

# 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 28 August 2023 7.00pm***

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

A handwritten signature in black ink, appearing to be "P.S.", followed by a long horizontal line.

**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”

## **KAURNA ACKNOWLEDGEMENT**

*Ngadlurlu tampinhi, ngadlu Kurna yartangka inparrinhi. Ngadlurlu parnuku tuwila yartangka tampinhi.*

*Ngadlurlu Kurna Miyurna yaitya yarta-mathanya Wama Tarntanyaku tampinhi. Parnuku yailtya, parnuku tapa purruna yalarra puru purruna.\**

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.

\*Kurna Translation provided by Kurna Warra Karrpanthi

## **PRAYER AND SERVICE ACKNOWLEDGEMENT**

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

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

Lest We Forget.

## **WELCOME**



## **ORDER OF BUSINESS**

### **ITEM**

### **PAGE NO**

#### **1. ADMINISTRATIVE MATTERS**

##### **1.1 APOLOGIES**

Nil

##### **1.2 LEAVE OF ABSENCE**

Nil

##### **1.3 CONFLICT OF INTEREST**

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

##### **1.4 MINUTES**

1.4.1 Minutes of the Ordinary Council Meeting held Monday, 24 July 2023

##### **1.5 DEFERRED / ADJOURNED ITEMS**

Nil

#### **2. PETITIONS/DEPUTATIONS**

Nil

#### **3. REPORTS OF COMMITTEES**

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

3.1 Minutes of Audit Committee

7

#### **4. REPORTS OF OFFICERS**

4.1	Designated Open Space Fund	13
4.2	Draft Communications and Engagement Strategy for Adoption	24
4.3	Proposed Naming of a One-Way Public Road Between Arthur and Mary Street, Unley	46
4.4	2022-23 Preliminary End of Financial Year Report	61
4.5	Fourth Quarter 2022-23 Corporate Performance Report	87
4.6	Stage 5 Wood Street to Cross Road Connection - Heywood Park Path Improvement	123
4.7	Unley Oval Lighting Upgrade	135
4.8	Australia Day Community Event 2024	144
4.9	Community Event Sponsorship 2023/24	150
4.10	Conservation Grants 2023/24	171
4.11	Mainstreet Trader Association FY 2022/23 Reports	186
4.12	Draft Behavioural Management Policy - Council Members	209
4.13	Council By-Law Review - Local Government Land Amendment By-law No.6	234
4.14	Progress Report - Centennial Park Cemetery Authority June 2023	261
4.15	Council Action Records	266

#### **5. MOTIONS AND QUESTIONS**

##### **5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

##### **5.2 MOTIONS WITHOUT NOTICE**

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

##### **5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

##### **5.4 QUESTIONS WITHOUT NOTICE**

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

**6. MEMBER’S COMMUNICATION**

**6.1 MAYOR’S REPORT**

6.1.1 Mayor's Report for Month of August 2023 270

**6.2 DEPUTY MAYOR’S REPORT**

6.2.1 Deputy Mayor's Report for Month of August 2023 274

**6.3 ELECTED MEMBERS’ REPORTS**

6.3.1 Reports of Members for August 2023 276

**6.4 CORRESPONDENCE**

6.4.1 Correspondence 279

**7. CONFIDENTIAL ITEMS**

7.1 Confidentiality Motion for Item 7.2 - Unley Oval Turf and Irrigation Replacement 287

7.2 Unley Oval Turf and Irrigation Replacement 288

7.3 Confidentiality Motion to remain in confidence for Item 7.2 - Unley Oval Turf and Irrigation Replacement 305

7.4 Confidentiality Motion for Item 7.5 - Tour Down Under Memorandum of Understanding 306

7.5 Tour Down Under Memorandum of Understanding 307

7.6 Confidentiality Motion to remain in confidence for Item 7.5 - Tour Down Under Memorandum of Understanding 351

**SUGGESTED ITEMS FOR NEXT AGENDA**

Reflect Reconciliation Action Plan	
Living Young Action Plan 2023-2027	
Animal Management Plan Year 2 Actions 2022/23	
Extension of Council's Commonwealth Home Care Services Program (CHSP)	
Conservation Grants Policy Review	
Unley Swimming Pool Temporary Extension of Swim Season	Office of Recreation and Sport
Variation to Operating Hours for Festive Season 2023/24	

**NEXT MEETING**

Monday 25 September 2023 - 7.00pm

Council Chambers, 181 Unley Road Unley

## REPORT OF COMMITTEE

<b>REPORT TITLE:</b>	MINUTES OF AUDIT COMMITTEE
<b>ITEM NUMBER:</b>	3.1
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>ATTACHMENTS:</b>	1. MINUTES OF AUDIT COMMITTEE - 8 AUGUST 2023

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### 1. **PURPOSE**

The minutes and recommendations of the Audit Committee meeting held on Tuesday 08 August 2023 are presented for Council's consideration.

### 2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 8 August, be received and the following recommendations contained therein be adopted by Council

(a) Item 2.1 - Update of 2023 Audit Committee Workplan

MOVED Independent Member P Lee  
SECONDED Councillor J Gaffey

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0113/23***

(b) Item 2.2 - Quarterly Risk Report (August 2023)

MOVED Independent Member A Martin  
SECONDED Independent Member P Lee

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0114/23***

- (c) Item 2.4 - Internal Audit Report - Property Leases and Licences (June 2023)

MOVED Councillor J Gaffey  
SECONDED Councillor M Broniecki

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0116/23***

- (d) Item 2.5 - Internal Audit Report - Regulatory Services (July 2023)

MOVED Independent Member P Lee  
SECONDED Independent Member A Martin

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0117/23***

- (e) Item 2.6 - Prudential Management Policy

MOVED Independent Member P Lee  
SECONDED Councillor J Gaffey

That:

1. The report be received.
2. The Prudential Management Policy as set out in Attachment 1 to this report (Item 2.6, Audit Committee Meeting 08/08/2023) be recommended for Council endorsement.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0118/23***



**Minutes of the City of Unley  
Audit Committee Meeting  
Tuesday, 08 August 2023, 6.30pm  
Council Chambers  
181 Unley Road Unley**

**PRESENT**

Presiding Member M Davies  
Independent Member A Martin  
Independent Member P Lee  
Councillor M Broniecki  
Councillor J Gaffey

**OFFICERS PRESENT**

Chief Executive Officer, Mr P Tsokas  
General Manager Business Support & Improvement, Ms N Tinning  
Manager Finance and Procurement, Mr A Brown  
Principal Risk Management Officer, Mr J Phillips

**GUEST**

Nil

**ACKNOWLEDGEMENT**

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

**1. ADMINISTRATIVE MATTERS**

**1.1 APOLOGIES**

Nil

**1.2 LEAVE OF ABSENCE**

Nil

**1.3 CONFLICT OF INTEREST**

Nil

## 1.4 MINUTES

### ITEM 1.4.1

#### MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD TUESDAY, 16 MAY 2023

MOVED Councillor M Broniecki

SECONDED Councillor J Gaffey

That:

1. The minutes of the Ordinary Audit Committee held on Tuesday, 16 May 2023 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0112/23***

## 1.5 DEFERRED / ADJORNED ITEMS

Nil

## 2. REPORTS

### ITEM 2.1

#### UPDATE OF 2023 AUDIT COMMITTEE WORKPLAN

MOVED Independent Member P Lee

SECONDED Councillor J Gaffey

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0113/23***

### ITEM 2.2

#### QUARTERLY RISK REPORT (AUGUST 2023)

MOVED Independent Member A Martin

SECONDED Independent Member P Lee

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0114/23***



**ITEM 2.3**

**EXTERNAL AUDIT - PROGRESS OF AGREED ACTIONS FROM INTERIM REPORT AUGUST 2023**

MOVED Councillor M Broniecki

SECONDED Councillor J Gaffey

That:

1. The report be received.
2. The progress of management actions arising from the Interim Audit conducted by Council's External Auditors, Galpins, be noted.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0115/23***

**ITEM 2.4**

**INTERNAL AUDIT REPORT - PROPERTY LEASES AND LICENCES (JUNE 2023)**

MOVED Councillor J Gaffey

SECONDED Councillor M Broniecki

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0116/23***

**ITEM 2.5**

**INTERNAL AUDIT REPORT - REGULATORY SERVICES (JULY 2023)**

MOVED Independent Member P Lee

SECONDED Independent Member A Martin

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0117/23***

**ITEM 2.6**  
**PRUDENTIAL MANAGEMENT POLICY**  
MOVED Independent Member P Lee  
SECONDED Councillor J Gaffey

That:

1. The report be received.
2. The Prudential Management Policy as set out in Attachment 1 to this report (Item 2.6, Audit Committee Meeting 08/08/2023) be recommended for Council endorsement.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0118/23***

**3. OTHER BUSINESS**

Councillor J Gaffey advised the Committee that the recommendations of the Committee as set out in item 2.2 Draft 2023-24 Annual Business Plan and Budget for Community Consultation, Audit Committee Meeting 22/5/23, were received and noted by Council at its Budget Workshop in June prior to adoption.

**NEXT MEETING**

Tuesday 17 October 2023 - 6.30pm

**CLOSURE**

The Presiding Member closed the meeting at 7.39pm

.....  
**PRESIDING MEMBER**

## DECISION REPORT

<b>REPORT TITLE:</b>	DESIGNATED OPEN SPACE FUND
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	NICOLA TINNING, GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. OPEN SPACE FUND POLICY

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### 1. **PURPOSE**

This report provides Council with a draft policy to support the creation of an Open Space Fund for the purpose of purchasing property within the City of Unley to then convert into useable open green space.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Open Space Fund policy as set out in Attachment 1 to this report (Item 4.1, Council Meeting 28/08/2023) be adopted.
  3. The Open Space Fund Policy come into effect from 1 July 2024.
  4. The Chief Executive Officer be authorised to make minor editorial amendments to the Open Space Fund Policy as part of the finalisation of the document.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

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

### 4. **BACKGROUND**

The City of Unley has the least amount of useable open space in Metropolitan Adelaide (approximately 3%). Therefore, whilst the City is recognised for the quality and amenity of its parks, access to useable open green space is limited for the current population.

Currently, the useable open green space is less than 8m<sup>2</sup> per individual, when compared to the recommended minimum of 9m<sup>2</sup> per individual by the World Health Organisation. The current situation will only worsen as new developments increase as part of the State Government's population target for the City of Unley

Presently, the City of Unley has 25 Neighbourhood and 20 District type parks as described by the UN-Habitat draft report (2018). These are defined as being:

- **Neighbourhood** – to provide a range of passive and active uses, with varied and complementary activities to support a particular neighbourhood (<750m walking distance).
- **District** – recognised destinations across the City, providing diverse services including playground, recreation, sport events and facilities.

Property sales between 1 January 2022 to 31 December 2022 confirm that the property market within the City is healthy and has not really been affected by the interest rate rises. There were:

- 7 vacant land sales reported with a median sale price of \$915,000; and
- 745 residential sales reported with a median sale price of \$950,000 (a maximum sale price of \$5,550,000).

The CEO KPI's for 2022-23 requested that Administration explore setting aside a portion of the rates income derived from new property growth (e.g., major developments) for the purpose of creating an ongoing open space fund (for the purchase of land). This KPI will be deemed complete when Council considers this Policy.

The creation of such a fund requires a policy to be adopted by Council.

## 5. **DISCUSSION**

The intent of the Open Space Fund will be to purchase property within the City of Unley to convert into useable open green space.

This draft Policy proposes that areas within the City where distance to open space is greater than 700m for residential properties is prioritised but is not limited to this criterion.

The financial mechanism to fund a future property acquisition is that 35% of the revenue above the 0.5% increase in rates revenue from new developments and capital improvements to existing properties (Growth) as confirmed by the Valuer General in June each year, is allocated to the Open Space Fund. It is proposed that the amount will be accumulative to ensure that the fund grows comparative to growth over time.

Growth from new developments and some very large capital improvements to existing properties, has a connection to more people living in the City, which translates to increased:

- demand for services; and
- demands on infrastructure assets (renewal and new)

In the past, new growth has been used to:

- increase funds for operating projects.
- increase funding for maintenance associated with new and upgraded assets; and
- increase funding for depreciation.

The allocation of 0.35% is deemed reasonable when considering the rise in the cost of renewal and maintenance for existing assets, and the impact of new assets on the operating budget and future renewal programs.

The intention of the fund is not to compromise the long-term financial sustainability of the Council, nor at the expense of Council's responsibility to maintain its agreed levels of service, including the maintenance of existing and future infrastructure. It is for this reason, should any unforeseen circumstances arise that there is an opportunity for Council to decide whether an allocation of funding may pause for an agreed period of time.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- The cost of managing the Open Space Fund will be minimal if a percentage of the revenue above 0.5% from new developments and capital improvements to existing properties (Growth) is broadly applied. Should Council wish to exclude types of properties from the allocation, this would increase the cost significantly.
- Council has in the past used the increase in rates revenue to offset the increased funding needed for operating projects and to minimise general rate increases. Because the proposed fund will only be used when growth exceeds 0.5%, the first 0.5% of growth will continue to be used for funding operating projects. This scheme will therefore be limited in the future as an option for Council.
- If Council adopt this policy, the fund will come into effect from the 1 July 2024.

### **6.2 Risk Management (identification and mitigation)**

- Any unexpected significant increase in expenditure can be offset by a pause in funding allocation to the Fund with a decision of Council.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- Nil.

### **6.4 Climate/Environmental Impact**

- The introduction of an Open Space Fund for the purpose of acquiring property for useable open space will have a positive environmental impact as the amount of open space will increase as the fund accumulates.

### **6.5 Social/Economic**

- The introduction of an Open Space Fund for the purpose of acquiring property for useable open space will have a positive wellbeing and social impact for persons as an increase in open space will provide opportunities for passive and active recreation.

## **7. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Open Space Fund policy as set out in Attachment 1 to this report (Item 4.1, Council Meeting 28/08/2023) be adopted.
3. The Open Space Fund Policy come into effect from 1 July 2024.
4. The Chief Executive Officer be authorised to make minor editorial amendments to the Employee Code of Conduct policy as part of the finalisation of the document.

Under this option, Council would be establishing an Open Space Fund to assist in the acquisition of suitable property to convert into useable open space. The proposed policy is required to support the introduction of such a fund.

If Council adopt this Policy, the Fund would be implemented as of 1 July 2024.

Option 2 –

1. The report be received.
2. The Open Space Fund policy as set out in Attachment 1 to this report (Item 4.1, Council Meeting 28/08/2023) be adopted with the following amendments.
  - Council to determine
3. The Open Space Fund Policy come into effect from 1 July 2024
4. The Chief Executive Officer be authorised to make minor editorial amendments to the Employee Code of Conduct policy as part of the finalisation of the document.

This option provides Members with an opportunity to amend the proposed policy before adoption. For example, Council may wish to increase the proposed 0.35% allocation from new growth to the Fund.

Both Option 1 and 2 support the creation of an Open Space Fund through the adoption of a Policy by Council.

Option 3 –

1. The report be received.

This option notes that Council has received a report but does not support the use of an Open Space Fund for the acquisition of properties to convert into useable open space.

For example, rather than establish a Fund, Council can determine to fund property acquisitions by new borrowings.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

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







## POLICY NAME

<b>Policy Type:</b>	Council
<b>Responsible Department:</b>	Business Support & Improvement
<b>Responsible Officer:</b>	Manager Finance and Procurement
<b>Related Policies Procedures and reference documents</b>	<ul style="list-style-type: none"> <li>• The Living City Open Space Strategy</li> <li>• Community Land Management Plan</li> <li>• Treasury Management Policy?</li> <li>• Strategic Property Committee Terms of Reference</li> <li>• Strategic Property Management – Acquisition and Disposal Policy</li> </ul>
<b>Community Plan Link</b>	1. Civic Leadership 4.1 We have strong leadership and governance
<b>Date Adopted</b>	<i>[Insert the date the policy was first approved. If adopted by Council, provide the resolution number eg 28 November 2021: C0000/21]</i>
<b>Last review date</b>	<i>[Insert the date the policy was last reviewed and approved. If endorsed by Council, provide the resolution number eg 28 November 2022: C0000/22]</i>
<b>Next review date</b>	<i>[Insert the date the policy is to be next reviewed eg November 2023]</i>
<b>Reference/Version Number</b>	<i>[Insert the policy reference number and version, eg COU0000: Version 1]</i>
<b>ECM Doc set I.D.</b>	<i>[Insert the ECM number of the policy]</i>

### 1. PREAMBLE

- 1.1. The City of Unley has limited usable open green space. Currently, our usable open green space is less than 8m<sup>2</sup> per individual when compared to the recommended minimum of 9m<sup>2</sup> per individual by the World Health Organisation. If the usable open green space does not increase, it is expected this will become worse as the population of the City increases due to urban infill.
- 1.2. Open spaces are important public places where people can relax, exercise, play and enjoy the natural environment.<sup>1</sup> Research indicates that open spaces are important for the overall health and wellbeing of people.
- 1.3. Green open spaces help communities build resilience to the impact of climate change.

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<sup>1</sup> NSW State Government definition of open space, Park for People Report

- 1.4. This Policy supports the creation of an Open Space Fund for the purpose of purchasing property within the City of Unley to convert into usable open green space.
- 1.5. This Policy enables the extra cost of existing services (resulting from an increase in population) to be met while providing a mechanism for providing additional open space to meet the needs of a growing population.

## 2. SCOPE

- 2.1. This Policy applies to:
  - 2.1.1. ensure that a percentage of the increase in rates revenue from new developments and capital improvements (Growth) to existing properties as confirmed by the Valuer General in June each year is allocated to the Open Space Fund; and
  - 2.1.2. guide the type of property to be acquired to increase the amount of usable open space across the Council area; and
  - 2.1.3. assist the Strategic Property Committee and staff in the identification and prioritisation of properties to be considered by Council.

## 3. POLICY PURPOSE/OBJECTIVES

- 3.1. The purpose of this Policy is to:
  - 3.1.1. Provide a mechanism for increasing the amount of usable open green space for community use across the Council area; and
  - 3.1.2. prioritise local areas where access to open space is greater than 700m for residential properties; and
  - 3.1.3. not to be at the expense of Council's responsibility to maintain its agreed current level of service including the maintenance of existing and future infrastructure; and
  - 3.1.4. not compromise long term financial sustainability.

