conclusion

Councils should have the opportunity to set their own rate cap that is aligned to the endorsed Long Term Financial Plan (LTFP). Community consultation is currently required (and continues to be required under the Review Bill) and provides scrutiny and oversight for Council decision making.

#### Role of the Chief Executive Officer

There are a number of provisions with the *Statutes Amendment (Local Government) Review Bill 2020* that assign discretionary powers to the Chief Executive Officer (CEO) in relation to Elected Members, for example, s.68 Council Member Register of Interests and s.80B Suspension of Council Member subject to an intervention order.

Given the Employee/Employer relationship between the CEO and Council, the role of the CEO determining penalties is fraught. Consider an equivalent arrangement in the State Government context which would see the CEO of a Department responsible for suspending a Minister in certain circumstances. The proposed approach has the potential to detrimentally impact the relationship between administration and the elected body.

The CEO role should be limited to administration of provisions, not extend to discretionary decisions in relation to Elected Members.

Yours sincerely



**Michael Hewitson AM**  
Mayor, City of Unley

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7 August 2020

The Hon Michael McCormack MP  
Deputy Prime Minister  
[minister.mccormack@infrastructure.gov.au](mailto:minister.mccormack@infrastructure.gov.au)

Dear Deputy Prime Minister

Following the Federal Governments' request for 'shovel ready' projects that will provide significant economic stimulus to the economy, we, the Mayors of five metropolitan councils in South Australia are requesting your consideration to provide Federal Government funding assistance towards a major infrastructure project in Adelaide.

The **\$150m Brown Hill Keswick Creek Stormwater Project** in **ADELAIDE**, WITH THE ASSISTANCE OF Federal Government funding can accelerate its delivery, create jobs and deliver significant and multiple community benefits during the Covid-19 economic recovery period.

Currently, the project is projected to occur over a 20 year construction period and is a collaborative undertaking between five Adelaide metropolitan councils and the State Government.

However, if Federal Government support could be achieved, the construction period could be accelerated to delivery within 5 years on the basis of a Federal contribution equivalent to a 1/3<sup>rd</sup> or \$50m funding commitment over the next five years with the remaining 2/3<sup>rd</sup> being equally shared between the five Adelaide metropolitan councils and the SA State Government.

Put simply, the project aims to develop and implement a Stormwater Management Plan (SMP) to mitigate serious flood risks and safeguard properties across a large part of suburban Adelaide.

Brown Hill, Keswick, Glen Osmond and Parklands Creeks are important drainage watercourses within metropolitan Adelaide. The creeks have a history of flooding, a low standard of flood protection, and a proven flood history with the last flood event in 2016. Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.

The SMP received community support through an extensive public consultation process undertaken in 2015, and the program of works had an expected delivery cost then in the order of \$142m. The project is designed to substantially reduce the number of properties within the catchment that would be affected by large flood events, including a 100 Year ARI flood.

Such a flood event is estimated to affect over 5,000 buildings and result in over \$120m of direct damages across the Brown Hill Keswick Creek (BHKC) catchment along with significantly greater indirect damages.

Currently, any resident in the flood zone must take out additional flooding (creek) insurance at an annual cost of \$1000 - \$2000 per annum. Completion of the works will mean that over 90% of residents are no longer within the flood zone and therefore do not need the additional insurance – a significant cost of living improvement for hundreds of households.

The project also identifies important environmental and community benefits including:

- Improved quality of stormwater discharge into marine receiving waters;
- Beneficial re-use of stormwater, particularly for greening of urban open space areas;
- Creek rehabilitation and protection of biodiversity; and
- Improved recreational amenity in open space areas traversed by watercourses.

The SMP proposes a 10-year construction program with a funding model whereby the capital cost is shared equally by the three spheres of government – Commonwealth, State and Local. However both the State Government and the five Constituent Councils have committed to funding the project over 20 years and no Federal funding has been secured for implementation of the works.

The SMP was approved by the State Government and gazetted in 2017 and a Regional Subsidiary established to progress its implementation. Progress has been severely limited by both the capacity of the local councils to fund the works and the gradual flow of State Government funding. Whilst works have commenced on a small number of sub-projects identified in the SMP, the current project delivery schedule is over a 20-year timeframe – far in excess of the optimal timing.

In parallel with this request for Federal funding support the State Government has also been requested to accelerate its current funding commitment. **See attached letter.**

A funding commitment from the Federal Government, together with accelerated funding commitments from the State Government would shorten the project delivery timeframe to as little as five years, create jobs, project efficiency and deliver significant community outcomes during the period of Covid-19 economic recovery. **See attached brochure.**

Design plans are currently being finalised for a high profile “shovel ready” sub-project in the Adelaide Park Lands. Its delivery is currently stalled due to lack of funding and Federal funds would accelerate its construction.



The South Park Lands section includes two components:

1. **Victoria Park/Pakapakanthi (Park 16) wetland - \$20.5 m**  
<https://bhkcstormwater.com.au/wp-content/uploads/2019/06/Victoria-Park-Pakapakanthi-Park-16.pdf>
2. **Blue Gum Park/Kurangga (Park 20) channel works and mounding \$5 m**  
<https://bhkcstormwater.com.au/wp-content/uploads/2019/06/Blue-Gum-Park-Kurangga-Park-20.pdf>

For further information on current and recent projects please view the **Project Newsletter** attached.