## 4. DEFINITIONS

<b>Growth</b>	The increase in general rates income from new developments and capital improvements
<b>Valuer General</b>	Is the State's independent authority on property valuations and oversees all significant government property valuations and council rating valuations.
<b>Fund</b>	Open Space Fund
<b>Neighbourhood public open spaces</b>	These are larger spaces which serve the recreational and social needs of a community. Their areas range from 0.04 to 0.4 hectares and can ideally be accessed



Policy Name

Page 2 of 5

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	within 400m walking distances from households. They can accommodate a variety of activities, such as recreation, sporting and natural features conservation. <sup>2</sup>
<b><i>District public open spaces</i></b>	These are larger spaces are mainly designed to provide for organised formal sport. They include substantial recreation areas and some nature spaces. They serve several neighbourhoods with players and visitors traveling from surrounding districts. The size of the spaces range from 0.4 and 10 hectares and are designed to serve populations within 800m or 10 minute walking distance. <sup>2</sup>
<b><i>Community Land</i></b>	Community land is defined in the Local Government Act 1999 (the Act) as, 'All local government land (except roads) that is owned by a council or is under the council's care, control and management'.
<b><i>Rating Period</i></b>	The period of time that the annual declaration of rates in applied. Generally, it aligns with the financial year, July through June.
<b><i>Property</i></b>	A parcel of land and everything that is permanently attached to the land and has a land use code that aligns to a differential rating category endorsed by Council.

**5. ROLES AND RESPONSIBILITIES**

- 5.1. This Policy will be administered on behalf of Council by the Finance and Procurement team.
- 5.2. Decision making in relation to the application of this Policy will rest with Council.

**6. POLICY STATEMENT**

**6.1. CREATION OF THE OPEN SPACE FUND**

- 6.1.1. The account recording and accumulating this under this Policy shall be designated as the Open Space Fund.
- 6.1.2. The Open Space Fund is for the purchase of property to increase the amount of usable open green space within the City of Unley for the community.
- 6.1.3. Any purchase of property will not automatically be classified as Community Land.

**6.2. CONTRIBUTIONS TO THE OPEN SPACE FUND**

<sup>2</sup> United Nations Habitat draft report (2018)



- 6.2.1. For each rating period, 35 percent of the revenue above 0.5% from the increase in rates revenue from new developments and capital improvements (Growth) to existing properties as confirmed by the Valuer General in June each year will be allocated to the Open Space Fund.
- 6.2.2. The allocation described in 6.1.1 will be accumulative each year.
- 6.2.3. During the development of the Annual Business Plan and Budget, Council may decide to pause the allocation of Growth to the Open Space Fund for unexpected operating expenditure for a period of no more than two years.
- 6.2.4. Council at any time can determine the fund to cease and any remaining funds be returned to accumulated surplus.

### 6.3. APPLICATION OF THE FUND

- 6.3.1. The fund is for the purchase of usable green open space where a property satisfies at least one of the following:
  - 6.3.1.1. Will enable the creation of open space at least 0.4 hectares in size and will provide access to nearby residents that currently do not have access to usable green open space within 700m<sup>3</sup>.
  - 6.3.1.2. Will increase an existing Neighbourhood or District usable green open space that already exists within the City.
- 6.3.2. The property must be converted into usable green open space within three years of an area at least 0.4 hectares in size being created..

### 6.4. COMMUNITY LAND

- 6.4.1. Any purchase of property under this Policy must be assessed as to whether it will not be classified as Community Land and the recommendation to procure to Council must list this separately as a condition.

## 7. POLICY DELEGATIONS AND LEGISLATION

- 7.1. Not applicable

## 8. ROLES/RESPONSIBILITIES

The officers listed below have a primary role in applying the policy:

- General Manager Business Support and Improvement
- General Manager City Development
- Manager Finance and Procurement
- Coordinator Rates and Debtors

## 9. AVAILABILITY OF POLICY



Policy Name

Page 4 of 5

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- 9.1. The Policy can be downloaded, free of charge, from Council's website:  
[www.unley.sa.gov.au](http://www.unley.sa.gov.au).
- 9.2. A printed copy may be purchased on request at:  
The Civic Centre,  
181 Unley Road, Unley SA 5061.

**10. DOCUMENT HISTORY**

Date	Ref/Version No.	Comment



Policy Name

Page 5 of 5

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## DECISION REPORT

<b>REPORT TITLE:</b>	DRAFT COMMUNICATIONS AND ENGAGEMENT STRATEGY FOR ADOPTION
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	NICOLA TINNING, GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY 2023-27

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### 1. **PURPOSE**

The purpose of this report is to present the proposed Communication and Engagement Strategy 2023-27 to Council for adoption.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The draft Communications and Engagement Strategy as set out in Attachment 1 to this report (Item 4.2, Council Meeting 28/08/2023) be adopted.
  3. The Chief Executive Officer be authorised to make minor editorial amendments to the Communications and Engagement Strategy as part of the finalisation of the document.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

4. Civic Leadership
  - 4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

In 2020, the CEO Performance Review Panel directed that an audit and review of existing communication channels be undertaken that would inform the development of a Communications Strategy, noting that effective communication and engagement with the community is a key objective for Council.

The purpose of the Strategy is to provide guidance and direction for Council's communication objectives, audience, key messages, channels, and resourcing.

The audit, completed in September 2021, was undertaken by *Insource Marketing* consultants to document the current state of existing communications functions and to identify the strengths, weaknesses, gaps, and opportunities that would inform the development of a communications strategy.

The findings of that report were:

#### Strengths

- The communications team provides the full range of services that one would expect from a traditional council communications function, with only two full-time staff.
- Communication frameworks, templates, and tools are in place to support consistent style in messaging.
- Council has a range of communication assets which are of a high quality.
- There is a good level of rigour around annual and campaign planning and post analysis.
- From an internal service provider perspective, the communications team largely meets the needs of its customers.

#### Opportunities

- The communications function operates along traditional and responsive lines. Whilst it performs well as an internal service provider, it does not have the capacity to drive the Council's brand positioning proactively, or strategically.
- Individual campaigns and communication projects have clear objectives and plans, however a framework that aligns the communications activities to the strategic plan over the long term is missing.
- A Communications Strategy would enable the communications team to take a longer and broader view to review the range of interactions between the Council and the community, to ensure that they contribute positively to the community's perceptions of the organisation.

#### Gap

- The capacity of the communications team to take a strategic approach is currently limited.

Following these findings, consultants *SynergyIQ* was engaged in late 2022 to consider the audit findings, review the engagement toolkit, and to develop a draft four-year strategy.

SynergyIQ also met with Elected Members on two occasions (February and May 2023) to seek input to the development of the Strategy and to present the draft document for discussion.

A request for further input from Elected Members was sent by email and four responses were received. All feedback received from Members was considered by the consultant.

Members have also been kept informed of the progress of the project, with regular updates provided in the CEO Performance Report.

## **5. DISCUSSION**

Communication and engagement for local government is complex. The role of council is a combination of policy maker, regulator, service provider and employer. Due to the varied roles, this can result in unclear messaging and brand acknowledgement.

Balancing the need for a council to deliver information to its community and the diverse information needs of a community in such a complex model is not easy.

The brand of an individual council is also impacted by the perception of the wider local government sector. This is influenced by the media, other spheres of government (i.e., State and Federal), or the fact that most customers are unaware of council boundaries when seeking local services.

Media fragmentation is at an all-time high. Media and message overwhelm is also increasing, and the fact that most Australians are politically disengaged (2020 IPOS poll, 51% of people couldn't name a political achievement of a politician who had a positive impact) does not help.

A preliminary review of the recent Census data for the City of Unley suggests that the community has varying levels of interest in the voice of Council, its services and programs, strategy development or as an employer.

For example:

- Almost 64% of people over 15 years are in the labour force.
- A significant proportion of those are professional and in managerial positions.
- 78% travel outside of the City of Unley to work.
- 53% of the population is aged between 18 and 59.
- Nearly 44% of households are couples with children; and
- Just 34% of eligible ratepayers voted in the last local government election.



Individuals are increasingly expecting relevant, timely, and accessible information via a variety of communication mediums on their terms. With these challenges in mind, the proposed Strategy aims to deliver a shift in perception with a consistent approach, using a set of principles and a framework to achieve a set of objectives and actions.

When communicating and engaging with the community, it is suggested that the following principles be applied:

1. Consistency – with the organisation’s values and brand attributes.
2. Transparency – relevant, timely, accessible, and balanced.
3. Inclusion – using a variety of mediums and processes that enable people to access information and to engage with Council in ways that suit them.
4. Authenticity – honest and respectful communication with positive intent.
5. Community-first – putting the community at the heart of communication and engagement.
6. Continuous improvement – measuring and evaluating communication and engagement outcomes to continually refine and improve our approach.

The Strategy aims to achieve the following four objectives through actions to be implemented over the life of the plan:

1. Enhance the reputation of Unley as a city that offers an enviable lifestyle, environment, business strength and civic leadership.
2. Increase awareness of Council’s programs, services, and events.
3. Promote a greater understanding of the role and value of Council.
4. Enable community involvement in decision-making to support effective, sustainable, and responsible local government.

Each of the actions listed under each objective will be delivered in either the short, medium, or long term as described below:

<b>Objective</b>	<b>Short Term Actions 2023</b>	<b>Medium Term Actions (2024 &amp; 2025)</b>	<b>Long Term Actions (2026 &amp; 2027)</b>
Enhance the reputation of Unley as a city that offers an enviable lifestyle, environment, business strength and civic leadership.	2	1	2
Increase awareness of Council’s programs, services, and events.	3	1	1
Promote a greater understanding of the role and value of Council.	2	1	1
Enable community involvement in decision-making to support effective, sustainable, and responsible local government.	1	2	1
<b>Total</b>	<b>8</b>	<b>5</b>	<b>5</b>

The full proposed Strategy and actions is provided as Attachment 1.

*Attachment 1*

Following Council's consideration of the proposed Communications and Engagement Strategy, the Community Engagement and Consultation Policy will be reviewed and updated to meet the requirements of S50 Local Government Act 1999, and model framework published in October 2022 by the Local Government Association of South Australia.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- Some of the actions within the Strategy will require funding. These will be presented as Project Briefs for Council to consider as part of the Annual Business Planning and Budget process.

### **6.2 Risk Management (identification and mitigation)**

- Nil

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- Staffing resources and workplans will be reviewed to deliver the actions identified in the Plan. This is required whether the proposed Strategy is adopted or not.

### **6.4 Climate/Environmental Impact**

- Nil

### **6.5 Social/Economic**

- Nil

## **7. ANALYSIS OF OPTIONS**

Option 1 – the proposed strategy be adopted in the format presented

1. The report be received.
2. The draft Communications and Engagement Strategy as set out in Attachment 1 to this report (Item 4.2, Council Meeting 28/08/2023) be adopted.
3. The Chief Executive Officer be authorised to make minor editorial amendments to the Communications and Engagement Strategy as part of the finalisation of the document.

This option provides Council with a Draft Strategy in accordance with the adopted CEO KPIs. The Strategy has been developed by engaging with Elected Members, and staff, referencing the Community Engagement Framework published by the Local Government Association of South Australia in October 2022, and researching other local government authorities plans.

Option 2 – the proposed strategy be adopted with amendments

1. The report be received.
2. The draft Communications and Engagement Strategy as set out in Attachment 1 to this report (Item 4.2, Council Meeting 28/08/2023) be adopted with the following amendments.
  - Council to list the required amendments.
3. The Chief Executive Officer be authorised to make minor editorial amendments to the Communications and Engagement Strategy as part of the finalisation of the document.

This option provides Council with an opportunity to amend the Draft Strategy before adoption. In reviewing the proposed Strategy, Council may wish to extend the objectives, add, delete, or amend the proposed actions.

Option 3 – the proposed strategy is not adopted

1. The report be received.

This option enables Council to receive the report and not have a formal Communications Strategy adopted by Council. The Strategy would become an internal improvement plan for the Communications Team. The actions within the Plan would be presented as Project Briefs for Council to consider as part of the Annual Business Planning and Budget process.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

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



## Kaurna Acknowledgement

Ngadlurlu tampintheta, ngadlu Kaurna yartangka inparrintheta. Ngadlurlu parnuku tuwila yartangka tampintheta.

Ngadlurlu Kaurna Miyurna yaiya yarta-mathanya Wama Tarntanyaku tampintheta. Parnuku yailtya, parnuku tapa purruna yalarra puru purruna.\*

We would like to acknowledge that the land we meet on today is the traditional lands of the Kaurna people and that we respect their spiritual connection with their country. We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

\*Kaurna Translation provided by Kaurna Warra Karrpantheta

## Introduction

The City of Unley recognises that effective communication is essential to building a strong, vibrant community. Good communication supports:

- Transparency about decision-making, resource allocation, and Council priorities—helping to build trust and credibility.
- Engagement by enabling community participation in decisions that affect them and their neighbourhoods.
- Improved decision-making by gaining a better understanding of community needs and concerns.
- Accountability by ensuring accurate, timely, and complete information is available to interested community members.

## Purpose

This strategy aims to support good communications and engagement by:

- Providing structure and direction in a complex and challenging environment.
- Providing a roadmap to improve the quality, consistency, and effectiveness of Council's communication and engagement with the community.
- Considering the role that communications and engagement play in delivering the strategies identified in Council's four-year delivery plan.

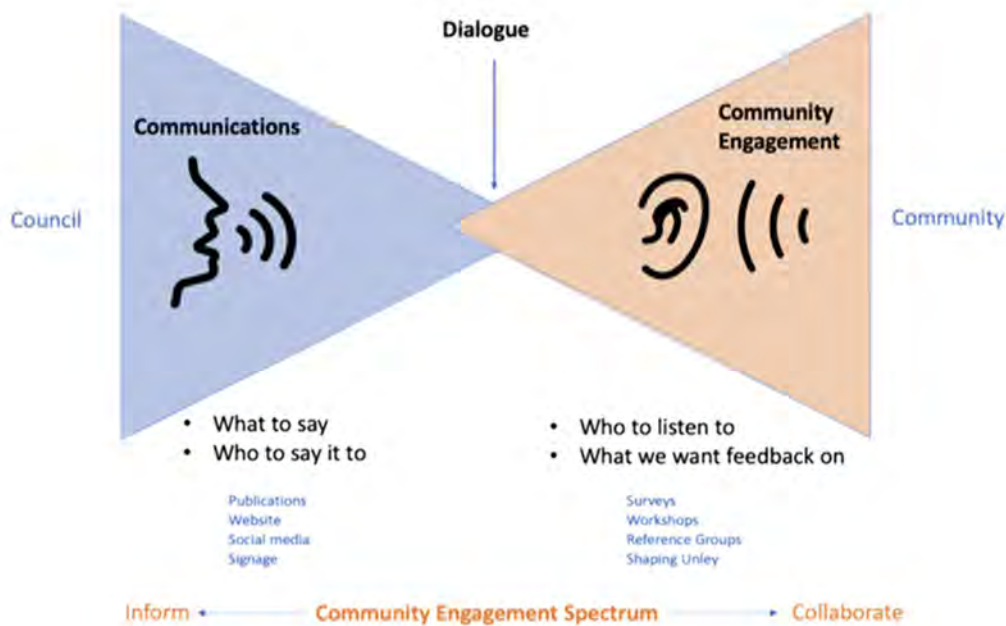
## Communications versus community engagement

Communications and community engagement are two related but distinct concepts.

Communications generally refers to the dissemination of information to a specific audience or the general public. It can be undertaken via a range of different analogue and digital mediums, including printed materials, signage, websites, and social media. The goal of communications is typically to inform, educate, or persuade people.

On the other hand, community engagement refers to the process of involving people in decision-making processes that affect their lives. It is a two-way process that involves active listening, dialogue, and collaboration between individuals, organisations, and communities. Community engagement aims to build trust, foster relationships, and promote social inclusion by involving people in shaping the policies, programs, and services that affect them.

**Communications can take place without community engagement, but community engagement cannot take place without communications.**



## Section 1

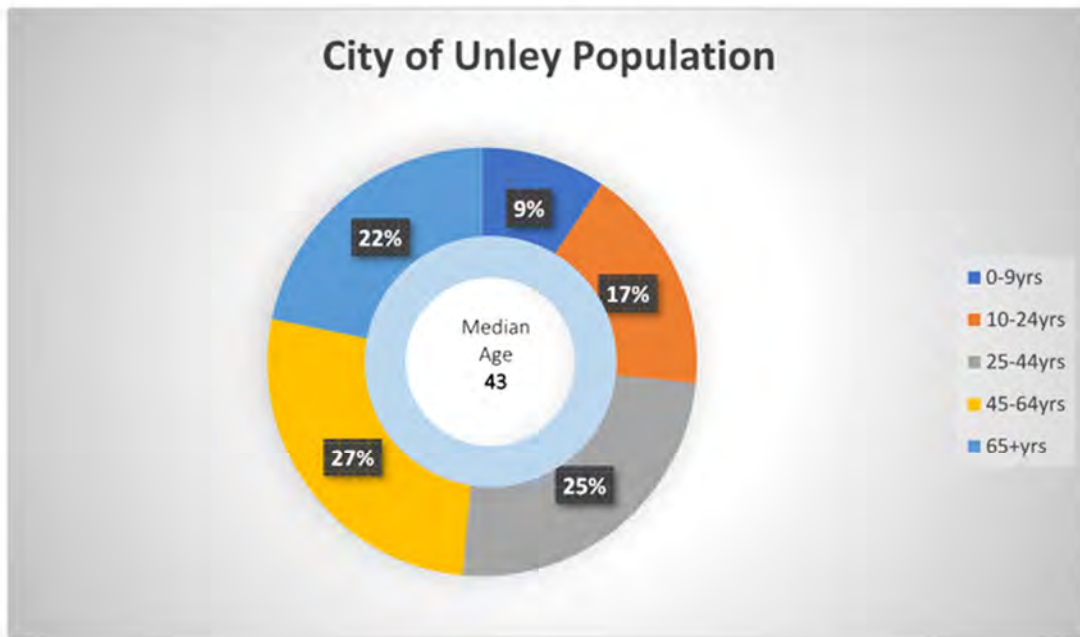
### Background

#### 1.1 Our community profile

Located just four kilometres from Adelaide’s CBD, the City of Unley covers an area of 14 square kilometres. It comprises approximately 18,000 rateable properties and infrastructure assets worth over \$530m. It is divided into six council wards, represented by twelve councillors and a mayor.

##### Residents

According to the 2021 Census, The City of Unley has a population of approximately 39,000 people with a median age of 43.



Education and income levels are high.

- 46.5% of residents have a bachelor's degree or higher
- 38.5% of the residents work in professional roles
- 35.5% of residents own their own home without a mortgage

Approximately 80% of working residents commute to jobs outside of the council area.