Following adoption of the SMP in 2017, members of the community have frequently expressed disappointment that the plan will be delivered over an extended 20-year timeframe. A Federal funding commitment will accelerate implementation and result in economic benefits characterised by several key outcomes, including but not limited to:

- minimising flood damage to private properties and public assets;
- reductions in insurance claims and trauma experienced by flood victims;
- reductions in emergency response measures to flooding;
- enhancing social benefits by creating new "green spaces" that can be enjoyed by the public and recreational users, including new walking and running tracks that can be used for health and well-being initiatives;
- increased tourism to significant project locations such as the South Park Lands, generated locally and from interstate (and overseas) people;
- enhanced environmental outcomes and sustainability through water sensitive urban design features, cleaner environment, and enriched biodiversity outcomes;
- increased employment and 'up-skilling' opportunities, particularly during the construction phase;
- opportunities for Kaurua engagement and employment; and
- increased values to properties in the area.

The five participating Councils are seeking Federal Government support for this collaborative project which will provide immediate employment opportunities and result in significant ongoing community benefits.

To this end, we request the opportunity to meet with you at your earliest convenience (in Canberra) to discuss the project. In the event that Covid-19 restrictions are still in place at the time of appointment, that a 'Zoom' conference occur to facilitate the meeting.



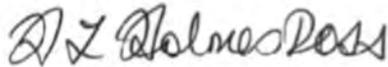
Your Sincerely



Lord Mayor Sandy Verschoor  
City of Adelaide



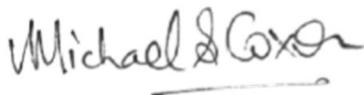
Mayor Anne Monceaux  
City of Burnside



Mayor Heather Holmes-Ross  
City of Mitcham



Mayor Michael Hewitson AM  
City of Unley



Mayor Michael Coxon  
City of West Torrens

- cc The Hon Alan Tudge - Minister for Population, Cities and Urban Infrastructure  
[alan.tudge.mp@aph.gov.au](mailto:alan.tudge.mp@aph.gov.au)  
The Hon Mark Coulton MP - Minister for Regional Health, Regional Communication and Local Government - [Minister.Coulton@health.gov.au](mailto:Minister.Coulton@health.gov.au)  
Ms Nicolle Flint MP - Member for Boothby - [nicolle.flint.mp@aph.gov.au](mailto:nicolle.flint.mp@aph.gov.au)  
Mr James Stevens MP - Member for Sturt - [james.stevens.mp@aph.gov.au](mailto:james.stevens.mp@aph.gov.au)  
Mr Steven Georganas MP - Member for Adelaide - [steve.georganas.mp@aph.gov.au](mailto:steve.georganas.mp@aph.gov.au)  
Mr Mark Butler - Member for Hindmarsh - [Mark.Butler.MP@aph.gov.au](mailto:Mark.Butler.MP@aph.gov.au)





7 August 2020

Premier of South Australia  
The Hon Steven Marshall MP  
[premier@sa.gov.au](mailto:premier@sa.gov.au)

Dear Premier,

The five participating local councils for the **\$150m Brown Hill Keswick Creek Stormwater Project** are seeking an acceleration of the current State Government project funding commitment whilst also requesting Federal Government funding for up to \$50m. **See attached letter.**

By working together, the three levels of government have an opportunity to create jobs, improve the project delivery and realize the project's significant economic and community benefits all during the Covid-19 economic recovery period.

The project is a collaborative undertaking between five Adelaide metropolitan councils and the State Government to develop and implement a Stormwater Management Plan (SMP) to mitigate serious flood risks and safeguard properties across a large part of suburban Adelaide.

Brown Hill, Keswick, Glen Osmond and Parklands Creeks are important drainage watercourses within metropolitan Adelaide. The creeks have a history of flooding, a low standard of flood protection, and a proven flood history with the last flood event in 2016. Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.

The SMP received community support through an extensive public consultation process undertaken in 2015, and the program of works has an expected delivery cost in the order of \$150m. The project is designed to substantially reduce the number of properties within the catchment that would be affected by large flood events, including a 100 Year ARI flood. Such a flood event is estimated to affect over 5,000 buildings and result in over \$120m of direct damages across the Brown Hill Keswick Creek (BHKC) catchment along with significantly greater indirect damages.

Currently any resident in the flood zone must take out additional flooding (creek) insurance at an annual cost of \$1000 - \$2000 per annum. Completion of the works will mean that over 90% of residents are no longer within the flood zone and therefore do not need the additional insurance – a significant cost of living improvement for hundreds of households.

The project also identifies important environmental and community benefits including:

- Improved quality of stormwater discharge into marine receiving waters;
- Beneficial re-use of stormwater, particularly for greening of urban open space areas;
- Creek rehabilitation and protection of biodiversity; and
- Improved recreational amenity in open space areas traversed by watercourses.

The SMP proposes a 10-year construction program with a funding model whereby the capital cost is shared equally by the three spheres of government – Commonwealth, State and Local. However the State Government and the five Constituent Councils have committed to funding the project over 20 years and no Federal funding has been secured.

The SMP was approved by the State Government and gazetted in 2017 and a Regional Subsidiary established to progress its implementation. Progress has been severely limited by both the capacity of the local councils to fund the works and the gradual flow of State Government funding. Whilst works have commenced on a small number of sub-projects identified in the SMP, the current project delivery schedule is over a 20-year timeframe – far in excess of the optimal timing.

A funding commitment from the Federal Government, together with accelerated funding commitments from the State Government would shorten the project delivery timeframe to as little as five years, create jobs, project efficiency and deliver significant community outcomes during the period of Covid-19 economic recovery. **See attached brochure.**

Design plans are currently being finalised for a high profile “shovel ready” sub-project in the Adelaide Park Lands. Its delivery is currently stalled due to lack of funding and its construction could be brought forward with accelerated State funding.

The South Park Lands section includes two components:

1. **Victoria Park/Pakapakanthi (Park 16) wetland - \$20.5 m**  
<https://bhkcstormwater.com.au/wp-content/uploads/2019/06/Victoria-Park-Pakapakanthi-Park-16.pdf>
2. **Blue Gum Park/Kurangga (Park 20) channel works and mounding \$5 m**  
<https://bhkcstormwater.com.au/wp-content/uploads/2019/06/Blue-Gum-Park-Kurangga-Park-20.pdf>

For further information on current and recent projects please view the **Project Newsletter** attached.

Following adoption of the SMP in 2017, members of the community have frequently expressed disappointment that the plan will be delivered over an extended 20-year timeframe. Accelerated State Government funding commitment will speed the project implementation and



result in economic benefits characterised by several key outcomes, including but not limited to:

- minimising flood damage to private properties and public assets;
- reductions in insurance claims and trauma experienced by flood victims;
- reductions in emergency response measures to flooding;
- enhancing social benefits by creating new "green spaces" that can be enjoyed by the public and recreational users, including new walking and running tracks that can be used for health and well-being initiatives;
- increased tourism to significant project locations such as the South Park Lands, generated locally and from interstate (and overseas) people;
- enhanced environmental outcomes and sustainability through water sensitive urban design features, cleaner environment, and enriched biodiversity outcomes;
- increased employment and 'up-skilling' opportunities, particularly during the construction phase;
- opportunities for Kurna engagement and employment; and
- increased values to properties in the area.

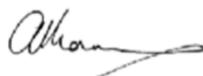
The five participating Councils are seeking for the State Government to agree to accelerate its current funding commitment and further the request for Federal Government funding support.

Acceleration of this collaborative project which will provide immediate employment opportunities, efficient project delivery and result in early realisation of significant ongoing community benefits.

Your Sincerely



Lord Mayor Sandy Verschoor  
City of Adelaide

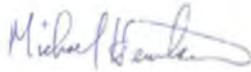


Mayor Anne Monceaux  
City of Burnside

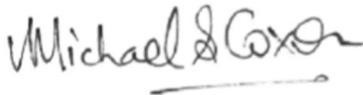




Mayor Heather Holmes-Ross  
City of Mitcham



Mayor Michael Hewitson AM  
City of Unley



Mayor Michael Coxon  
City of West Torrens

cc The Hon David Spiers MP - Minister for Environment and Water - [minister\\_speirs@sa.gov.au](mailto:minister_speirs@sa.gov.au)  
The Hon Stephan Knoll MP - Minister for Transport, Infrastructure and Local Government - [ministerknoll@sa.gov.au](mailto:ministerknoll@sa.gov.au)  
Ms Nicolle Flint MP - Member for Boothby - [nicolle\\_flint\\_mp@aph.gov.au](mailto:nicolle_flint_mp@aph.gov.au)  
Mr James Stevens MP - Member for Sturt - [james\\_stevens\\_mp@aph.gov.au](mailto:james_stevens_mp@aph.gov.au)  
Mr Steven Georganas MP - Member for Adelaide - [steve\\_georganas\\_mp@aph.gov.au](mailto:steve_georganas_mp@aph.gov.au)  
Mr Mark Butler - Member for Hindmarsh - [Mark\\_Butler\\_MP@aph.gov.au](mailto:Mark_Butler_MP@aph.gov.au)

Member for Elder – Mrs Carolyn Power – [elder@parliament.sa.gov.au](mailto:elder@parliament.sa.gov.au)  
Member for Badcoe – Ms Jayne Stinson – [badcoe@parliament.sa.gov.au](mailto:badcoe@parliament.sa.gov.au)  
Member for Waite – Mr Sam Duluk – [waite@parliament.sa.gov.au](mailto:waite@parliament.sa.gov.au)  
Member for Bragg – Ms Vickie Chapman – [bragg@parliament.sa.gov.au](mailto:bragg@parliament.sa.gov.au)  
Member for Unley - Mr David Pisoni - [unley@parliament.sa.gov.au](mailto:unley@parliament.sa.gov.au)  
Member for Adelaide – Ms Rachel Sanderson - [adelaide@parliament.sa.gov.au](mailto:adelaide@parliament.sa.gov.au)  
Member for West Torrens – Tom Koutsantonis - [westtorrens@parliament.sa.gov.au](mailto:westtorrens@parliament.sa.gov.au)





# Funding crucial for \$150m flood mitigation project to protect Adelaide homes

For more than a decade, five metropolitan Adelaide councils have collaborated to create a plan aimed at safeguarding residents against flooding. The plan is crucial to improving flood protection for homes, businesses and public facilities, but delivery comes at considerable expense.

The five constituent councils have committed to funding the project with support from the South Australian Government however the current delivery

schedule is over an extended 20-year timeframe. A commitment from the Federal Government would significantly shorten the project delivery timeframe.

In addition to the flood mitigation and broader community benefits of the works, the project will provide extensive employment opportunities during the construction phase and beyond.