Just over one-quarter of residents were born overseas, with the UK, China and India representing the top three places of birth.

As a city-fringe area, Unley has a high proportion of medium-high density housing compared to greater Adelaide, which may be why 'lone person households' is the most common household configuration (28%), closely followed by 'couples with children' (27.8%) and 'couples without children' (26.5%).

#### Business

The City of Unley is home to 6,000 businesses, four vibrant mainstreets (each represented by an independent trader's association) and a growing number of business precincts. There are over 20,000 local jobs and the area has a gross regional product worth \$3.27 billion.

The top three industries by employment are:

- Healthcare and social assistance
- Professional, scientific, and technical services
- Education and training

While the top three industries by output value are:

- Professional, scientific, and technical services
- Construction



- Healthcare and social assistance

Council plays a variety of roles in relation to business, from regulator to asset owner to advocate. For the 70% of businesses that are home-based and non-employing, Council is likely to have little direct impact on the way they work. However, Council decisions such as those affecting the public realm may have a significant effect on retail and hospitality businesses.

#### Clubs and community groups

Clubs and community groups are an essential part of the social fabric of the City of Unley. They are partners in helping Council achieve its community development and wellbeing goals.

As grassroots organisations formed by community members with shared interests, they can provide valuable input and feedback and help to engage residents in Council initiatives. They are often based in Council-owned facilities, and some rely on Council grants for their ongoing viability.

There are over 40 sporting clubs in Unley that make regular use of Council's open spaces and sporting facilities, as well as 250 community groups ranging from community service based organisations, to recreation and religious groups.

#### Other stakeholders

Other important stakeholder groups include:

- Non-resident ratepayers – 25% of rate notices go to real estate agents and addresses outside of the City of Unley. Most of these go to landlords of residential properties who receive no direct benefit from services provided by Council.
- Visitors – the City's four mainstreets, Adelaide Showgrounds, and the adjacent parklands help to attract thousands of visitors who help support the local economy.
- Investors – Council's Economic Development Growth Strategy is targeting \$900 million in development investment by 2025, particularly in mixed-use developments, retail facilities, and regeneration of local assets.
- Potential employees – in a tight employment market, Council is competing for skilled and experienced staff.
- Volunteers – approximately 250 people provide their time and skills on a voluntary basis to support City of Unley programs and services, helping to strengthen the bond between Council and the community.
- State and federal governments and other local government areas – Council must often collaborate with other levels and areas of government to implement its strategies and achieve its objectives.

*Note: Staff communication is addressed separately through an internal communications plan and elected members have access to a purpose designed information hub.*

#### Target audience heterogeneity

While it is useful to understand the composition of our community, it is important to note that the target audience for any given Council communication or engagement activity can be



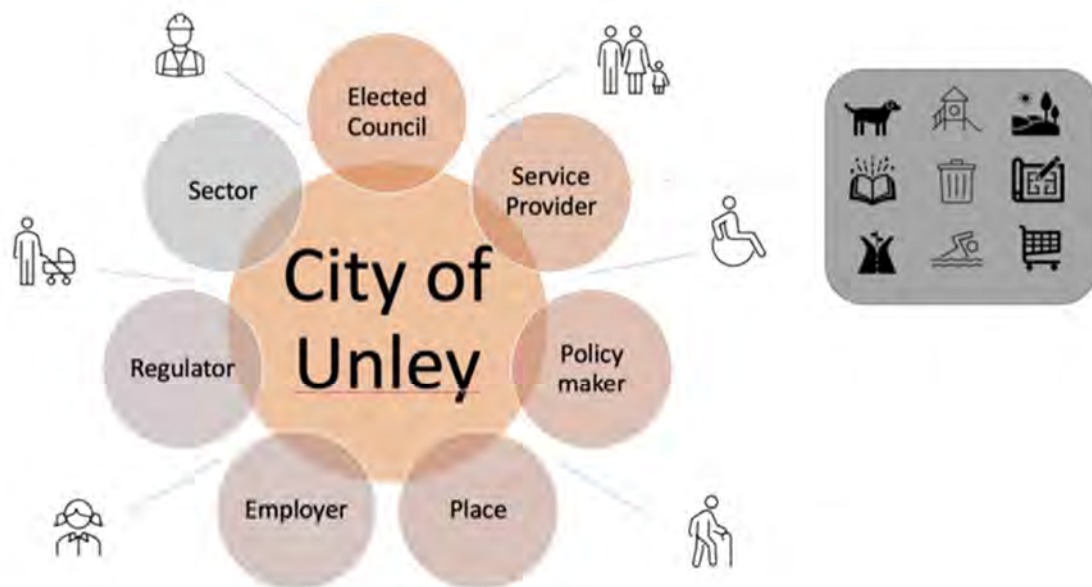
defined by a wide range of shared characteristics including interests, needs, occupations, abilities, gender, sexual orientation, age, and location.

## 1.2 The communications environment

### Communications model

The local government communications model is uniquely challenging.

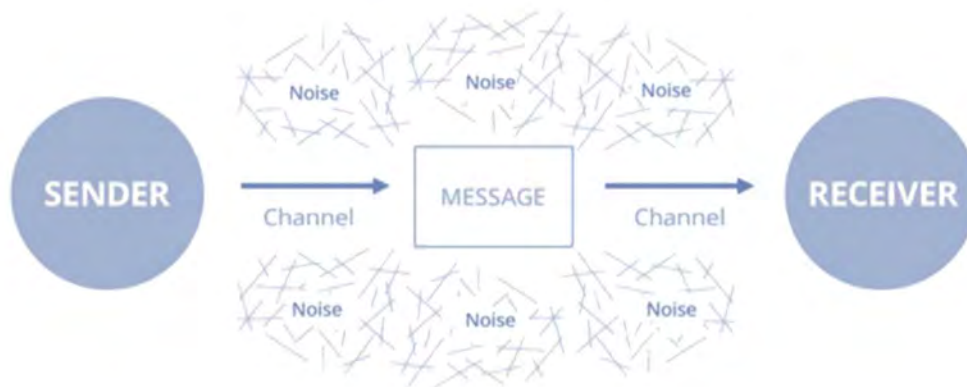
In conjunction with policy and political messaging, councils promote a vast range of services to a geographically bound but diverse audience. Council brands are strongly associated with their region or place identity and with the overarching brand of local government. Councils must also manage the ongoing tension of being both regulators and service providers. This complexity makes council brand and message management particularly difficult.



### Media landscape

The Australian media landscape is constantly evolving. The recent demise of local newspapers such as the Messenger has left a gap in the coverage of local issues and made it more difficult to reach certain segments of the community.

Proliferating streaming channels, digital radio channels, and social media platforms have resulted in increasing audience fragmentation and message overwhelm has reached an all-time high. In 2007, market research firm Yankelovich estimated that the average consumer saw up to 5,000 ads per day. Although there are no official figures, the average person is now estimated to encounter between 6,000 to 10,000 pieces of communication every day.



Communication mediums



In 2020, neighbouring council the City of Mitcham undertook research to understand how different segments of their community preferred to communicate with Council. The study, which is applicable to the City of Unley given its similar demographic profile, demonstrated that different age cohorts engage with the Council for different reasons and prefer different mechanisms and media for communication.

The report stated “The community voiced different desired communication mediums that varied by the age cohorts to which they belong. Website (41%) emerged as the most preferred medium to receive information from the council followed by email (39%), flyers/letter box drops (37%), Mitcham Community News (33%) and social media (30%).”

Younger people tended to prefer online mechanisms including social media, middle-aged people cited a preference for engaging via the website, while printed media remained strong amongst older cohorts.

**This highlights the need to provide a range of ways for people to make contact and receive information from Council.**

People will also be in one of three different modes when communicating with Council— seeking, receiving, or providing information—reinforcing the need for Council to use a range of mediums:

Mode	Example medium
 <p>Actively <b>seeking</b> information about a particular topic</p>	Council website, app, telephone, customer service counter, noticeboards
 <p>Passively <b>receiving</b> information from Council</p>	Letterbox drop, email, social media post, signage



**Providing** information to Council

Telephone, app, email, Your Say, 1:1 meetings, street meetings, workshops

A current state assessment of communications undertaken in 2021 found that the City of Unley has a range of high-quality, mature communication assets and appropriate policies, tools, and templates in place, but that an opportunity exists to develop a centralised community database to support improved targeting of information.

#### Current perceptions of the City of Unley

While no formal research has been undertaken on the effectiveness of Council's communication or brand perceptions, customer service satisfaction scores provide a proxy measurement. Currently at 85%, these surveys show a high level of satisfaction with Council's services.

Terms such as leafy, affluent, and conservative are commonly associated with the City's brand identity and while Council has previously adopted the positioning lines 'City of Villages' and 'City of Opportunities', there is an opportunity to review the ongoing relevance and execution of these statements.

Staff and elected members believe that awareness of Council services and programs could be improved, yet participation is generally seen as good. Similarly, there is a desire by elected members to generate higher levels of engagement in community engagement activities.

### 1.3 The community engagement environment

Councils are legislatively required to undertake community engagement on a limited range of issues. However, most, including Unley choose to engage more broadly in the belief that community involvement in decision-making is fundamental to good governance.

Levels of participation in engagement activities vary widely depending on a range of factors such as the nature of the issue at hand, the demographics of the community, and the level of effort required to participate.

People can be grouped into four categories in terms of their interest in engaging with Council.

1. Disinterested – want to pay their rates and use services as needed.
2. Yet-to-be-engaged - want to be consulted on decisions affecting their household but haven't been yet.
3. Engaged - want to be consulted on decisions affecting their household and have been.
4. Passionate – would like ongoing involvement in conversations with Council.



	Level of interest	Level of engagement
	Disinterested	Inform
	Engaged + yet-to-be engaged on issues directly impacting me	Consult
	Passionate	Participate

People are more likely to engage where an issue is directly related to their own wellbeing (sometimes referred to as the 'self-interest' hypothesis), however, engagement activities should be designed to maximise opportunities to participate, whether individuals choose to or not.

The design and interpretation of community engagement activities should also ensure that a diversity of perspectives are taken into account. By using a mix of quantitative and qualitative techniques and considering council's goals and the broader context when analysing results, council will ensure equal weight is not given to unrepresentative views.

Council must also consider the time and resource implications associated with community engagement. While community engagement yields many benefits, it is important to align the level and type of engagement with the nature of the issue and ensure that there are clear parameters so that the outcomes generated are achievable.

A recent review of the City of Unley community engagement toolkit found that it remains best practice and continues to support high-quality community engagement. The Shaping Unley process introduced in 2021 provides for an additional, deeper level of engagement with the community on complex and potentially polarising issues.

The review described a strong culture of engagement across Council and noted good utilisation of tools including the Your Say online community engagement platform.

## 1.4 Summary – challenges, strengths and opportunities

Challenges	Strengths
Complex branding and messaging framework	High levels of community satisfaction with Council
Highly fragmented and increasingly digital media landscape	Strong communications policy framework, tools, and templates
A wide variety of audiences with different channel preferences and different levels of interest in engaging with Council	High-quality, mature communication assets
	Strong culture of engagement
	Comprehensive community engagement toolkit and good utilisation of the Your Say online engagement platform
Opportunities	
Increase awareness of Council programs and services	
Consolidate brand positioning framework	
Improve targeting of information	
Increase community engagement participation rates	
Use the Shaping Unley process to deepen the level of community engagement on critical and sensitive issues	

## Section 2

### Strategy

#### 2.1 Objectives

- Objective 1: Enhance the reputation of Unley as a city that offers an enviable lifestyle, environment, business strength and civic leadership.
- Objective 2: Increase awareness of Council's programs, services, and events.
- Objective 3: Promote a greater understanding of the role and value of Council.
- Objective 4: Enable community involvement in decision-making to support effective, sustainable, and responsible local government.

#### 2.2 Communication and engagement principles

When communicating and engaging with the community, Council will apply the following principles:

- **Consistency** – with the organisation's values and brand attributes.
- **Transparency** – relevant, timely, accessible, and balanced information.
- **Inclusion** – using a variety of mediums and processes that enable people to access information and engage with Council in ways that suit them.
- **Authenticity** – honest, respectful communication with positive intent.
- **Community-first** – putting the community at the heart of communication and engagement.
- **Continuous improvement** – measuring and evaluating communication and engagement outcomes to continually refine and improve our approach.

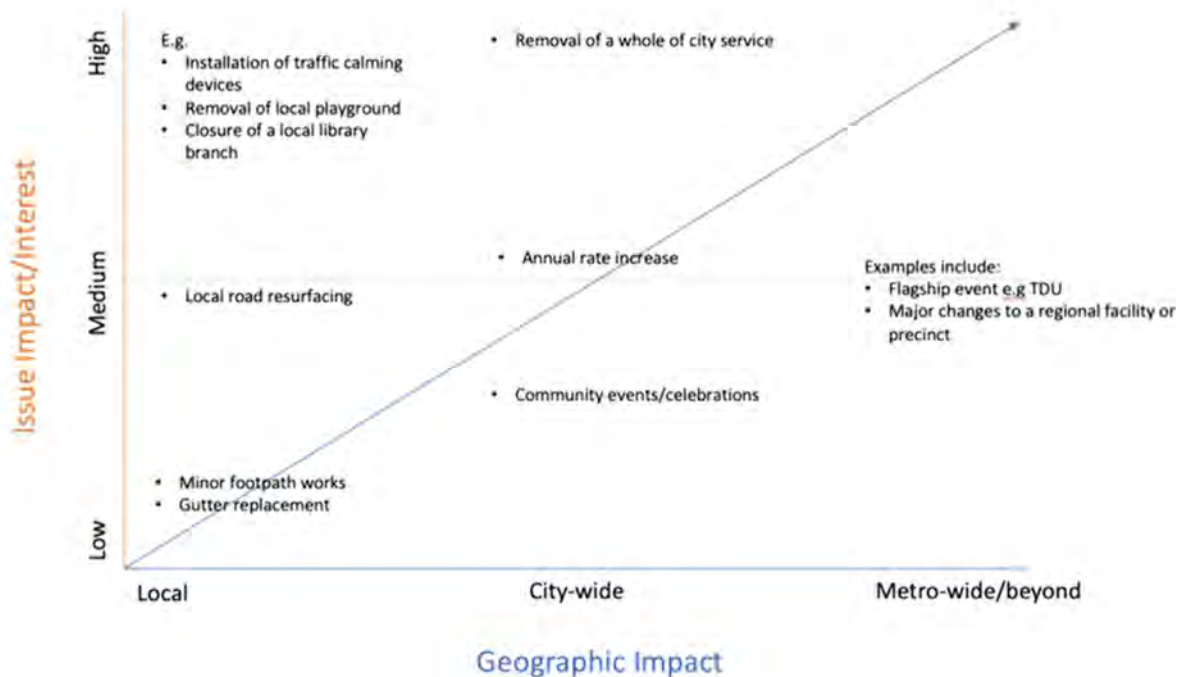
#### 2.3 Communication and engagement factors

When deciding what communication mediums to employ, the nature of the audience or stakeholder group and their preferred modes of communication will be one of our primary considerations.

When deciding at what level to engage, will also take into account:

- The level of difficulty involved in making a decision.
- The potential impact the outcome might have on stakeholders.
- The level of interest that stakeholders demonstrate concerning the decision.
- The geographic impact of the decision.

### Example issues and events



## 2.4 Engagement model

When engaging with the community, we will engage as early in a project’s lifecycle as practicable, at the highest level possible, within legislative, time, and budget constraints, or explain to the community why not.

We will continue to employ an engagement model based on the International Association for Public Participation (IAP2) model which is recognised as best practice and widely used by local and state governments in Australia.

The Unley model has been adapted from the original five levels of engagement to four.

1. Inform
2. Consult
3. Involve
4. Collaborate
5. Empower (not applicable)

This is consistent with the approach described in the South Australian Local Government Association’s community engagement model handbook which notes “the IAP2 Spectrum includes Empower as a level of engagement whereby final decision making is placed in the hands of the public. Under the Local Government Act 1999, the only decision-making power which is likely to be placed in the hands of the public is that of electing council members

every 4 years. The Act empowers an elected council in South Australia to make policy, strategic and budget decisions except where delegated to staff, a committee, or a subsidiary, but delegations for decision making cannot be made to the public.”

### Community Engagement Spectrum

<b>Level 1 Inform</b>	<b>Level 2 Consult</b>	<b>Level 3 Involve</b>	<b>Level 4 Collaborate</b>
Provide information that explains how and why a decision has been made	Obtain feedback on available options	Work with the community to understand needs and concerns and develop possible solutions	To partner with the public via the Shaping Unley process to explore each aspect of the decision including development of alternatives and identification of a preferred solution
<p>We will inform when:</p> <ul style="list-style-type: none"> <li>▪ A decision is made for legislative, financial, or technical reasons.</li> <li>▪ There is no opportunity to influence the outcome.</li> </ul>	<p>We will consult when:</p> <ul style="list-style-type: none"> <li>▪ Input is required on concepts or designs</li> <li>▪ There is more than one option available</li> <li>▪ Final decisions are being shaped</li> </ul>	<p>We will seek involvement when:</p> <ul style="list-style-type: none"> <li>▪ Issues and concerns are unclear</li> <li>▪ We need to understand the community’s lived experience and local knowledge</li> </ul>	<p>We will collaborate when:</p> <ul style="list-style-type: none"> <li>▪ We need stakeholders to talk to us and each other about complex and potentially polarising issues</li> </ul>
<p>We will explain:</p> <ul style="list-style-type: none"> <li>▪ What decision was made</li> <li>▪ How the decision was made</li> <li>▪ The impact (if any) of the decision</li> <li>▪ Where further information can be found</li> </ul>	<p>We will ask:</p> <ul style="list-style-type: none"> <li>▪ Are there any ideas to improve this?</li> <li>▪ Which option is preferred?</li> <li>▪ Why/why not?</li> </ul>	<p>We will ask:</p> <ul style="list-style-type: none"> <li>▪ What would people like to see happen?</li> <li>▪ What have we missed or not considered?</li> <li>▪ What’s are the alternative ways forward?</li> </ul>	<p>We will ask:</p> <ul style="list-style-type: none"> <li>▪ What are the key issues?</li> <li>▪ What are the possible solutions?</li> <li>▪ What are your recommendations to Council?</li> </ul>



## 2.6 Strategies and actions

In addition to the routine work of the communications team, the following strategies will be implemented:

<b>Objective 1</b>			
Enhance the reputation of Unley as a city that offers an enviable lifestyle, environment, business strength and civic leadership.			
	<b>Strategies</b>	<b>Actions</b>	<b>Timing</b>
1.1	Establish baseline brand measures	Undertake research to understand current perceptions of the City of Unley and its organisation and place brands	Medium
1.2	Review brand framework and guidelines	Review the City of Unley brand framework including organisational, employer, business, and place brand positioning and relationships	Long
1.3	Comply with DAIP requirements	Review brand and operational communications to ensure they meet Disability Access and Inclusion requirements	Short
1.4	Align strategic communication outputs	Improve forward planning processes to ensure alignment of communication messages and activities arising from Council's various strategies e.g. cultural, environmental and economic development strategies	Short
1.5	Develop a positioning campaign	Develop a low-cost positioning campaign/set of messaging to bring brand positioning to life  Consider use of internal and external brand ambassadors to amplify messaging	Long

<b>Objective 2</b>			
Increase awareness of Council's programs, services, and events.			
	<b>Strategies</b>	<b>Actions</b>	<b>Timing</b>
2.1	Improve targeting of information	Develop a community database and associated protocols	Short

2.2	Explore new media partnerships	Identify and assess alternative non-traditional media partnerships to replace the Messenger	Long
2.3	Improve social media engagement	Trial increased use of short videos, polls, and other emerging tactics to improve social media engagement	Short
2.4	Review media monitoring service	Review the requirement for a traditional media monitoring service and explore alternative tracking mechanisms	Short
2.5	Measure and report the effectiveness of Council's communication and engagement program	Establish metrics and reporting protocol to track the effectiveness of Council's communication and engagement program.	Medium

### Objective 3

Promote a greater understanding of the role and value of Council.

	Strategies	Actions	Timing
3.1	Review publications	Review the format, content and frequency of Council's publications. (print and digital)	Medium
3.2	Support development and promotion of online services portal	Work with ICT to develop and promote online services portal and/or app	Short
3.3	Leverage partnerships	Leverage partnerships with trader associations, sporting clubs and community groups to promote the role of Council	Long
3.4	Leverage LGA 'part of your everyday' campaign	Adopt/adapt/amplify LGA campaign messaging	Short

### Objective 4

Enable community involvement in decision-making to support effective, sustainable, and responsible local government.

	Strategies	Actions	Timing
4.1	Implement the recommendations of the Community Engagement Toolkit Review	Implement the recommendations of the Community Engagement Toolkit Review including:	Medium

		<ul style="list-style-type: none"> <li>• Moving the community engagement toolkit online</li> <li>• Endorsing an overarching principle to encourage greater community engagement</li> <li>• Developing clear roles and responsibilities statement for staff and elected members in relation to community engagement</li> <li>• Finalising a community engagement framework</li> </ul>	
4.2	Undertake a recruitment drive to build greater diversity in the community engagement database	Promote the opportunity to increase the participation in engagement activities such as YourSay Unley (Relates also to strategy 2.1 – improve targeting of information)	Short
4.3	Evolve the collaborative engagement approach	Refine the Shaping Unley model based on learnings from Tree Canopy on Private Land engagement	Medium
4.4	Deepen our collective understanding of the science behind engagement and interpretation of results	Analyse engagement activities and monitor sector research to continually refine our approach to engagement and how to interpret results.	Long

## 2.7 Resourcing

To implement this strategy, the City of Unley communications team will transition to a hybrid delivery model where an increased number of activities will be centralised. This will require increased resourcing and a review of the skills required within the communications team.

An internal training program will underpin the rollout of the updated community engagement toolkit and the communications team will educate staff about how to engage with the new hybrid delivery model.

To support delivery of this strategy, projects will be scoped where required to be considered as part of the annual business planning process.

## 2.8 Measurement and reporting

Progress against the strategies and actions outlined in this document will be reviewed annually. Success will be measured in terms of compliance to plan and effectiveness (as per action 2.6).

## DECISION REPORT

<b>REPORT TITLE:</b>	PROPOSED NAMING OF A ONE-WAY PUBLIC ROAD BETWEEN ARTHUR AND MARY STREET, UNLEY
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	ALEX BROWN, MANAGER FINANCE AND PROCUREMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. NAMING OF ROADS &amp; COUNCIL ASSETS POLICY</li><li>2. CORRESPONDENCE FROM LOUIS KANELLOS, DIRECTOR OF CHASECROWN PTY LTD</li></ol>

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### 1. **PURPOSE**

A land division application has been received for the property between 79-85 Mary Street & 58-62 Arthur Street, Unley, which will incorporate a new public one-way road. Council has the provision to assign a name to the new road that will run between Arthur and Mary Street, Unley. Accordingly, the Administration has researched the local history of this area to provide suggestions that Council may like to consider in the event that the land division application is approved.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. *The matter is for Council to determine the preferred option.*
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

4. Civic Leadership
- 4.3 Our business systems are effective and transparent.

#### 4. **BACKGROUND**

Assigning the name of a road in a council area is covered by Division 5 Section 219 of the Local Government Act 1999.

*Division 5 - Names and numbers - Section 219 - Power to assign a name, or change the name, of a road or public place*

- (1) *A council may assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.*
  - (1a) *The council must assign a name to a public road created after the commencement of this subsection by land division.*
- (2) *If a council proposes to change the name of a public road that runs into the area of an adjoining council, the council must -*
  - (a) *give the adjoining council at least two months' notice of the proposed change; and*
  - (b) *consider any representations made by the adjoining council in response to the notice.*
- (3) *A council -*
  - (a) *must immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under this section; and*
  - (b) *must, on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads and public places in the council's area.*
- (4) *Public notice must be given of the assigning or changing of a name under subsection (1).*
- (5) *A council must prepare and adopt a policy relating to the assigning of names under this section.*
- (6) *A council may at any time alter its policy or substitute a new policy. Local Government Act 1999 - 10.11.2021 Chapter 11 - Land Part 2 - Roads Division 5 - Names and numbers 14 Published under the Legislation Revision and Publication Act 2002*
- (7) *Notice of the adopting or altering of a policy under this section must be published -*
  - (a) *in the Gazette; and*
  - (b) *in a newspaper circulating within the area of the council; and*
  - (c) *on a website determined by the chief executive officer.*
- (8) *A reference in this section to land division is a reference to the division of an allotment under the Planning, Development, and Infrastructure Act 2016 or to the dealing with land under the Roads (Opening and Closing) Act 1991 so as to open a road.*

In accordance with the Act, Council has a policy for the naming of roads and council assets and this Policy is included as Attachment 1.

#### *Attachment 1*

An extract of the Council's Naming of Roads & Council Assets Policy is provided below for Member's information. The Policy requires the following to be observed under Section 6.4 "Name Sources":

6.4.1. Sources of names for roads, public places, or assets may include:

- *Aboriginal names taken from the local Aboriginal language.*
- *Early explorers, pioneers, and settlers.*
- *Eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community.*
- *Local history.*
- *Thematic name such as flora, fauna, ships.*
- *Commemorative names.*

Names should be appropriate to the physical, historical, or cultural character of the area concerned, and the origin of each name should be clearly stated and subsequently recorded.

Furthermore, under Section 6.5 "Propriety" the following shall be observed:

- 6.5.1. *Names of living persons and commercial entities will generally be avoided.*
- 6.5.2. *Council will not assign the name of a serving Elected Member of Council, or its Administration, or serving State or Federal politicians, to a public road, public place, or Council asset.*
- 6.5.3. *Names which are characterised as follows will not be used; offensive or likely to give offence; or incongruous - out of place.*

This report contains options or suggestions for Council to consider. The Administration seeks Council's preference so that the appropriate engagement may occur with the descendants and/or representatives.

An Elected Member Briefing was held on 17 July 2023 to inform Members of the process to name a road and to receive initial feedback on naming proposals should the development proceed.

## **5. DISCUSSION**

In early June 2023, Council received a letter from the Director of Chasescrown Pty Ltd, suggesting that the new road within the development bounded by 79-85 Mary Street & 58-62 Arthur Street, be called Kings Place because the surrounding streets have a royal theme and it is in keeping with its proximity to King William Road.

A copy of the correspondence is included as Attachment 2.

*Attachment 2*

Administration recommends the street suffix is “Way” rather than “Place” given that the new roadway will be a one-way public road.

In accordance with the Council’s Naming of Roads & Council Assets Policy, the naming of the new road is a decision for Council, and the choices below meet section 6.4.1 of the Policy.

The Curator of the Unley Museum has suggested the following names that have a local historical reference to the area:

- **Jane Brock Way** – The Brock family were early residents to the area after arriving from England and moved to Lane Street (now Queen Street) in 1850. Before the sudden passing of James Brock, he had purchased two further pieces of land which were on the south side of Mary Street where he built a wooden cottage. This would later become 13 Queen Street.

After James’ death, Jane Brock and her two sons ran a grocery store from the cottage on Mary Street. Jane, after a further five years, purchased more ‘Lazy Land’ surrounding her property (Mary Street). Jane’s brother, Thomas Ford, who came from England to help, purchased other land on Mary Street, and built a house, known as Fordene that was owned by the Ford family for generations. Jane Brock was eventually able to secure a mortgage on the property, 14 Queen Street where she built a house. Her son Alfred, lived in the former cottage (number 13) with his wife, the daughter of the licensees of the Turf Hotel. Her other son Frank, also lived at 13 Queen Street with his wife after Alfred moved out. Frank’s son eventually became the licensee of the Cremorne Hotel.

Jane Brock was well known and well educated; she was present at the 21st Anniversary of the State at the Old Gum Tree at Glenelg, and held office in the Trades and Labour Council, United Labor Party and Democratic Societies of SA. She lived in Queen Street until she died at the age of 93. Her houses remained in the family until the 1960s.

- **Sym Choon Way** - Sym Choon came from China in 1891, when he was 21. He moved to Unley where he worked as a hawker, buying produce, and selling it door to door from a hand trolley. Nine years later, he brought So Yung Moon, his wife, to Unley.

The family owned and operated eight market gardens around Mary, Arthur and Thomas Streets. The family also rented a house in Arthur Street where their three children George, Dorothy, and Gladys were born.



- **George Styles Way** – George Styles arrived in Unley in 1849 and was an early village storekeeper and baker. His premises is where “Bricks and Stones” now is. He was also the postmaster and was heavily involved in the establishment of Unley, including being on the committee for the Unley Institute.

His family remained in the Unley area until the early 1970s. Records show that the store existed before 1860. He was very civic minded and was known to have been very generous with people in hardship by providing store credit and relief supplies. He was involved in lobbying for the separation from Mitcham. He was a Justice of the Peace and a member of the School Board for Advice. There is a plaque in his memory on St Augustus’ building.

If Council selected a preference from the suggestions above, the Administration would liaise with the descendants or family representative to seek permission following Council’s decision.

Council may like to take the opportunity to explore an Aboriginal name from the local Aboriginal language. Using a Kurna name does help to preserve and promote language, which contributes to cultural diversity. Indigenous names carry cultural and historic significance. Consultation with the Kurna community would be required to avoid cultural appropriation or offence.

If Council chooses this option as a preference, the Administration would lodge its request as soon as possible to increase the chance of it being considered in time. Administration understands that Kurna groups are experiencing a high volume of requests at present and this is likely to result in delays.

During the Elected Member Briefing on 17 July 2023, the option of a flora name was suggested. Two species of trees that were common in the area prior to European settlement were *Eucalyptus microcarpa* (Grey Box) / *Eucalyptus leucoxylon* (SA Blue Gum). Two further flora names were provided to the Administration following the Elected Member Briefing: “Redgum Way” and “Karra Way”. It is understood that *Karra* is Kurna term for *Redgum*. As with other potential Kurna names, “Karra Way” would require consultation with the Kurna community.

Alternatively, Council may wish to choose the thematic name, Kings Place as suggested by Chasecrown Pty Ltd. The use of a thematic name would not require any permission for its use.

## 6. **POLICY IMPLICATIONS**

The primary legislative provisions in the Act relating to naming a new road are:

- The *Local Government Act 1999* Division 5 - Names and numbers.
- Section 219 - Power to assign a name, or change the name, of a road or public place.



## 7. **ANALYSIS OF OPTIONS**

These options are in no particular order of preference. The decision is one of Council. Administration suggests that an alternative be considered should the first preference not eventuate.

### Option 1 –

1. The report be received.
2. Council nominates the preferred name \_\_\_\_\_ (Council to advise) be assigned in accordance with the City of Unley's Naming Policy be endorsed for the one-way public road between Arthur & Mary Street, Unley
3. Council nominates a reserve name \_\_\_\_\_ (Council to advise) be assigned in accordance with the City of Unley's Naming Policy be endorsed for the one-way public road between Arthur & Mary Street, Unley in the event the decedents of the preferred name decline the use of the preferred name.

This option allows Council to select the preferred name of the road from one of the proposals provided by the Museum curator or a flora name.

If required, consultation with the decedents or family representative in accordance with the City of Unley's Naming Policy will be undertaken on the preferred and reserve names.

### Option 2 –

1. The report be received.
2. The Administration investigate and consult with Kurna representatives to select a preferred Aboriginal name for the one-way public road between Arthur & Mary Street, Unley.
3. Council nominates a first reserve name \_\_\_\_\_ (Council to advise) be assigned in accordance with the City of Unley's Naming Policy be endorsed for the one-way public road between Arthur & Mary Street, Unley in the event the Kurna respresentatives are unable to select a preferred Aboriginal name within time.

Council may wish to request the Administration to investigate and consult with the Kurna representatives to select an appropriate Aboriginal name.

Due to the number of requests that Kurna groups are experiencing, this may take more time than liasing with the descendants or representatives under Option 1 and may not meet the time frame required. It is for this reason that Administration has suggested a second preference for a name.

Option 3 –

1. The report be received.
2. Council nominates Kings Place be endorsed for the one-way public road between Arthur & Mary Street, Unley

Council may wish to support the request received from Mr Louis Kanellos, Director of Chasecrown Pty Ltd.

**8. RECOMMENDED OPTION**

The matter is for Council to determine

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Nicola Tinning	General Manager, Business Support & Improvement



## S0012: NAMING OF ROADS & COUNCIL ASSETS POLICY

<b>Policy Type:</b>	Statutory
<b>Responsible Department:</b>	City Development
<b>Responsible Officer:</b>	Manager Strategic Assets
<b>Related Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Memorials Policy</li> <li>• Community Engagement &amp; Public Consultation Policy</li> </ul>
<b>Community Plan Link</b>	<i>Community Living:</i> 1.4 Our Community is proud to be part of our City
<b>Date Adopted</b>	25 October 2010, C758/10
<b>Last review date</b>	23 September 2019: C106/19
<b>Next review date</b>	September 2019
<b>Reference/Version Number</b>	S0012: Version 4
<b>ECM Doc set I.D.</b>	<a href="#">1327569</a>

### 1. PREAMBLE

- 1.1. A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:
  - a public road;
  - a private road; and
  - a public place.
- 1.2. Council must assign a name to a public road created by land division.
- 1.3. All roads that can be used as part of an address for an address site will be assigned a name.
- 1.4. Council also may assign a name to Council assets, including infrastructure or facilities.
- 1.5. A Council resolution is required to assign or change the name of a public or private road, public place, or Council assets.

### 2. SCOPE

- 2.1. This Policy covers all Council assets that require an assigned name or change of name under section 219 of the Act.

### 3. POLICY PURPOSE/OBJECTIVES

- 3.1. The objective of this policy is to provide a framework for selecting names for roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City.

#### 4. DEFINITIONS

- 4.1. For the purposes of this policy, the definitions used for highway, private road, public road, road, and public place, local government land, park, reserve, and relative will be those in section 4 of the *Local Government Act 1999*.
- 4.2. **Council** means the Corporation of the City of Unley.
- 4.3. **Asset** includes infrastructure, parks, playgrounds, reserves, sports fields, and Council owned or managed land and buildings.
- 4.4. **DPTI** is the Department of Planning, Transport and Infrastructure

#### 5. ROLES AND RESPONSIBILITIES

- 5.1. This policy will be administered on behalf of Council by the Chief Financial Officer and:
  - Manager Strategic Assets
  - Executive Manager Office of the CEO
  - General Manager City Development

#### 6. POLICY STATEMENT

##### Initiating the Process for Assigning or Changing a Name

- 6.1. A naming process may be initiated if:
  - a request is received by Council from an affected land owner or their agent, or a community group, or the family of an individual;
  - Council resolves that a name be assigned or a change be investigated;
  - Council staff determine it is in the public interest to investigate a change of name;
  - Council opens or forms a road; or
  - Council receives an application for a land division.

##### Names of Roads & Council assets

- 6.2. In the naming and renaming of public roads, public places or Council assets, the following policy will be observed.
- 6.3. **Uniqueness**
  - 6.3.1. A road will have only one (1) name.
  - 6.3.2. A road name will be unique within an official suburb. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).
  - 6.3.3. Roads that are maintained by DPTI will be named by DPTI. Council will consult with DPTI in relation to naming these roads.
  - 6.3.4. Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Road) within a suburb or locality will be avoided where possible.
  - 6.3.5. If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

6.3.6. Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

#### 6.4. **Name Sources**

6.4.1. Sources of names for roads, public places, or assets may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community;
- local history;
- thematic names such as flora, fauna, ships.
- commemorative names.

#### 6.5. **Propriety**

6.5.1. Names of living persons and commercial entities will generally be avoided.

6.5.2. Council will not assign the name of a serving Elected Member of Council, or its Administration, or serving State or Federal politicians, to a public road, public place, or Council asset.

6.5.3. Names which are characterised as follows will not be used;

- offensive or likely to give offence; or
- incongruous - out of place.

#### 6.6. **Ease of Use**

6.6.1. Names will be reasonably easy to read, spell and pronounce in order to assist residents, ratepayers, service providers, emergency services and the travelling public.

6.6.2. Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship (e.g. Proof Range Road); and
- roads with double destination names will be avoided (e.g. Goodwood Pasadena Road).

#### 6.7. **Spelling**

6.7.1. Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

6.7.2. Where the spelling of names has been changed by long-established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.



- 6.7.3. Generally, road or place names proposed or approved will not contain abbreviations. For example, the “Creek” in “Wallaby Creek Road” must not be abbreviated. There are, however, two exceptions; “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

**6.8. Form**

- 6.8.1. The form of names will avoid the use of the possessive “s” unless the euphony becomes harsh. (For example; use “Smith Road” rather than “Smith’s Road”. However, use “Devil’s Elbow” rather than “Devil Elbow”.)
- 6.8.2. The use of hyphens will be avoided. However, hyphens may be used when naming a road, public place, or Council asset after a person with a hyphenated name.
- 6.8.3. Acronyms will generally be avoided as their use tends to be transient and commercial in nature.