## The Project

*Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a history of flooding and a low standard of flood protection, and therefore a relatively high flood risk.*

*Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.*

*The Brown Hill Keswick Creek Stormwater Project has been a collaborative undertaking by the catchment*

*councils to develop and implement a Stormwater Management Plan (SMP).*

*The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity.*

*The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to coordinate delivery of the SMP.*

*Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.*

### The Plan

The Stormwater Management Plan is designed to substantially reduce the number of properties within the catchment that would be affected by very large flood events, up to and including a 100-year ARI flood.

Approved by the Stormwater Management Authority in February 2017, the SMP details construction of flood mitigation works across the catchment along with non-infrastructure measures to help reduce the impact of major flooding. Important environmental and community benefits are also identified including:

- Improved quality of stormwater discharge into marine receiving waters;
- Beneficial reuse of stormwater, particularly for greening of urban open space areas;
- Creek rehabilitation and protection of biodiversity;
- Improved recreational amenity in open space areas traversed by watercourses.

The works present urban renewal opportunities to enable communities to better use the land corridors through which stormwater is designed to be conveyed, ie – linear parks, wetlands, shared use paths etc.

### The Current Situation

The adverse impacts of a flood event in the catchment are significant. Currently, a 100-year ARI (average recurrence interval) flood would affect more than 2,000 properties and cause in excess of \$130 million in direct damages. Direct damages do not include the trauma, disruption to normal living, and loss or damage to personal effects suffered by those affected by flooding, as well as other intangible costs. The addition of intangible costs could result in total community impact of more than \$250 million.

In addition to damage to thousands of homes and commercial properties, a major flood event could seriously impact Ashford Hospital, Adelaide Airport and interstate rail freight lines, which are located in the catchment floodplain. Disruption to these facilities would lead to significant adverse economic impacts for South Australia.

Following approval of the SMP in February 2017, the Brown Hill and Keswick Creeks Stormwater Board was established in February 2018 as a Regional Subsidiary under the Local Government Act 1999. The Board is responsible for implementation of the plan and, to date, \$12m of works have been completed.

Local residents have expressed frustration at the extended delivery schedule of the project. A Federal funding commitment will accelerate implementation and result in significant economic benefits.



## South Park Lands Wetland - Shovel Ready

The high-profile South Park Lands project includes the establishment of a wetland and associated drainage works within Victoria Park/Pakapakanthi (Park 16) and creek works within Blue Gum Park/Kurangga (Park 20) of the City of Adelaide's South Park Lands.

In addition to contributing to the management of flooding in Park Lands Creek and downstream residential areas, the wetland will deliver a range of benefits including improving water quality, enhancing the biodiversity of the area and creating amenity for park users such as spaces to picnic, rest and watch sport. It will include features that facilitate recreational use of the area such as footpaths and walking trails that connect to the existing path network, dedicated native grassland meadows for butterfly habitat, board walks and viewing platforms, stepping stones for an 'adventurous crossing of the water' and picnic areas.

The creek works in Park 20 will be undertaken in and around the existing recreational Tree Climb facility and will involve the construction of a low-level mound and the realignment of existing creek lines and pathways in

the southern section of the park. The works mean that the section of Park Lands Creek currently populated with red gums can be rehabilitated to support tree health.

The project is designed for community use and it is expected that the site will become a destination, not just for City of Adelaide residents but also for the wider metropolitan area. Pedestrian and cyclist linkages with surrounding suburbs will be maintained and enhanced for increased use and the design is both functional for passers-by and inviting for longer term use.

The South Park Lands project has a high level of community support and will revitalise a currently underutilised area of the Park Lands. **This project is shovel ready however delivery is currently restricted by a lack of available funding.** The total cost estimate for delivery of the South Park Lands project is \$25.5m.



Everard Park Shared Use Path - artist's impression

### What is needed?

The overriding objective of the project is to significantly reduce the flooding risk to thousands of homes and businesses across metropolitan Adelaide. To achieve this, funding assistance is urgently required to implement flood mitigation works, including the significant shovel ready South Park Lands project.

The total project cost is estimated at \$150m and the SMP proposes that this cost be shared equally between the three spheres of government – local, state and federal. The five catchment councils and the South Australian Government have committed to delivering the project however the current available funding leads to an extended 20-year delivery timeframe – far in excess of the timeframe proposed within the Stormwater Management Plan.

The project is at a critical stage, with significant community support for delivery over a much shorter timeframe. An opportunity exists for the Federal Government to provide funding to accelerate the program of works, leading to protection of people, homes and businesses across the catchment and resulting in significant economic benefits.

### More information

For more information on the Brown Hill Keswick Creek Stormwater Project contact **Peta Mantzarapis**, Project Director at:

 1800 934 325  
 [peta.mantzarapis@bhkcstormwater.com.au](mailto:peta.mantzarapis@bhkcstormwater.com.au)  
 [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)



**BROWN HILL AND KESWICK CREEKS STORMWATER BOARD  
PROJECT DIRECTOR PROGRESS REPORT  
MAY 2020**

This report provides an update to our owner Councils in relation to the financial performance of the Brown Hill and Keswick Creeks Stormwater Board (BHKCSB) to 30 April 2020, an overview of capital works projects and insights into recent activities that may be of interest.

**Business Performance to 30 April 2020**

For the 2019/20 financial year to date, capital works expenses total \$830,765 across 2 projects – South Park Lands and Upper Brown Hill Creek, Area 1 (Everard Park).