**6.9. Type of Road or Public Place**

- 6.9.1. Road names will include an appropriate road type suffix conforming with the following guidelines:
- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
  - When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, for example:
    - Crescent; a crescent or half-moon, rejoining the road from which it starts.
    - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
    - The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided.
  - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard, and under the care and control of DPTI.
  - Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

**6.10. Naming of Private Roads**

- 6.10.1. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- 6.10.2. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

**6.11. Consultation**

- 6.11.1. A naming proposal which is made by a nominee, relatives, or a community group, must be accompanied by relevant documentation and background research which demonstrates the merit of the proposal.
- 6.11.2. Consultation shall occur in the first instance with the nominee or relatives to ascertain their support for use of the name. The naming process will not be pursued if the nominee or relatives disapprove.

- 6.11.3. If the nominee is deceased then relatives will be contacted asking if they approve of the request. If the relatives do not give approval, the naming process will not be pursued.
- 6.11.4. Where the proposed name is of Kurna origin, the relevant cultural group (eg for Kurna languages) will be consulted.
- 6.11.5. Consultation with the wider community may be undertaken if Council proposes to change the name of a road or public place. The process will be guided by Council's Community Engagement and Public Consultation Policy and any other legislative requirements.
- 6.11.6. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

#### 6.12. **Consultation with adjoining Councils**

- 6.12.1. If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See section 219(2) of the Act.]

#### 6.13. **Public Notice of Name Assignment or Change**

- 6.13.1. Council will give public notice of the assigning or changing of the name of a public or private road or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under section 219(4) of the Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au)
- 6.13.2. The date of effect of the new or changed name will be determined at the time of making the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.
- 6.13.3. Council's Register of Roads and Register of Community Land will be updated as soon as practicably possible.

#### 6.14. **Road Name Signage**

- 6.14.1. Council will ensure road naming signage is erected in accordance with the relevant Australian Standard (AS 1742.5 – 1997).
- 6.14.2. Street name signs shall be of such size and shape and constructed of such materials as required by appropriate Acts, Regulations and Standards.
- 6.14.3. A road name sign may also include a guide to the street numbers that are located within a street or any portion of a street.

**NOTE:** Signage for State road names is the responsibility of DPTI.

#### 6.15. **Costs**

- 6.15.1. Generally, Council will meet the costs associated with the naming of a road or facility.

#### 6.16. **Names of Suburbs or Electorates**

- 6.16.1. Naming of suburbs is governed by the *Geographical Names Act 1991* and administered by the Surveyor-General.

6.16.2. The Electoral Commission is responsible for naming electoral districts.

## 7. POLICY DELEGATIONS

7.1 Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 8. LEGISLATION

- *Local Government Act 1999*; mandatory policy under Section 219.
- *Geographical Names Act 1991*.
- *Development Act 1993*.
- *Roads (Opening and Closing) Act 1991*.

## 9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,  
181 Unley Road,  
Unley SA 5061.

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

It is also available for viewing, download and printing free of charge from Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au).

## 10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
25 October 2010	C758/10: V1	
25 January 2016	C365/16: V2	Policy number COU111 deleted.
26 Sept 2016	C606/16: V3	Amended on adoption of Memorials Policy
23 September 2019	C106/19: V4	





**CHASECROWN**  
10 DEQUETTEVILLE TCE  
KENT TOWN SA 5067  
(08) 8267 4966

## LETTER

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2<sup>nd</sup> June 2023

Attention: Peter Tsokas  
CEO City of Unley  
PO Box 1,  
Unley, South Australia  
5061  
[ptsokas@unley.sa.gov.au](mailto:ptsokas@unley.sa.gov.au)

### **RE: NEW STREET NAME IN UNLEY**

Hello Peter,

As you are aware we are currently proposing a new land division at 58-62 Arthur Street & 79-85 Mary Street Unley, formerly known as the Brethem Site.

The proposed land division will include a new one-way public road running from Arthur Street to Mary Street.

We have considered the following to be the most appropriate new road name as it relates and reinforces the surrounding street names (see figure 1).

### **KINGS PLACE**

CHASECROWN PTY LTD

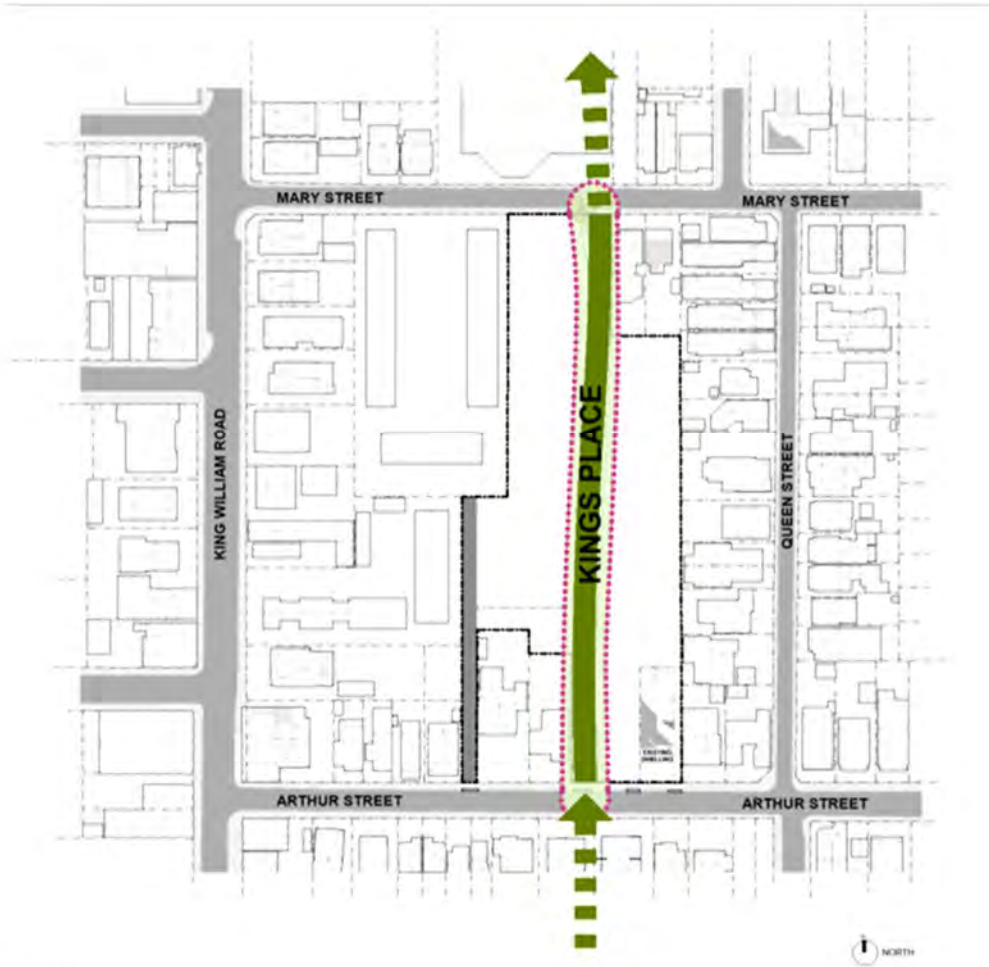


Figure 1

Firstly, the surrounding street names have a royal theme, King William Road, Arthur Street, Mary Street and Queen Street. So, continuing the royal connection is appropriate.

Secondly, we feel its proximity to King William Road justifies the reinforcement to "King" and its subordinate nature (principally servicing the new allotments only) justifies it being a place rather than a road or a street.

Thank you for your consideration.

Yours Sincerely,

Louis Kanellos BArch BArchSt  
Director  
**Chasecrown Pty Ltd**  
[louis@chasecrown.com.au](mailto:louis@chasecrown.com.au)  
0412 395 288

## DECISION REPORT

<b>REPORT TITLE:</b>	2022-23 PRELIMINARY END OF FINANCIAL YEAR REPORT
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	EDDIE PETERS, FINANCE BUSINESS PARTNER
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. 2022-23 PRELIMINARY END OF FINANCIAL YEAR REPORT

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### 1. **PURPOSE**

This report provides a preliminary view of Council's financial performance compared to budget for the year ended 30 June 2023 and proposes changes to the 2023-24 Budget to account for the proposed carry forward of funds for incomplete projects.

The report also requests additional funding for the Unley Museum Expansion detailed design and documentation project.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Preliminary End of Year Results for 2022-23 be noted.
  3. Carry forward projects from 2022-23 totalling a net amount of \$2.57M as set out in Attachment 1 to Item 4.4 (Council Meeting 28/08/2023) be approved.
  4. The proposed 2023-24 Budget variation, increasing the budget for the Unley Museum Expansion detailed design project by \$90K, as set out on page 15 of Attachment 1 to Item 4.4 (Council Meeting 28/08/2023) be approved.
  5. The revised 2023-24 Budgeted Uniform Presentation of Finances reflecting a budgeted operating surplus of \$2.3M and net lending position for 2023-24 of \$2.0M, as summarised on page 16 of Attachment 1 to Item 4.4 (Council Meeting 28/08/2023), be adopted.
-

### **3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

4.2 Council provides best value services to the community.

4.3 Our business systems are effective and transparent.

### **4. BACKGROUND**

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 2023; and
- to seek approval to carry forward remaining budget to the 2023-24 financial year.

The City of Unley adopts its annual Budgets on a financial year basis, setting the objectives to be achieved and the resources to be deployed during that year.

Every effort is made to ensure that expenditure budgets are fully utilised or reallocated to another objective and re-submitted in a subsequent year. However, if a reason exists that has not allowed the budget to be fully utilised or relinquished, then it can be carried over in the following financial year subject to satisfying Council's Administrative Carry Forward Funding Policy.

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);
- 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**

#### **Funding Result Compared to Budget**

The City of Unley's net lending/(borrowing) for the financial year was \$1.34M favourable to the budget after allowing for proposed net carry forwards of \$2.57M where expenditure and associated grant income is still required in 2023-24. A summary of the financial performance for each budget category is provided below, with further detail included in Attachment 1.

*Attachment 1*

## Preliminary Estimate

\$'000s	2022-23 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance adjusted for Carry Forwards
	Actual	Budget	Variance		
Operating Income	55,413	54,715	697	-	697
Operating Expenditure	(48,836)	(49,547)	711	(6)	704
<b>Funding Surplus/(deficit) before Projects</b>	<b>6,576</b>	<b>5,168</b>	<b>1,408</b>	<b>(6)</b>	<b>1,402</b>
Operating Projects (Net)	(2,263)	(2,196)	(67)	(148)	(215)
<b>Operating Surplus/(deficit) after Projects</b>	<b>4,314</b>	<b>2,973</b>	<b>1,341</b>	<b>(154)</b>	<b>1,187</b>
New Capital (Net)	(4,003)	(4,191)	188	(329)	(141)
Capital Renewal (Net)	(8,812)	(11,191)	2,378	(2,086)	292
<b>Total Capital</b>	<b>(12,815)</b>	<b>(15,382)</b>	<b>2,567</b>	<b>(2,415)</b>	<b>151</b>
<b>Operating surplus/(deficit) less Net Capital Expenditure</b>	<b>(8,502)</b>	<b>(12,409)</b>	<b>3,907</b>	<b>(2,570)</b>	<b>1,338</b>
Depreciation and amortisation	10,175	10,175	(0)	-	(0)
<b>Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses</b>	<b>1,673</b>	<b>(2,234)</b>	<b>3,907</b>	<b>(2,570)</b>	<b>1,338</b>

The net funding surplus before projects was \$1.4M favourable after carry forwards, due to favourable variances for operating income (\$697K) and operating expenditure (\$704K).

Operating projects are \$215K unfavourable to budget due to legal costs associated with the Unley Central Project \$433K net. These legal costs are fully offset by the favourable variance in operating expenditure. Operating projects would have otherwise been favourable by \$218K.

Total capital projects are \$151K favourable to budget after carry forwards. Capital Renewal is \$292K favourable after carry forwards. This was partially offset by an unfavourable variance for New Capital of \$141K, due to additional expenditure for the Unley Oval Grandstand Stage 2 of \$183K.

Further discussion on these items is provided below and in Attachment 1 of the report.

*Attachment 1*

### Financial Assistance Grants for 2023-24

The payment of the General Purpose Grant and Local Roads Grant for the 2023-24 Financial Year, totalling \$1.44M, were paid early by the Commonwealth Government and received on 30 June 2023. This was in addition to 25% of the 2022-23 payment being received during the 2022-23 financial year (75% was paid in advance in 2021-22). Consequently, approximately 1.25 times the annual grant allocations were received in 2022-23, increasing the favourable variance in operating income by \$0.45M.

## Further Adjustments to Operating Surplus

The preliminary operating surplus before equity accounted businesses is \$4.3M which is \$1.3M favourable to budget. However further adjustments to Council's operating surplus will be made in the process of finalising Council's statutory accounts for the external audit.

These adjustments include:

- The incorporation of the operating results for the equity accounted businesses: Centennial Park Cemetery Authority, Brown Hill Keswick Creek Stormwater Project, and East Waste;
- The financial accounting treatment for capital grants and contributions, noting that for the purposes of this report, grants and contributions have been recognised as the associated expenditure has been incurred;
- Movements in provisions accounts e.g. Long Service Leave;
- Depreciation adjustment relating to the revaluation of Roads, Kerbs, and Open Space of approximately \$0.8M to 1.0M;
- The net loss on disposal of existing land, infrastructure, and plant as part of the asset capitalisation process. This includes the sale of the property at 31 Rosa Street Goodwood.;
- The identification and expensing of operating expenditure in the capitalisation process for assets. This includes low value assets that do not meet capitalisation thresholds, expenditure on trees and plants as part of streetscape works, expenditure on cloud-based software, and expenditure within the capital renewal programs which is deemed to be maintenance; and
- Any adjustment requested by the External Auditors.

## New Capital Projects

New Capital Projects are \$188K favourable to budget, due to delays in the project delivery timeframes. These projects include:

- Cottages Museum Expansion 78-80 Edmunds Ave \$180K;
- Mobility & Operational Management Improvements (Year 1) \$52K;
- Unley Road Streetscape Upgrade (Stage 1) \$40K;and
- Stage 1 George St & Young St Intersection \$31K.

These favourable variances are partially offset by an unfavourable \$183K for the Unley Oval Grandstand Upgrade – Stage 2 where additional costs in finalising the project were quantified in June 2023.

The Unley Oval Sports Precinct project, for the upgrade of the oval irrigation, drainage, and cricket pitches, has a \$635K unfavourable income variance which is fully offset by a \$635K favourable expenditure variance. Works on the Oval are yet to commence, so no expenditure has been incurred nor income from the Office of Recreation, Sport and Racing grant recognised. This has been proposed as a carry forward.

## Capital Renewal Program

The Capital Renewal Program is \$2.4M favourable to budget.

The asset categories that contribute to the favourable variance are as follows:

- Drains and Stormwater Capital Replacement \$618K;
- IT Asset Renewal Program \$526K;
- Reserves & Open Space Capital Replacement \$424K;
- Roads Capital Replacement \$301K; and
- Footpaths Capital Replacement \$295K.

The favourable variance for drains and stormwater, footpaths and road replacement are associated with the Unley Road Streetscape Upgrade which has been delayed due to a cost management exercise and design process with the Department of Infrastructure and Transport.

The favourable variance for the IT Asset Renewal Program which incorporates device replacement, and network and security replacement/upgrades. This program or work has been affected by the slow recovery of the market, following a global supply shortage, and the complexity of the specification design. The tender processes are in the final stages and are expected to be awarded by the end of the first quarter.

The Asset Renewal Ratio for 2022-23 will reduce to approximately 105% while the Asset Renewal to Depreciation Ratio will reduce to 90%. The reduction in the ratios are due to the delay in the completion of the Capital Renewal Programs. However, as the proposed carry forwards for Capital Renewal will roll into 2023-24, the reduced ratios are not a concern, as they will be offset by an increase in the forecast ratios for 2023-24.

The estimated completion dates for the projects and programs, proposed to be carried forward, are included in the carry forward tables in Attachment 1.

### *Attachment 1*

The delivery of the 2023-24 capital program is not expected to be impacted by the proposed carry forwards. The Administration's progress in completing the carry forwards and delivering the 2023-24 program will be reported at the end of each quarter.

## **Preliminary Debt Position**

At the Quarter 3 Budget Review, the forecast debt position for 30 June 2023 was \$5.6M. The estimate now based on the preliminary results will be around \$4.9M (end of year adjustments are still to be finalised).

The final debt position as at 30 June 2023 will be confirmed as part of the end of financial year audit.

## Equity Accounted Business

The Preliminary End of Year does not include the financial results for the following subsidiaries:

- Centennial Park Cemetery Authority;
- Brown Hill Keswick Creek Stormwater Project; and
- East Waste.

The final results of these subsidiaries will be consolidated into Council's statutory financial accounts prior to the audit and final presentation to Council.

## Annual Investment Performance

In accordance with Council's Treasury Management Policy and section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually.

As shown in the Annual Investment Performance table below, revenue from investments was \$154K for the 2022-23 financial year, a favourable variance of \$52K. This was due to the delay in project expenditure and significant increase in the weighted average interest rate from 0.7% in 2021-22 to 3.85% in 2022-23.

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
2020-21	0.10%	0.30%	0.65%	0.48%	\$41K	\$12K
2021-22	0.85%	1.05%	0.35%	0.7%	\$45K	\$12K
2022-23	4.10%	4.30%	3.40%	3.85%	\$154K	\$103K

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.



## Carry Forward Requests

Council has several projects or initiatives that for various reasons were not finalised by the end of the financial year. Reasons for this include:

- Timeframes required to secure external grant funding;
- Lengthy tender processes and/or contract negotiations;
- Projects split over two 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; and
- Contractor capacity to perform work.

The specific reasons for the delays in completing these renewal programs are detailed in Attachment 1.

*Attachment 1*

The requests for projects to be carried forward are reviewed in line with Council's Administrative Carry Forward Funding Policy.

The proposed list of net carry forwards totals \$2.57M and includes:

- Net Operating Expenditure of \$6K;
- Net Operating Projects \$148K;
- Net New Capital Projects of \$329K; and
- Net Capital Replacement Program \$2.086M.

All carry forward requests have been reviewed to ensure that funding is available. Where the total proposed expenditure carry forwards of one category exceed another category, they are offset by a favourable variance in another.

A detailed schedule of the proposed carry forwards is included in Attachment 1 for Members information.

*Attachment 1*

Only one New Capital Project has a proposed net carry forward over \$100K, that being the Cottages Museum Expansion 78-80 Edmund Ave \$180K. It should also be noted that \$635K grant funding and the associated expenditure budget (net zero budget) are proposed to be carried forward for the Unley Oval irrigation, drainage and cricket pitches upgrades.

The Capital Renewal Programs with net proposed carry forwards over \$100K include:

- Drains & Stormwater Capital Replacement \$500K related to the Unley Road Streetscape Upgrade;
- IT Asset Renewal Program \$526K;
- Reserves & Open Space Capital Replacement \$424K related to the upgrade of the Unley Oval irrigation, drainage, and cricket pitches;

- Road Capital Replacement \$301K related to the Unley Road Streetscape Upgrade; and
- Footpaths Capital Replacement \$209K related to the Unley Road Streetscape Upgrade.

The carry forwards for the Capital Renewal Programs will increase the Asset Funding Renewal Ratio for 2023-24 from 91% to 112%. The Asset Renewal to Depreciation Ratio will increase from 70% to 86%.

### **Additional funding for Unley Museum Expansion detailed design and documentation**

The 2022-23 Annual Business Plan allocated \$180K for the detailed design of the Unley Museum Expansion, incorporating 78 and 80-82 Edmund Avenue. These funds are proposed to be carried forward to the 2023-24 financial year and are included in Attachment 1.

*Attachment 1*

It is proposed to extend the scope of the design project to include the Adelaide Potters' Club building (84 Edmund Avenue). An additional budget allocation of \$90K is required for the delivery of this additional scope of work as detailed on page 15 of Attachment 1.

*Attachment 1*

The increase in funding to \$270K would address the increased scope of detailed design and documentation works to make the overall project across both sites 'shovel ready' for grant funding.

### **2023-24 Uniform Presentation of Finances**

The proposed carry forwards and additional funding for the Museum are reflected in the revised Uniform Presentation of Finances for the year ending 30 June 2024 on page 16 of Attachment 1.

*Attachment 1*

The forecast operating surplus for 2023-24 has reduced from \$2.69M to \$2.53M before equity accounted businesses. The revised operating surplus ratio will be 4.4% compared to 4.7% for the 2023-24 adopted budget. The net lending position (funding surplus) for the 2023-24 year has reduced from \$4.65M to \$1.99M.

The 2023-24 adopted budget forecasts borrowings as at 30 June 2024 of \$0.6M. The revised forecast as at 30 June 2024 is a net lending position of \$0.6M. This is due to the estimated favourable funding position to budget for 2022-23 after carry forwards of \$1.3M, less the additional \$90K proposed for the Unley Museum Expansion detailed design and documentation project. However, a fixed term debenture will not be paid off until the 2024-25 financial year, and other debt facilities will still be utilised subject to the timing of cash flow and balances of accounts payable and accounts receivable.

No adjustment has been made to the 2023-24 budget to reflect the advance payment of the 2023-24 Financial Assistance Grants of \$1.4M which were received in the 2022-23 financial year on 30 June 2023. The Administration will await further advice from the Commonwealth Government and the South Australian Grants Commission as to the timing of the 2024-25 grant allocations. A partial or full allocation for 2024-25 may be received in advance in the 2023-24 financial year.

## **6. POLICY IMPLICATIONS**

The proposed carry forwards presented are in accordance with Council's Administrative Carry Forward Funding Policy.

### **6.1 Financial/budget implications**

- The proposed carry forwards and additional allocation for the design of the Unley Museum expansion will amend the approved budget for 2023-24. Net expenditure will increase by \$2.6M, the forecast operating surplus ratio will reduce to 4.4% and forecast borrowings/lending position at 30 June 2024 will become a net lending position of \$0.6M at 30 June 2023.

## **7. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Preliminary End of Year Results for 2022-23 be noted.
3. Carry forward projects from 2022-23 totalling a net amount of \$2.570M as set out in Attachment 1 to Item 4.4 (Council Meeting 28/08/2023) be approved.
4. The proposed 2023-24 Budget variation, increasing the budget for the Unley Museum Expansion detailed design project by \$90K, as set out on page 15 of Attachment 1 to Item 4.4 (Council Meeting 28/08/2023) be approved.
5. The revised 2023-24 Budgeted Uniform Presentation of Finances reflecting a budgeted operating surplus of \$2.3M and net lending position for 2023-24 of \$2.0M, as summarised on page 16 of Attachment 1 to Item 4.4 (Council Meeting 28/08/2023), be adopted.

This option will ensure that the budget for incomplete projects is available to complete these projects in 2023-24. As these projects' budgets were approved in 2022-23, the majority of these carry forward projects already have contractual commitments and/or expenditure incurred.

It also provides \$90K for the inclusion of 84 Edmund Ave (Adelaide Potters' Club) into the Unley Museum Expansion detailed design and documentation project.

Option 2 –

1. The report be received.
2. Preliminary End of Year Results for 2022-23 be noted and an updated report reflecting changes to carry forwards be returned to Council at its next meeting.
  - Council to list the changes it seeks to amend.

This option allows Council to adjust carry forward approvals and proposed additional funding for the Unley Museum Expansion detailed design and documentation project, should it wish to do so.

If carry forward projects are not approved, those projects will remain incomplete for the time being.

If the additional funding for the Unley Museum Expansion detailed design and documentation project is not agreed, the proposed scope of the project will be reduced to exclude 84 Edmund Ave (Adelaide Potters' Club).

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Alex Brown	Manager Finance and Procurement
Nicola Tinning	General Manager, Business Support & Improvement

**City of Unley**

# 2022-23 Preliminary End of Financial Year Report

## Attachment 1

### Contents

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<b>Overall Funding Statement</b>	2
<b>Financial Performance</b>	
Operating Income	3
Operating Expenditure	4
Operating Projects	5
New Capital	7
Capital Renewal	9
<b>Proposed Carry Forwards</b>	
Operating (excluding Projects)	11
Operating Projects	12
New Capital	13
Capital Renewal	14
<b>Additional Budget Request – New Capital</b>	15
<b>Proposed 2023-24 Uniform Presentation of Finances</b>	16



## 2022-23 Preliminary End of Year

## Overall Funding Statement

\$'000	2022-23			Proposed Carry Forward	Variance adjusted for proposed Carry Forwards
	Actual	Budget	Variance Favourable/ (unfavourable)		
<b>Operating (excluding Projects)</b>					
<b>Income</b>					
Rates	46,174	46,051	123	-	123
Statutory income	1,884	1,863	21	-	21
User charges	2,105	2,091	14	-	14
Grants, subsidies and contributions	3,692	3,248	444	-	444
Investment Income	154	103	52	-	52
Reimbursements	531	487	44	-	44
Asset Disposal	21	21	-	-	-
Other income	852	851	1	-	1
<b>Total Operating Income</b>	<b>55,413</b>	<b>54,715</b>	<b>697</b>	<b>-</b>	<b>697</b>
<b>Operating expenditure</b>					
Total Employment costs (incl. contract labour)	(19,027)	(19,902)	874	-	874
Materials, contracts and other expenses	(19,412)	(19,203)	(209)	(6)	(215)
Depreciation and amortisation	(10,175)	(10,175)	(0)	-	(0)
Finance costs	(222)	(267)	45	-	45
<b>Total Operating Expenditure</b>	<b>(48,836)</b>	<b>(49,547)</b>	<b>711</b>	<b>(6)</b>	<b>704</b>
<b>Funding surplus/(deficit) before Projects</b>	<b>6,576</b>	<b>5,168</b>	<b>1,408</b>	<b>(6)</b>	<b>1,402</b>
<b>Operating projects</b>					
Income	145	97	48	18	66
Expenditure	(2,408)	(2,293)	(115)	(166)	(281)
<b>Net expenditure - Operating projects</b>	<b>(2,263)</b>	<b>(2,196)</b>	<b>(67)</b>	<b>(148)</b>	<b>(215)</b>
<b>Operating surplus/(deficit) after Projects</b>	<b>4,314</b>	<b>2,973</b>	<b>1,341</b>	<b>(154)</b>	<b>1,187</b>
<b>Capital</b>					
<b>New Assets</b>					
Income	2,976	3,621	(644)	635	(9)
Expenditure	(6,979)	(7,812)	832	(964)	(132)
<b>Net expenditure - Capital projects</b>	<b>(4,003)</b>	<b>(4,191)</b>	<b>188</b>	<b>(329)</b>	<b>(141)</b>
<b>Capital Renewal</b>					
Income	529	483	45	81	126
Expenditure	(9,341)	(11,674)	2,333	(2,167)	166
<b>Net expenditure - Capital projects</b>	<b>(8,812)</b>	<b>(11,191)</b>	<b>2,378</b>	<b>(2,086)</b>	<b>292</b>
<b>Total Capital</b>	<b>(12,815)</b>	<b>(15,382)</b>	<b>2,567</b>	<b>(2,415)</b>	<b>151</b>
<b>Operating surplus/(deficit) less Net Capital Expenditure</b>	<b>(8,502)</b>	<b>(12,409)</b>	<b>3,907</b>	<b>(2,570)</b>	<b>1,338</b>
<b>Depreciation and amortisation</b>	<b>10,175</b>	<b>10,175</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses</b>	<b>1,673</b>	<b>(2,234)</b>	<b>3,907</b>	<b>(2,570)</b>	<b>1,338</b>



## 2022-23 Preliminary End of Year

## Operations (excluding Projects)

## Income

\$'000s	2022-23 Favourable/(Unfavourable)			
	Actual	Budget	Variance	Variance %
<b>Income</b>				
Rates	46,174	46,051	123	0.3%
Statutory income	1,884	1,863	21	1.1%
User charges	2,105	2,091	14	0.7%
Grants, subsidies and contributions	3,692	3,248	444	13.7%
Investment Income	154	103	52	50.2%
Reimbursements	531	487	44	8.9%
Asset Disposal	21	21	-	0.0%
Other income	852	851	1	0.1%
<b>Total Operating Income</b>	<b>55,413</b>	<b>54,715</b>	<b>697</b>	<b>1.3%</b>

## Commentary

**Income is \$697K and 1.3% favourable to budget.** Key variances include:

- **Rates \$123K favourable.** Rate income was \$36K favourable to budget, objections were lower than forecast, and fines and recovery reimbursements were higher than anticipated.
- **Grants, Subsidies and Contributions \$444K favourable.** The payment of the General Purpose Grant and Local Roads Grant for the 2023-24 Financial Year was paid early by the Commonwealth Government and received on 30 June 2023. This was in addition to 25% of the 2022-23 payment being received during the financial year (75% was paid in advance in 2021-22). As a consequence, approximately 1.25 times the annual grant allocations were received in 2022-23;
- **Investment Income \$52K favourable.** Higher than forecast interest income due to the delay in project expenditure and significant increase in the weighted average interest rate from 0.7% in 2021-22 to 3.85% in 2022-23; and
- **Reimbursements \$44K favourable,** primarily due to residents requesting additional bins and waste collection services, partially offset by additional expenditure.

## 2022-23 Preliminary End of Year

## Operations (excluding Projects)

## Expenditure

\$'000s	2022-23 Favourable/(Unfavourable)			
	Actual	Budget	Variance	Variance %
<b>Expenditure</b>				
Total Employment costs (incl. contract labour)	(19,027)	(19,902)	874	4.4%
Materials, contracts and other expenses	(19,412)	(19,203)	(209)	(1.1%)
Depreciation and amortisation	(10,175)	(10,175)	(0)	(0.0%)
Finance costs	(222)	(267)	45	17.0%
<b>Total Expenditure</b>	<b>(48,836)</b>	<b>(49,547)</b>	<b>711</b>	<b>1.4%</b>

## Commentary

**Expenditure is \$711K and 1.4% favourable to budget.** Key contributing factors are as follows:

- **Employment Costs \$874K favourable.** This is due to vacancies and extended timeframes in recruiting vacant positions in the following areas: Development Services, Strategic Asset Management, Human Resources, Governance, Community & Culture Centres and City Design;
- **Materials, Contracts and Other Expenses are \$209K unfavourable.** Key variances include:
  - Contracts \$601K unfavourable mainly in the areas of
    - Waste \$334K due to industry cost increases, including fuel prices and waste levy. Disposal costs for construction waste have doubled in price along with an increase in tonnage.
    - Building maintenance \$286K, and cleaning costs \$138K have increased due to the rise in contractor costs, and higher than expected reactive maintenance of Council owned properties to ensure Council's level of service are kept for community facilities;

- Legal expenses \$79K unfavourable due to unforeseen legal matters;
- These unfavourable variances are largely offset by favourable variances related to insurance \$95K, conferences \$89K, council contributions \$81K, marketing \$73K, postage \$47K, and printing and stationery \$42K.
- **Finance Costs \$45K favourable,** lower than forecast due to the delayed timing of expenditure for capital projects and proposed carry forwards.

The net favourable variance of \$711K is partially offset by the unfavourable variance in Operating Projects arising from the legal costs for the Unley Central Project \$433K net.



## 2022-23 Preliminary End of Year

## Operating Projects

\$'000s	Project Complete Y/N	2022-23 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
		Actual	Budget	Variance		
<b>Income</b>						
Unley Central Project	N	36	-	36		36
Events - Australia Day	Y	20	20	-		-
Kerbside Performance (Food Waste) Grant	N	11	-	11		11
Greening Unley - Young Street	Y	35	35	-		-
Waiving Outdoor Dining Fees	Y	-	(15)	15		15
22-23 PLS Innovation Fund "On Track"	Y	25	22	3		3
22-23 PLS Innovation Fund "3 X Three Club"	Y	17	17	-		-
GRANDFriends, an Intergenerational Program	N	-	18	(18)	18	-
<b>Total Income</b>		<b>144</b>	<b>97</b>	<b>47</b>	<b>18</b>	<b>66</b>
<b>Expenditure</b>						
Unley Central Project	N	(1,269)	(800)	(469)		(469)
Co-housing for Ageing Well	N	-	(4)	4	(4)	-
Ignite Unley Outdoor Cinema Program	Y	(20)	(20)	0		0
Events - Australia Day	Y	(35)	(35)	(0)		(0)
Event Attraction	Y	-	(10)	10		10
Royal Adelaide Show Traffic Management	Y	(27)	(27)	-		-
Water Wells (Tree Inlets) Program	Y	(74)	(73)	(1)		(1)
Community Grants	Y	(24)	(21)	(3)		(3)
City Wide Greening Verges	Y	(56)	(60)	4		4
Trader Event Sponsorship	Y	(40)	(40)	-		-
Active Ageing	Y	(20)	(20)	(0)		(0)
All Connections to Unley Art Prize	Y	(17)	(20)	3		3
Tree Strategy Expand Canopy Target Public Land	Y	(156)	(150)	(6)		(6)
Kerbside Performance (Food Waste) Grant	N	(11)	-	(11)		(11)
2022 Santos Tour Down Under Stage Start	Y	(53)	(55)	2		2
Christmas Decorations	Y	(25)	(25)	(0)		(0)
Living with Trees	N	(17)	(77)	60	(57)	3
Creative Activation Stations	N	(17)	(20)	3	(3)	0
Clarence Park Community Centre - Community Shed Program	Y	(15)	(15)	-		-
Resilient East	Y	(5)	(10)	5		5
Planning & Design Code (Stage 2) Sig.Tree List Review	Y	-	(10)	10		10
Greening Unley - Young Street	Y	(35)	(35)	(0)		(0)
City-wide Parking Strategy (Stage 2)	N	(9)	(35)	26	(26)	-
Carbon Neutral Operations by December 2023	Y	(20)	(35)	15		15
Sustainability Projects Officer	Y	(74)	(115)	41		41
Shaping Unley - Trees on Private Land	N	-	(25)	25	(25)	-
Significant Tree List Review - Additional Candidates	N	(4)	(10)	7	(7)	-
Plastics Free SA Program	N	(3)	(5)	2	(2)	-
Spring Fling Festival	Y	(54)	(55)	1		1
Economic Advisory Committee	Y	-	(20)	20		20
Strategic Projects Consultant	Y	-	(30)	30	-	30

## 2022-23 Preliminary End of Year

## Operating Projects

\$'000s	Project Complete Y/N	2022-23 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
		Actual	Budget	Variance		
Culture Plan: First Nations	Y	(13)	(30)	17		17
2022 Local Government Elections	Y	(199)	(250)	51		51
Discover Historic Parkside Walking Trail	Y	(24)	(24)	(0)		(0)
History of Unley Book	N	(51)	(75)	24	(24)	(0)
22-23 PLS Innovation Fund "On Track"	Y	(25)	(22)	(3)		(3)
22-23 PLS Innovation Fund "3 X Three Club"	Y	(17)	(17)	0		0
GRANDFriends, an Intergenerational Program	N	-	(18)	18	(18)	-
<b>Total Expenditure</b>		<b>(2,408)</b>	<b>(2,293)</b>	<b>(115)</b>	<b>(166)</b>	<b>(281)</b>
<b>Total Net Expenditure</b>		<b>(2,263)</b>	<b>(2,196)</b>	<b>(67)</b>	<b>(148)</b>	<b>(215)</b>

## Commentary

Operating projects are unfavourable to budget after carry forwards, due to legal costs associated with the Unley Central Project \$433K net. These legal costs are fully offset by the favourable variance in operating expenditure.

## Income

**Operating Project income is \$47K favourable to budget.** Partial recovery of legal costs for the Unley Central Project \$36K and unbudgeted Kerbside Performance (Food Waste) Grant \$11K (offset by expenditure).

## Expenditure

**Operating Project expenditure is \$115K unfavourable to budget.** Key favourable variances include:

- **Unley Central Project \$469K unfavourable:** Unbudgeted legal costs. Council is anticipating the recovery of some costs in the 2023-24 financial year;
- **Living with Trees \$60K favourable:** Survey was not completed prior to the autumn leaf drop, delaying the survey and LIDAR analysis. Proposed carry forward \$57K;
- **City-wide Parking Strategy (Stage 2) \$26K favourable:** Stage 1 of the Strategy was completed in May 2023. This was later than anticipated, and delayed the commencement of Stage 2 which is scheduled for completion in early 2024. Proposed carry forward \$26K.