Year to date, constituent Councils have contributed \$12.114m of capital funding and the Stormwater Management Authority has contributed \$5.592m. A total of \$65.803m of SMA funding remains available to the project.

**Presentation to the Board of the Stormwater Management Authority (SMA)**

The Project Director presented to the Board of the Stormwater Management Authority on 5 May 2020 with the discussion focussing on:

- The project works schedule and indicative timing for delivery
- An update on the status of current and upcoming projects
- Whole of project delivery strategy
- Constraints to delivery

The presentation was well received, and discussions will continue regarding the proposed funding model between the SMA and the project.

**Whole of project delivery strategy**

A whole of project delivery strategy is proposed with key components of the project including:

- developing the concept design of each sub-project to the 30% design stage;
- using the 30% design plans to develop more robust and accurate cost estimates;
- consideration of property and stakeholder impacts to develop an understanding of the requirements and allow for early engagement;
- development of a delivery strategy to consider the project as a whole and determine the most optimum and efficient method of delivery;
- development of a well-informed and robust business case that considers each of the inputs discussed above and arms the Owners Executive Committee with the information required to seek additional project funding;

These proposed works are not a new or separate project. They should be considered as contributing toward the delivery of the SMP; instead of completing individual projects in a piecemeal approach, we will be working toward the 30% design stage for all projects concurrently to ensure:

- the Board is armed with complete and accurate information regarding the extent of works and expected project costs;
- the Owner Councils are armed with a business case that will assist them in seeking additional project funding;
- the Project Director has a clear delivery plan that is well-informed and robust.

**Current and Upcoming Projects**

**South Park Lands**

Currently, the predicted peak stormwater flows in Park Lands Creek are about double the creek capacity downstream of Greenhill Road. The South Park Lands project specifically relates to:

Victoria Park/ Pakapakanthi/ Park 16 Wetland



Artist impression of wetland design

Located at the southern end of Victoria Park, the wetland will include areas of permanent water, areas that become inundated during 'normal' flows, and a broader area that will only become inundated during a large flood event along with a range of features that facilitate recreational use.

Blue Gum Park/ Kurrangga/ Park 20 Creek Works

Works include construction of a low-level mound and the realignment of existing open channels in the southern section of the park. The mound will be constructed to the south and west of the existing playing fields and will stretch for a total distance of approximately 600metres.

A shared use path will be constructed on top of the mound.



Proposed creek works

Design plans are currently being finalised with construction works scheduled to commence late in 2020. Delivery will be dependent upon availability of funding and the project may need to be delivered as two separate construction packages.

**Glenside**

This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection. The detention basin, together with other works in the South Park Lands is intended to reduce the peak stormwater flows along Park Lands Creek and further downstream.

The Glenside site is being developed by Cedar Woods and Stage 2 bulk earthworks are currently underway. Excavation of approximately 25,000m3 of material will be required to form the detention basin in addition to providing primary water quality treatment via new large gross pollutant traps.

**Current and Upcoming Projects**

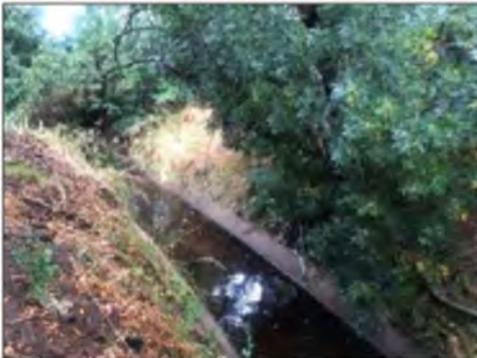
**Upper Brown Hill Creek, Area 1 (Everard Park)**

This section of Brown Hill Creek currently comprises an open concrete channel and works are required to increase its capacity. The works include installation of a covered culvert along the length of the creek from Anzac Hwy to Third Ave. Subsequent to installation of the culvert, the City of Unley will extend Wilberforce Walk to Anzac Highway, with a shared pathway for pedestrians/ cyclists traversing the culvert.

Manufacture of the culvert segments is almost complete, and construction has now commenced. An information brochure (*provided herewith*) has been distributed to inform local residents and interested parties.



*Artist impression of completed works*



*Prior to works commencing – Jan 2020*



*Clearance of the creek – 15 May 2020*



*Clearance of creek – 15 May 2020*



*Culvert installation – 20 May 2020*

**Current and Upcoming Projects**

**Hawthorn Reserve**

The Stormwater Management Plan proposed that creek capacity upgrades be undertaken through Hawthorn Reserve in the second half of the project works program. Grant funding was sought and obtained by Council to upgrade the Hawthorn Reserve precinct and the creek works associated with this precinct were therefore expedited. This project was delivered by City of Mitcham and the official opening was held on 9 May 2019.

While the construction works have been completed, property matters are yet to be finalised.



*Completed project works*

Peta Mantzarapis  
Project Director  
20 May 2020

*Attached: Everard Park Information Brochure*



Project works are being delivered in the section of Brown Hill Creek between Anzac Highway, Everard Park and Third Avenue, Forestville as part of the broader Brown Hill Keswick Creek Stormwater Project

## What is the Brown Hill Keswick Creek Stormwater Project?

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a history of flooding and a low standard of flood protection, and therefore a relatively high flood risk.

Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.

The Brown Hill Keswick Creek Stormwater Project has been a collaborative undertaking by the catchment councils to develop a Stormwater Management Plan (SMP).

The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity.

The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to co-ordinate delivery of the SMP. Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.