- **Sustainability Projects Officer \$41K favourable:** The Sustainability Project Officer position has been vacant in recent months due to the incumbent acting as the Climate and Sustainability Lead;
- **Shaping Unley – Trees on Private Land \$25K favourable:** The commencement of the Shaping Unley 'Trees on Private Land' engagement initiative was delayed until the beginning of the 2023-24 financial year due to contract negotiations. An external partner has now been sourced and the engagement will be open to the public for input by mid August. Proposed carry forward \$25K;
- **Economic Advisory Committee \$20K favourable:** Funding not utilised by the Unley Business and Economic Development Committee;
- **Strategic Projects Consultant \$30K favourable:** Funding not utilised for strategic projects in 2022-23;
- **2022 Local Government Elections \$51K favourable:** The cost of the 2022 Local Government Elections was lower than forecast; and
- **History of Unley Book \$24K favourable,** History book scheduled for completion in July 2024. Proposed carry forward \$24K.



## 2022-23 Preliminary End of Year

## New Capital

\$'000s	Project Complete Y/N	2022-23 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
		Actual	Budget	Variance		
<b>Income</b>						
Unley Oval Grandstand Upgrade Stage 2	Y	2,102	2,111	(9)		(9)
Edmund Avenue Cottages Business Hub Construction	Y	593	593	0		0
Millswood Croquet Club-New Clubrooms Construction	Y	143	143	(0)		(0)
CWP Weller Street/Simpson Parade Streetscape	Y	36	36	0		0
Leader St Bicycle Facilities	Y	5	5	-		-
Unley Oval Sports Precinct	N	-	635	(635)	635	-
Hampton Street North / Leader Street Intersection	Y	13	13	-		-
Stage 1 George St & Young St Intersection	N	60	60	-		-
<b>Total Income</b>		<b>2,976</b>	<b>3,621</b>	<b>(644)</b>	<b>635</b>	<b>(9)</b>
<b>Expenditure</b>						
Brownhill Keswick Creek	Y	(515)	(515)	-		-
Capitalised Project Delivery Costs including Overheads	Y	(252)	(252)	-		-
Unley Oval Grandstand Upgrade Stage 2	Y	(3,937)	(3,754)	(183)		(183)
Digital Services Program (tech for communication, syst)	Y	(20)	(28)	8		8
Wilberforce Walk	Y	(79)	(79)	(0)		(0)
Edmund Avenue Cottages Design (No. 72, 74 & 76)	Y	-	-	-		-
CWP King William Road Shared Path Upgrade	Y	(13)	(11)	(2)		(2)
Edmund Avenue Cottages Business Hub Construction	Y	(1,251)	(1,246)	(5)		(5)
Millswood Croquet Club-New Clubrooms Construction	Y	(369)	(380)	11		11
CWP Weller Street/Simpson Parade Streetscape	Y	(88)	(88)	(0)		(0)
Climate & Energy Plan Implementation	Y	(93)	(101)	8		8
Leader St Bicycle Facilities	Y	(18)	(18)	0		0
AV Upgrade of Civic Chamber	Y	(39)	(39)	(0)		(0)
Unley Oval Sports Precinct	N	-	(635)	635	(635)	-
Living Streets	N	(63)	(70)	7	(7)	0
Unley Road Streetscape Upgrade (Stage 1)	N	-	(40)	40	(40)	-
CWP Wood-Weller Bikeway (Stage 5) Design	Y	(14)	(20)	6		6
Hampton Street North / Leader Street Intersection	Y	(19)	(30)	10		10
Stage 1 George St & Young St Intersection	N	(109)	(140)	31	(30)	1
Bicycle End of Trip Facilities	Y	(7)	(20)	13		13
Cottages Museum Expansion 78-80 Edmunds Ave	N	-	(180)	180	(180)	-
Mobility & Operational Management Improvements (Yr 1)	N	(68)	(120)	52	(52)	0
Light Fleet Renewal EV Premium	N	-	(20)	20	(20)	-
Millswood Croquet Club- Furniture & Fittings	Y	(25)	(25)	0		0
<b>Total Expenditure</b>		<b>(6,979)</b>	<b>(7,812)</b>	<b>832</b>	<b>(964)</b>	<b>(132)</b>
<b>Net Expenditure</b>		<b>(4,003)</b>	<b>(4,191)</b>	<b>188</b>	<b>(329)</b>	<b>(141)</b>

## New Capital

### Commentary

#### Income

**New Capital income is \$644K unfavourable.**

- **Unley Oval Sports Precinct \$635K:** This is an Office of Recreation, Sport and Racing Grant required to upgrade the Oval irrigation, drainage and cricket pitches. Income to be recognised as expenditure is incurred. Proposed carry forward, with completion scheduled for March 2024;

#### Expenditure

**New Capital expenditure is \$832K favourable to budget.** Favourable variances have been offset by the **Unley Oval Grandstand Upgrade – Stage 2 \$183K.** Additional costs in finalising the project were quantified in June 2023.

Key favourable variances, which are all proposed for carry forward, include:

- **Unley Oval Sports Precinct \$635K:** Unley Oval irrigation, drainage and cricket pitches upgrade to commence after the SANFL and AFLW season. Funding required to upgrade the Oval irrigation, drainage and cricket pitches. Proposed carry forward, with completion scheduled for March 2024;
- **Living Streets \$7K:** Funding for the marking of the road surface in Rogers Street. Proposed carry forward, with expected completion in October 2023;
- **Unley Road Streetscape Upgrade (Stage 1) \$40K:** Upgrade delayed due to cost management and design process with the Department of Infrastructure and Transport. Proposed carry forward;
- **Stage 1 George St & Young St Intersection \$31K:** To complete the traffic controller boxes art works and to finalise the State Bicycle Fund Grant. Proposed carry forward with expected completion in December 2023;
- **Cottages Museum Expansion 78-80 Edmund Avenue \$180K:** Project to commence upon confirmation of additional funding to include the Adelaide Potters' Club building (84 Edmund Avenue) in the detailed design. Proposed carry forward;

- **Mobility & Operational Management Improvements (Year 1) \$52K:** Proposed carry forward as there were delays in IT deliverables from the external contractor; and
- **Light Fleet Renewal EV Premium \$20K:** The procurement process was delayed aligned to with additional funding in 2023-24 Budget. Electronic vehicle for Regulatory Services scheduled to be purchased in Spring 2023.

#### 2023-24 Budget Request

- **Unley Museum Expansion detailed design \$90K:** Additional funding to extend the scope of the design project to include the Adelaide Potters' Club building (84 Edmund Avenue).



## 2022-23 Preliminary End of Year

## Capital Renewal Program

\$'000s	Project Complete Y/N	2022-23 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
		Actual	Budget	Variance		
<b>Income</b>						
Building	Y	15	15	-	-	-
IT Equipment	Y	2	-	2	-	2
Kerb & Watertable	Y	-	-	-	-	-
Major Plant and Equipment	Y	290	179	111	-	111
Minor Plant and Equipment	N	195	289	(95)	81	(14)
Reserves	Y	27	-	27	-	27
<b>Total Income</b>		<b>529</b>	<b>483</b>	<b>45</b>	<b>81</b>	<b>126</b>
<b>Expenditure</b>						
Bridges	Y	(193)	(170)	(23)	-	(23)
Building	Y	(646)	(641)	(5)	-	(5)
Drains & Stormwater	N	(705)	(1,323)	618	(500)	118
Footpaths	N	(414)	(710)	295	(295)	(0)
Furniture & Equipment	Y	-	-	-	-	-
IT Equipment	N	(625)	(1,152)	526	(526)	0
Kerb & Watertable	Y	(2,057)	(2,000)	(57)	-	(57)
Street Lighting	Y	-	(20)	20	-	20
Major Plant and Equipment	Y	(1,112)	(973)	(138)	-	(138)
Minor Plant and Equipment	N	(297)	(648)	350	(120)	230
Reserves	N	(796)	(1,220)	424	(424)	(0)
Roadworks	N	(1,513)	(1,814)	301	(301)	0
Signs	Y	(6)	(20)	14	-	14
Traffic Facilities	Y	(22)	(30)	8	-	8
<b>Project Delivery Costs</b>		<b>(954)</b>	<b>(954)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditure</b>		<b>(9,341)</b>	<b>(11,674)</b>	<b>2,333</b>	<b>(2,167)</b>	<b>166</b>
<b>Net Expenditure</b>		<b>(8,812)</b>	<b>(11,191)</b>	<b>2,378</b>	<b>(2,086)</b>	<b>292</b>

## Capital Renewal Program

### Commentary

#### Income

**Capital Renewal income is \$45K favourable to budget.** Higher than forecast proceeds from the disposal of major plant and fleet through auctions \$111K, partially offset by a delay in proceeds from light fleet awaiting replacement. Proposed carry forward \$81K.

#### Expenditure

**Capital Renewal expenditure is \$2.3M favourable to budget.** Key variances include:

- **Renewals associated with the Unley Road Streetscape Project \$1.3M.** Unley Road renewal works have been delayed due to a cost management process and design process with the Department of Infrastructure and Transport. Expected completion in May 2024.
    - **Stormwater \$618K:** The Unley Road culvert replacement is to be integrated with proposed kerb and footpath works in 2023-24. Expected completion in mid-2024. Proposed carry forward \$500K;
    - **Footpaths \$295K:** Unley Road contract not awarded in 2022-23. Expected completion in May 2024. Proposed carry forward \$295K;
    - **Roadworks \$301K:** Unutilised roadworks budget held for Unley Road Streetscape. Proposed carry forward \$301K;
  - **IT Equipment \$526K:** The tender process has been staged ensuring efficient use of resources and alignment with our modernised IT infrastructure. Proposed carry forward \$526K;
  - **Minor Plant and Equipment \$350K:** Favourable variance is due to the deferral of vehicle renewals due to reduced utilisation, and the deferral of the procurement for three electric vehicles to align with additional funding for electric vehicles in the 2023-24 budget. Proposed carry forward \$120K;
  - **Open Space \$424K:** Unley Oval irrigation, drainage and cricket pitches upgrades to commence after the SANFL and AFLW season. Expected completion in April 2024. Proposed carry forward \$424K;
- These are partially offset by an unfavourable variance for:**
- **Kerbs & Water Tables \$57K:** Overspend due to increase in kerb and watertable reinstatement costs;
  - **Major Plant and Equipment \$138K (offset by favourable variance in Minor Plant and Equipment):** Delays in 2021-22 with truck and passenger vehicles renewals realised in 2022-23; and
  - **Bridges \$23K:** Minor overspend due to additional concrete spalling repair works identified during the bridge repairs.

## 2022-23 Preliminary End of Year

## Operations

### Proposed Carry Forwards

Description	Proposed 2022-23 Carry Forwards		
	Income	Expenditure	Net Income less expenditure
<b>Friends of the Museum</b>			
End of year balance from fundraising to be carried forward for future expenditure.	-	(6,382)	(6,382)
<b>Total</b>	-	(6,382)	(6,382)

## 2022-23 Preliminary End of Year

## Operating Projects

### Proposed Carry Forwards

Description	Favourable/(unfavourable)		
	Income	Expenditure	Net Income less expenditure
<b>GRANDFriends, an Intergenerational Program</b> Funding received in May 2023 with the program to be delivered in 2023-24.	18,000	(18,000)	-
<b>Living with Trees</b> Funding for the marking of the road surface in Rogers Street. Expected completion in October 2023.	-	(57,000)	(57,000)
<b>City Wide Parking Strategy</b> The Stage 1 of the strategy development was completed in May 2023, which delayed the commencement of Stage 2 which will be delivered in 2023-24.	-	(26,208)	(26,208)
<b>Shaping Unley - Trees on Private Land</b> The commencement of the Shaping Unley 'Trees on Private Land' engagement initiative was delayed until the beginning of the 2023-24 financial year due to contract negotiations. An external partner has now been sourced and the engagement will be open to the public for input by mid - August.	-	(25,000)	(25,000)
<b>The History of Unley Book</b> History of Unley book is scheduled for completion in July 2024. (Council ID C0879/22)	-	(24,252)	(24,252)
<b>Significant Tree List Review</b> Funding is required to complete the identification of additional significant trees.	-	(6,500)	(6,500)
<b>Co-housing for Ageing Well</b> Funding is required to complete the engagement and promotion of the project in 2023-24.	-	(4,000)	(4,000)
<b>Creative Activation Stations</b> Funding for activities to be delivered in July and August 2023.	-	(3,045)	(3,045)
<b>Plastics Free SA Program</b> Funding required to complete the delivery the Plastics Free SA Program.	-	(2,000)	(2,000)
<b>Total</b>	<b>18,000</b>	<b>(166,005)</b>	<b>(148,005)</b>



## 2022-23 Preliminary End of Year

## New Capital

## Proposed Carry Forwards

Description	Favourable/(unfavourable)		
	Income	Expenditure	Net Income less expenditure
<b>Unley Oval Precinct</b> Grant funding from the Office of Recreation, Sport and Racing required to upgrade the Oval irrigation, drainage and cricket pitches. Scheduled completion March 2024.	635,000	(635,000)	-
<b>Cottages Museum Expansion 78-80 Edmund Ave</b> Funding to undertake the detailed design in 2023-24 as per Council Decision ID C1100/23 in July 2023.	-	(180,000)	(180,000)
<b>Mobility - Operational Management Improvements (Year 1)</b> Funding for IT deliverables which were delayed from the external contractor.	-	(52,385)	(52,385)
<b>Unley Rd Streetscape Upgrade</b> Funding to progress the upgrade in 2023-24. The project has been delayed due to a cost management exercise. Expected completion mid-2024.	-	(40,000)	(40,000)
<b>Stage 1 George St &amp; Young St Intersection</b> Funding to complete the traffic controller boxes art works and lighting works and to expend the State Bicycle Fund Grant with completion in December 2023.	-	(30,000)	(30,000)
<b>Light Fleet Renewal EV Premium</b> The procurement process was delayed to aligned to with extra funding in the 2023-24 Budget. The first electric vehicle for Regulatory Services is expected to be received in Spring 2023.	-	(20,000)	(20,000)
<b>Living Streets</b> Funding for the marking of the road surface in Rogers Street with expected completion in October 2023.	-	(7,000)	(7,000)
<b>Total</b>	<b>635,000</b>	<b>(964,385)</b>	<b>(329,385)</b>

## 2022-23 Preliminary End of Year

## Capital Renewal

## Proposed Carry Forwards

Description	Favourable/(unfavourable)		
	Income	Expenditure	Net Income less expenditure
<b>Light Fleet Renewal Program</b> Funding for the renewal of three vehicles for Regulatory Services. The procurement was deferred to align with additional funding for electric vehicles in the 2023-24 budget.	81,000	(120,000)	<b>(39,000)</b>
<b>Drainage Renewal Unley Rd</b> Unley Road drainage renewal works have been delayed due to a cost management process. Expected completion in mid-2024.	-	(500,000)	<b>(500,000)</b>
<b>IT Asset Renewal Program</b> In the previous financial year Council's IT team reviewed technology infrastructure due for replacement. Following a cost-benefit-analysis, tenders have been issued to replace desktops with portable computing devices, improving working flexibility and increase business continuity. In light of this, network upgrades have been postponed until the mobility tender process concludes, ensuring efficient use of resources and alignment with our modernized IT infrastructure. These renewals will be completed in 2023-24.	-	(526,347)	<b>(526,347)</b>
<b>Reserves Oval Resurface Renewal</b> The upgrade the Unley Oval irrigation, drainage and cricket pitches will commence following the completion of the SANFL and AFLW seasons. Expected completion in March 2024.	-	(424,067)	<b>(424,067)</b>
<b>Roadworks</b> Unutilised roadworks budget held for Unley Road Streetscape.	-	(300,986)	<b>(300,986)</b>
<b>Footpath Renewal Unley Rd</b> Unley Road footpath renewal works have been delayed due to a cost management process. Expected completion in mid-2024.	-	(295,446)	<b>(295,446)</b>
<b>Total</b>	<b>81,000</b>	<b>(2,166,846)</b>	<b>(2,085,846)</b>

## 2022-23 Preliminary End of Year

## New Capital

## Additional Budget Request

Description	Favourable/(unfavourable)		
	Income	Expenditure	Net Income less expenditure
<b>Unley Museum Expansion detailed design and documentation</b> Additional funding to extend the scope of the design project to include the Adelaide Potters' Club building (84 Edmund Avenue).	-	(90,000)	<b>(90,000)</b>
<b>Total</b>	-	<b>(90,000)</b>	<b>(90,000)</b>



## 2022-23 Preliminary End of Year

## Proposed 2023-24 Uniform Presentation of Finances

## Incorporating proposed carry forwards from 2022-23

\$'000s	Adopted 2023-24 Budget	Proposed 2022-23 Carry Forward	Additional Funding	Proposed 2023-24 Budget
Income	57,329	18	-	57,347
less Expenses	(54,643)	(172)	-	(54,815)
<b>Subtotal</b>	<b>2,686</b>	<b>(154)</b>	<b>-</b>	<b>2,532</b>
Equity Accounted Subsidiaries	(255)	-	-	(255)
<b>Operating Surplus / (Deficit) before Capital Amounts (inclusive of Equity Accounted Businesses)</b>	<b>2,431</b>	<b>(154)</b>	<b>-</b>	<b>2,277</b>
<b>less Net Outlays on Existing Assets</b>				
Net Capital Expenditure on Renewal & Replacement of Existing Assets	(8,421)	(2,167)	-	(10,588)
less Depreciation, Amortisation and Impairment	12,000		-	12,000
less Amounts received specifically for Replacement of Existing Assets			-	-
less Proceeds from the Sale of Replaced Assets	217	81	-	298
<b>Net Outlays on Existing Assets</b>	<b>3,796</b>	<b>(2,086)</b>	<b>-</b>	<b>1,710</b>
<b>less Net Outlays on New and Upgraded Assets</b>				
Net Capital Expenditure on New and Upgraded Assets	(1,980)	(964)	(90)	(3,034)
less Amounts received specifically for New and Upgraded Assets	150	635		785
less Proceeds from Sale of Assets	-	-		-
<b>Net Outlays on New and Upgraded Assets</b>	<b>(1,830)</b>	<b>(329)</b>	<b>(90)</b>	<b>(2,249)</b>
<b>Net Lending / (Borrowing) for the Financial Year (inclusive of Equity Accounted Businesses)</b>	<b>4,397</b>	<b>(2,570)</b>	<b>(90)</b>	<b>1,737</b>
less Equity Accounted Businesses	255	-	-	255
<b>Net Lending / (Borrowing) for the Financial Year (excluding Equity Accounted Businesses)</b>	<b>4,652</b>	<b>(2,570)</b>	<b>(90)</b>	<b>1,992</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>12,410</b>			<b>8,503</b>
Decrease / (increase) in Other				
<b>Net Financial Liabilities at End of Year*</b>	<b>7,758</b>			<b>6,511</b>

\* The Net Financial Liabilities at the Beginning of the Year for the revised budget has been adjusted to account for favourable borrowing position at 30 June 2023.