# What's happening in Everard Park?

## Stormwater Management Plan (SMP)

The Stormwater Management Plan is designed to substantially reduce the number of properties within the catchment that would be affected by very large flood events, up to and including a 100 year ARI flood.

A 100 year ARI (Average Recurrence Interval) flood is a flood that will occur statistically on average once every 100 years, and has a 1 in 100 (1%) chance of occurring in any given year. It is the most commonly applied standard in Australia for providing an acceptable level of flood protection for the community.

The SMP, approved by the Stormwater Management Authority in February 2017, details construction of a number of flood mitigation works across the catchment, as well as non-infrastructure measures to help reduce the impact of major flooding for more than 2,000 properties during a one in 100-year storm event.

## Area 1 - Everard Park

The SMP identifies the section of Brown Hill Creek between Anzac Highway and Leah Street as portion of Area 1'.

The SMP indicates that this section of creek would need to be widened to 4 to 5 metres and deepened to about 3 metres with the tops of the banks to be raised by 0.5 to 0.75 metres in places, which could be achieved as a levee or bund embankment.

More recent detailed hydraulic modelling indicates that, assuming an open channel is retained, the width of the creek bed would actually need to be widened to approximately 6 to 7 metres in order to achieve the required increase in capacity.

This increased width would result in a more significant impact on adjoining properties, both to the north and south.

## Options

Three options were considered for the flood mitigation works in Everard Park:

### Option 1: Concrete Open Channel

An engineered concrete structure with steep sides. This option was least preferred as it would require removal of all trees with no ability for replacement. The site would be fenced off to ensure public safety and this option did not meet the multiple objectives desired by the SMP.

### Option 2: Gabion Open Channel

An open channel for the whole section with relatively steep gabion creek banks. This option impacted more significantly on adjoining properties and did not provide adequate width for public access or landscaping.

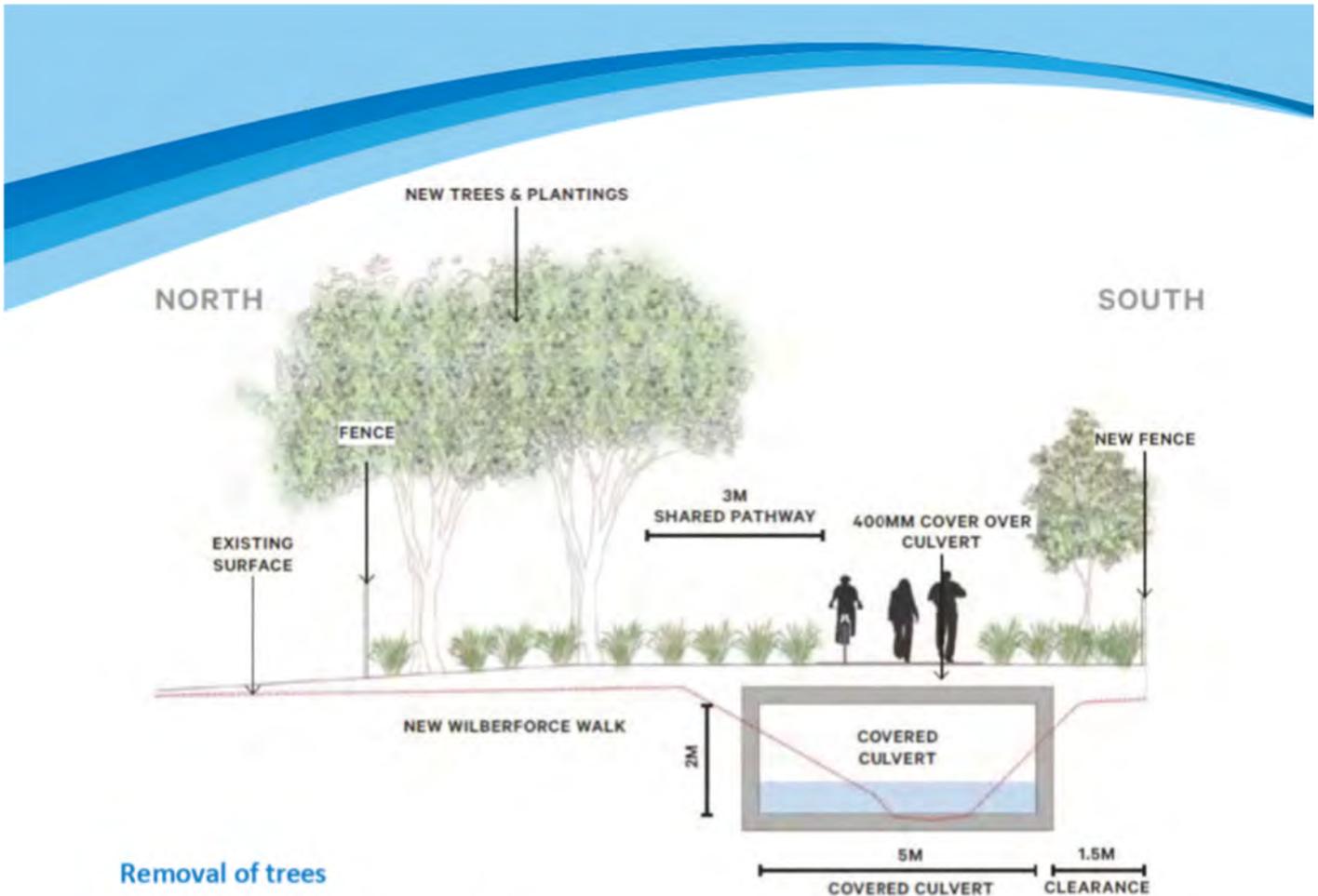
### Option 3: Covered Culvert

Installation of a covered culvert with a shared use pathway for pedestrians and cyclists running parallel to properties on the northern side and landscaping on the southern side.

## The covered culvert

Following consideration of the objectives of the SMP and consultation with directly adjoining property owners, the Board and the City of Unley determined that the covered culvert is the most appropriate outcome on the basis that:

1. The expansion of the open channel required to mitigate creek flooding would impact a larger area of privately owned land than would be required for the underground culvert;
2. Consultation indicated that the covered culvert is the preferred option of the majority of adjoining owners;
3. A covered culvert would enable Council to use the area above the culvert for other community purposes (a shared walk / cycle path, landscaping and tree planting are proposed for this area).



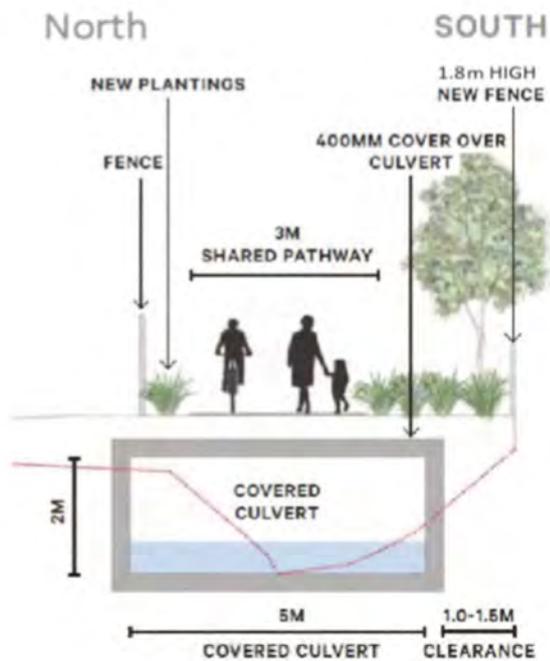
### Removal of trees

The early construction works require clearance of the creek channel including removal of the existing concrete channel and trees located within the corridor.

An arboreal assessment was conducted during the design phase of the project and concluded that the trees within the creek channel are self-seeded plants such as Desert Ash, White Cedar and Hackberry. None of the trees requiring removal are significant or regulated and, in some instances, they are considered weed species.

With reference to the arboreal advice, the project is committed to maintaining the health of two trees located in close proximity on adjoining land - a Canary Island Date Palm on Anzac Highway and a River Red Gum located within private land to the south. Monitoring will be undertaken on site during construction to ensure the protection of these trees.

Landscaping and trees will be re-established on site as part of the City of Unley shared use path project, immediately following construction of the covered culvert.





### Who owns the land?

The whole section of Brown Hill Creek between Anzac Highway and Third Avenue was held in private ownership. In most instances, the adjoining owners to the south owned the southern portion of the creek and the adjoining owners to the north owned the northern portion of the creek.

The whole of the creek corridor has now been acquired to enable construction of the covered culvert, with the acquired land being limited to the area outside of the rear fence lines of adjoining properties. No rear yard areas have been impacted by the works.

### What's next?

The construction contract has been awarded to Beltrame Civil, a highly respected and experienced South Australian business.

The first phase of the project involves removal of the existing concrete channel, trees and vegetation from the corridor. Rear fencing is removed from adjoining properties and the base of the channel is covered with stabilised pavement which will act as a protective layer in the event of flows.

The individual culvert segments are then installed in 5 substages. Following completion of backfilling activities, new fencing will be constructed to adjoining properties at the southern side and private drainage connections will be installed.

The culvert construction is due for completion in July.

### City of Unley Shared Use Path

Following completion of the culvert construction, the City of Unley will take possession of the site to deliver the shared use path project, providing a greenway and pedestrian/ cyclist network with significant landscaping and biodiversity opportunities.

### Contact

Project Director - Peta Mantzarapis

☎ 1800 934 325 ✉ [pmantzarapis@bhkcstormwater.com.au](mailto:pmantzarapis@bhkcstormwater.com.au)

Everard Park Project Manager - Yoones Vafaie

☎ 0423 172 528 ✉ [yvafaie@insideinfrastructure.com.au](mailto:yvafaie@insideinfrastructure.com.au)

For more information on the Brown Hill Keswick Creek Stormwater Project, please visit:  
[www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)  
Ph 1800 934 325  
[info@bhkcstormwater.com.au](mailto:info@bhkcstormwater.com.au)





Mayor Michael Hewitson AM  
City of Unley  
Email [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

Dear Mayor *Michael*

Thank you for sending me a copy of your letter to the Hon Michael McCormack MP, Deputy Prime Minister and Infrastructure Minister regarding the Brown Hill Keswick Creek Storm Water Project.

As you may know, I have been a long-time advocate of this Project, and have lobbied successive state and federal governments for many years to commit to investing in this important upgrade.

I have therefore, taken the liberty of writing to the Deputy Prime Minister to reiterate the significance of this Project on behalf of the Local Councils in the Adelaide Electorate, and ask for urgent consideration of additional funding to accelerate its realisation.

In the face of the current health and economic crisis, I believe it is more important than ever to ensure that critical infrastructure projects receive priority

Please find enclosed a copy of my correspondence to the Deputy Prime Minister, and please do not hesitate to contact my office on 8269 2433 or via email to [Steve.Georganas.MP@aph.gov.au](mailto:Steve.Georganas.MP@aph.gov.au) if I can be of assistance in this or any other matter.

Yours sincerely

A handwritten signature in blue ink that reads "Steve Georganas".

Steve Georganas MP  
Member for Adelaide

*17* August 2020

Encl.

161 Main North Road, Nailsworth SA 5083

(08) 8269 2433 [steve.georganas.mp@aph.gov.au](mailto:steve.georganas.mp@aph.gov.au)

@stevegeorganas steve.georganas @steve\_georganas





The Hon Michael McCormack PM  
Deputy Prime Minister  
Minister for Infrastructure, Transport and Regional Development  
Email [minister.mccormack@infrastructure.gov.au](mailto:minister.mccormack@infrastructure.gov.au)

Dear Deputy Prime Minister

I note that the Lord Mayor of Adelaide, together with the Mayors of the Cities of Burnside, Mitcham, Unley and West Torrens have recently written to you requesting Federal Government assistance to accelerate the Brown Hill Keswick Creek Stormwater Project in Adelaide.

I am writing to ask that you respectfully give this request urgent consideration.

I have long advocated for this project both in my capacity as the former Member for Hindmarsh, and now as the Member for Adelaide. Both Electorates take in a large section of the Brown Hill Creek and Keswick Creek catchment, where the residents and business owners have faced risk of flooding and property damage for years.

This is Adelaide's most at-risk flood area, taking in Adelaide Airport, a piece of nationally important infrastructure on federal land, and the Adelaide Airport Business District, as well as roughly 2000 homes and businesses, the interstate rail line, and the North-South road corridor all at risk of severe damage in the case of an extreme flood event.

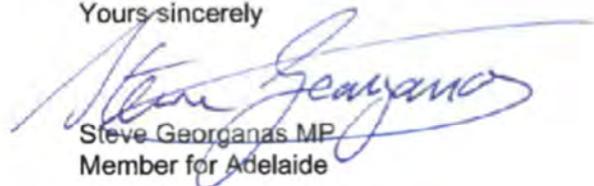
Currently, the project is set to be realised over the next 20 years. However, with the economic impact of the current health crisis beginning to be felt across the State, I strongly support the request by the local councils in the impacted area for additional Federal funding of \$50m to accelerate the Project, so that it could be delivered within 5 years.

This would create much needed jobs in our State and relieve the pressure on affected households and businesses by significantly reducing their insurance costs.

The Brown Hill Keswick Creek Stormwater Project is a vital piece of infrastructure project that will deliver significant long-term benefits to the South Australian economy.

I look forward to your response at your earliest convenience.

Yours sincerely



Steve Georganas MP  
Member for Adelaide

17 August 2020

161 Main North Road, Nailsworth SA 5083

 (08) 8269 2433  [steve.georganas.mp@aph.gov.au](mailto:steve.georganas.mp@aph.gov.au)

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**The Hon Vickie Chapman MP**



**Government  
of South Australia**

Deputy Premier

Attorney-General

Minister for Planning  
and Local Government

GPO Exchange  
10 Franklin Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

A4566565

14 August 2020

Mayor Michael Hewitson  
Corporation of the City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mayor Hewitson

I am pleased to advise that the South Australian Local Government Grants Commission's (the Commission's) recommendations for the distribution of the Special Local Roads component of the Roads to Recovery Program to Councils for 2020-2021 have been approved by the Hon Mark Coulton MP, Federal Minister for Regional Health, Regional Communications and Local Government on 11 August 2020.

The recommendations were made to the Commission on the advice of the Local Government Transport Advisory Panel.

Unlike the Financial Assistance Grants, these grants are tied. They are made available under the *National Land Transport Act 2014* (the Act) and the terms and conditions that apply to other monies provided directly to you under the Act also apply to these grants.

The allocation to your Council for the 2020-2021 year is \$336,000 for work on the following project; Duthy Street

The grants are tied for the specific project mentioned above. The Federal Government's intention is for the funding to be available as soon as required. Funding will be provided following successful completion of the works program in accordance with the Act. Monies will be deposited into your account with the Local Government Finance Authority.

The Federal Government has requested that the Commission process all reports on behalf of Councils. The Commission has agreed to be responsible for this task in order to ensure that there are no delays in providing funding to Councils.

In order to comply with the Act, the grant is conditional on the Council providing the Commission with quarterly reports and an annual report in a format that is consistent with those provided to the Federal Government for other monies received directly by Councils under the Commonwealth Roads to Recovery Program and providing evidence of having met the signage requirements, as set out in the funding conditions.

Quarterly and annual reports can be sent to:

Mr Peter Ilee  
Executive Officer  
Local Government Grants Commission  
GPO Box 2329  
ADELAIDE SA 5001

or by email to:

[grants.commission@sa.gov.au](mailto:grants.commission@sa.gov.au)

It would be appreciated if you could forward a copy of this letter to the relevant Council officers. Should you have any queries, please contact Mr Ilee on telephone 7109 7148 or via email at [grants.commission@sa.gov.au](mailto:grants.commission@sa.gov.au)

Yours sincerely



**VICKIE CHAPMAN MP**  
DEPUTY PREMIER  
MINISTER FOR PLANNING AND LOCAL GOVERNMENT

cc Mr Peter Tsokas, Chief Executive Officer