## INFORMATION REPORT

<b>REPORT TITLE:</b>	FOURTH QUARTER 2022-23 CORPORATE PERFORMANCE REPORT
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	NICOLA TINNING, GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. FOURTH QTR CORPORATE PERFORMANCE REPORT 2022-23

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### 1. **PURPOSE**

The report provides Council with data analysis and information on service delivery and customer satisfaction survey results for the third quarter of the 2022-23 financial year.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

4. Civic Leadership
- 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 outlines in the Community Plan 2033.

The Corporate Performance Report, which provides Council with a performance report on a quarterly basis, ensures that Council is informed about service delivery to improve public accountability and transparency.

**5. DISCUSSION**

The State Government has introduced “Councils in Focus”, a website which draws data from annual Grants Commission reporting and allows for comparisons between Councils. The website is publicly available.

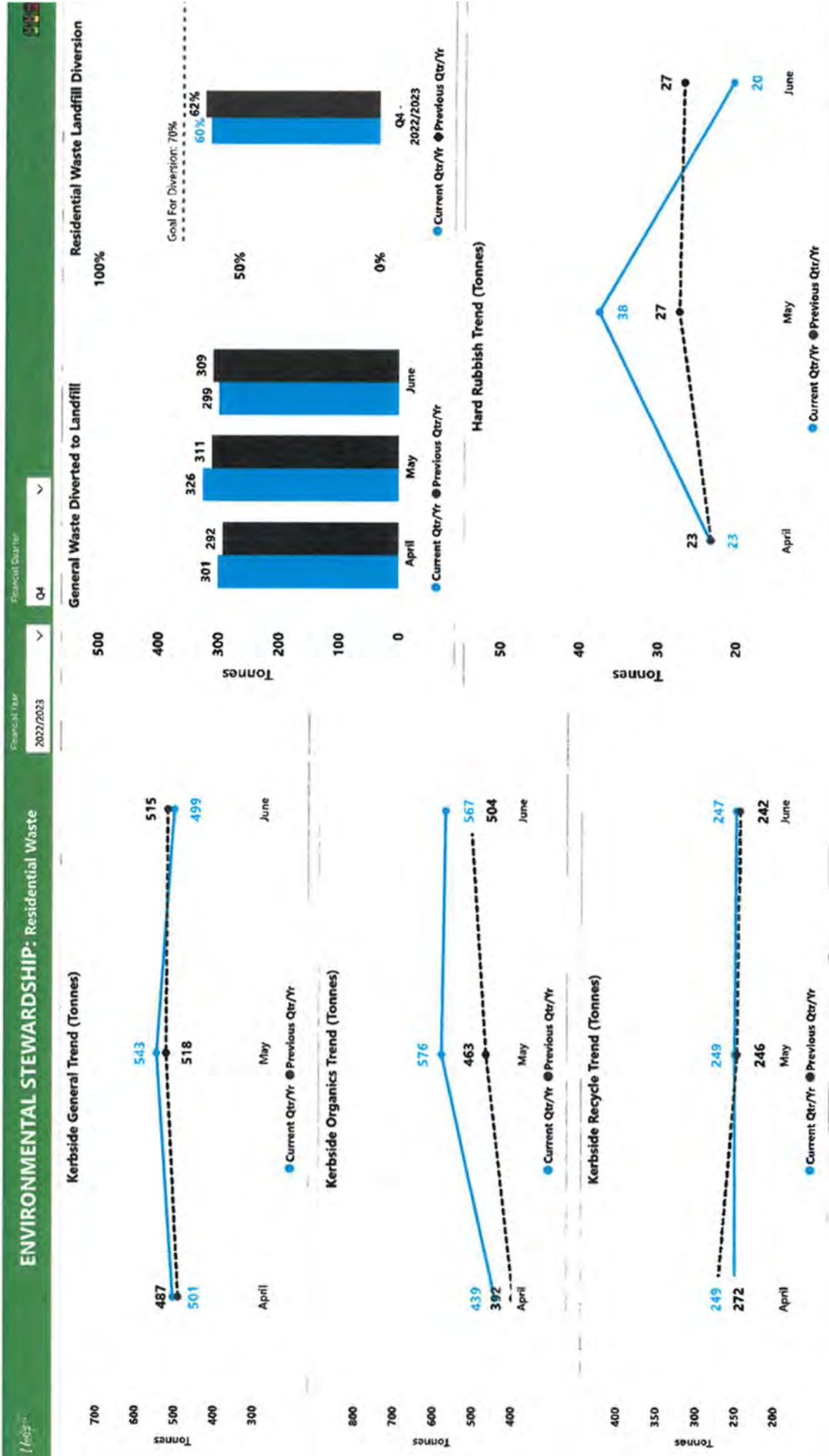
The collection of data from source corporate systems for the corporate performance report has been automated where possible. Automation is to improve data quality and create efficiencies in the data collection and process of analysis.

This report covers the fourth period of the 2022-23 financial year from 1 April 2023 to 30 June 2023. The Corporate Performance Report is provided as Attachment 1.

*Attachment 1*

**6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer





 **ENVIRONMENTAL STEWARDSHIP**  
Residential Waste

Financial Year and Quarter For Comments  
2022/2023 Q4



**Comments**

The total tonnage disposed of general waste increased for the quarter compared to the same time last year. However June resulted in a slight decrease in tonnage from June in the previous year.

There was a recorded 16% increase in the tonnage of organic material collected this quarter with May recording an increase of 113 tonnes compared to the same time last year. The increase can be directly attributed to the very wet Summer and Autumn seasons we have experienced resulting in increased vegetation growth.

The total tonnage of recycled waste has remained relatively consistent for each month of the quarter and consistent with the same time last year.

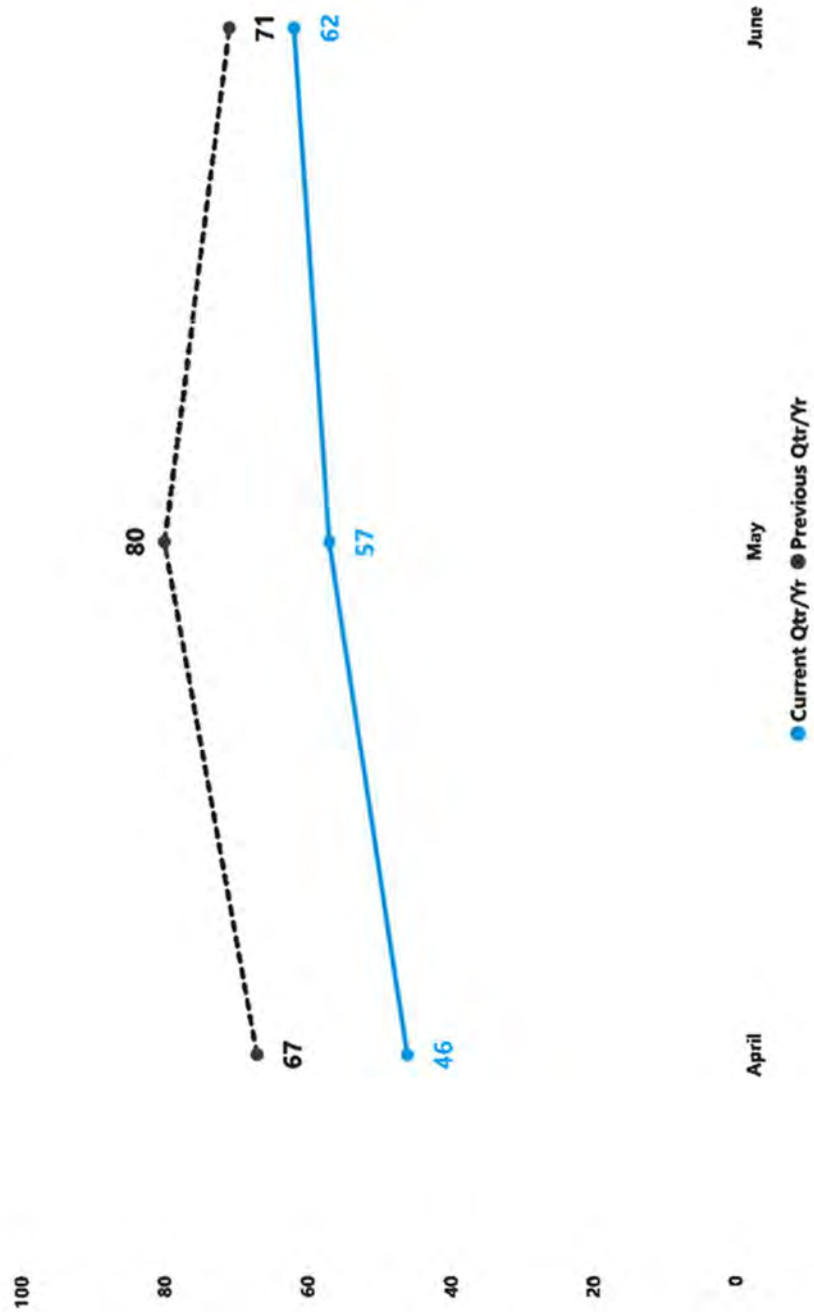
The total percentage of waste diverted from landfill remained relatively consistent at 60% and is slightly less than the same period last year.

The total tonnage of general waste going to land fill over the past 3 months is estimated to be 926 tonnes and is a slight increase for the same time last year.

The total hard rubbish tonnage collected remains consistent for the quarter, however the month of May resulted in an increase of 11 tonnes to that usually collected.



### Total Development Applications Lodged





**COMMUNITY LIVING**  
Development Applications - Planning Consents Granted

Financial Year and Quarter For Comments  
2022/2023 Q4



**Comments**

The number of applications lodged for this quarter has reduced in comparison to the same quarter last year by 53 (218 reduced to 165). It continues a trend for a reduced level of development for the 2023 calendar year of approximately 20 less applications per month. This is likely driven by economic factors such as rising interest rates, availability of materials, and increasing cost of labour.

While interest rates remain higher, along with the general cost of living impacts, these numbers are anticipated to remain lower than average.

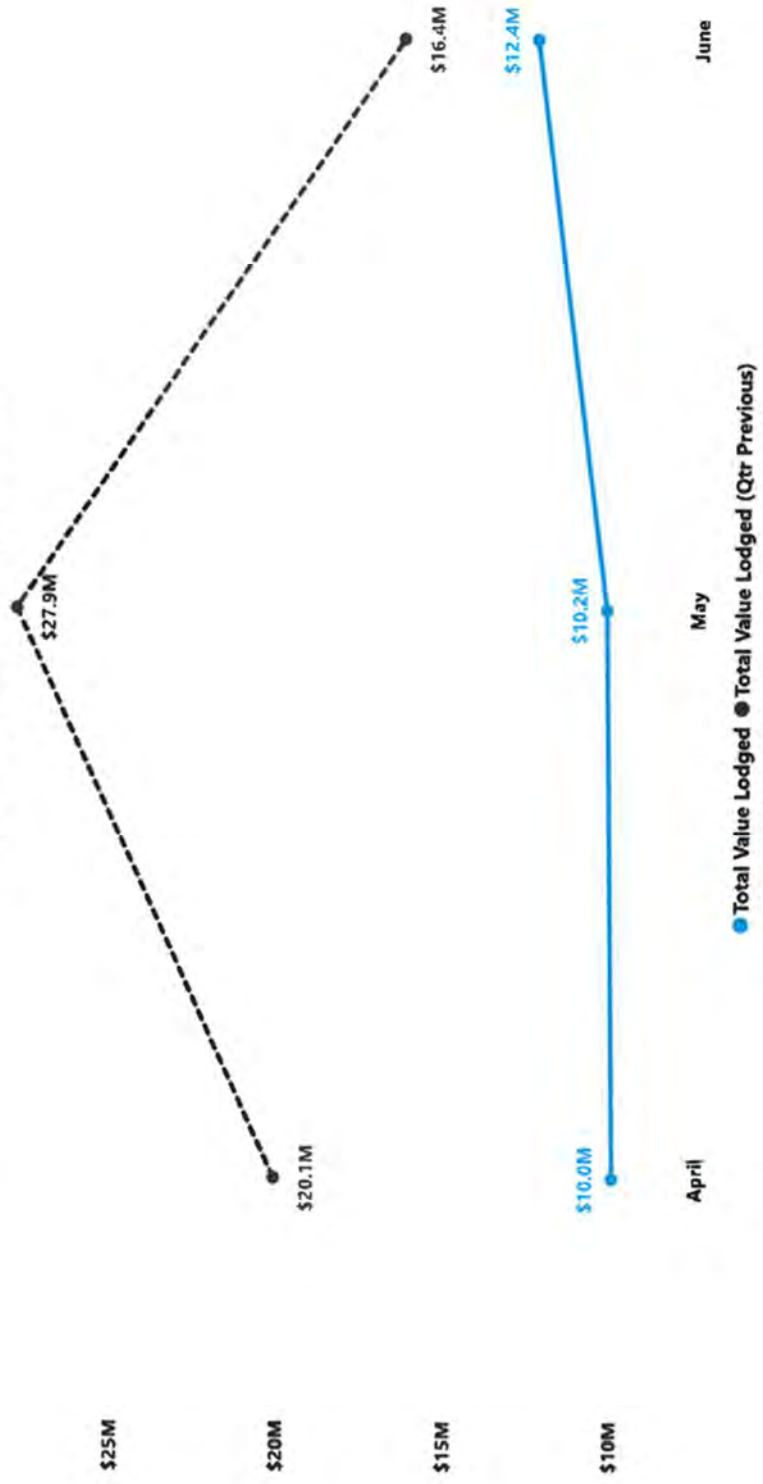
While this reduction continues, vacancies across the team remain unfilled and tasks have been reallocated to ensure the team are operating at capacity.

**Average Development Value**  
**\$237K**  
 Financial Year 2020/2021

**Average Development Value**  
**\$323K**  
 Financial Year 2021/2022

**Average Development Value**  
**\$621K**  
 Financial Year 2022/2023 YTD

**Total Value of Approved Applications**





# COMMUNITY LIVING

## Value of Approved Development Applications

Financial Year and Quarter For Comments

2022/2023 Q4

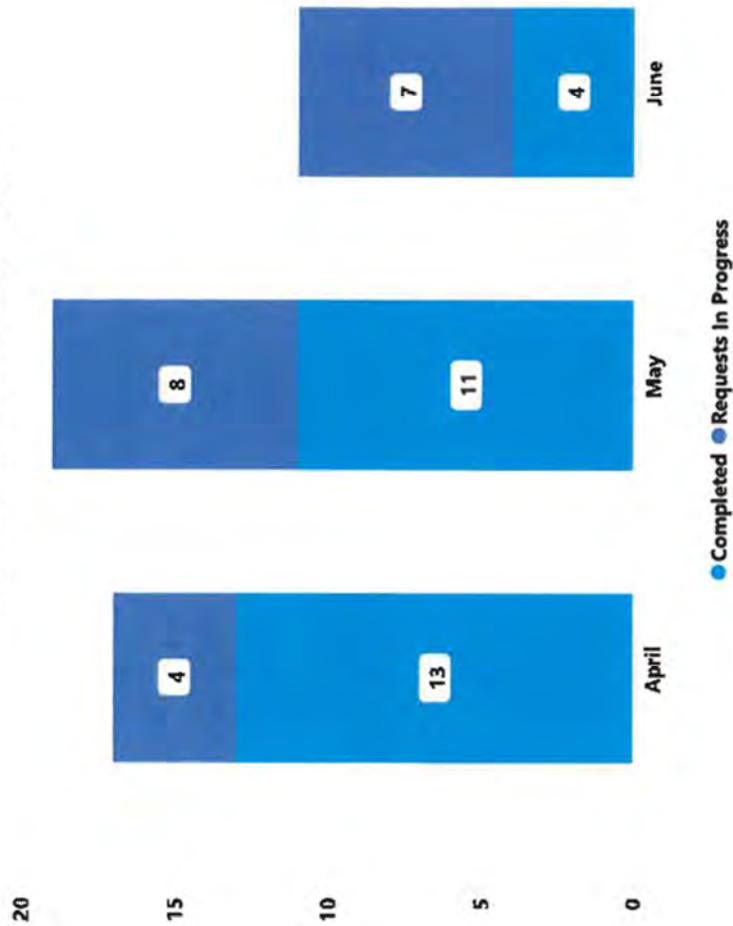


**Comments**

Reflective of the reduction of number of applications received during Q4, there has been a corresponding downturn in the value of approved development, with a notable trend in smaller scale developments being lodged. This impacts the overall value of development approved in the quarter in comparison to the corresponding quarter last year. Overall for the financial year, several largescale developments were approved, significantly raising the average value for the financial year. The value of developments is likely impacted by the current economic climate, resulting in fewer large scale developments. It is noted that there are currently several large scale developments being assessed that will impact the average value once they obtain a consent, resulting in a rise back to levels consistent with corresponding previous quarters moving forward.



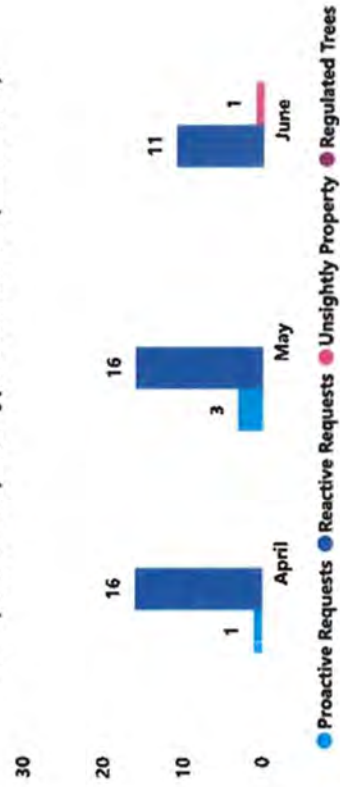
**The Status of Current Compliance Requests**



**The Total of Compliance Requests**



**Compliance Request Type Breakdown (Current FY)**







**COMMUNITY LIVING**  
Planning Compliance Inspected

Financial Year and Quarter For Comments  
2022/2023 Q4



### Comments

The purpose of this report is to demonstrate the level of Planning compliance inspections undertaken by Council over the last quarter. The inspections are a result of either customer requests/complaints or notification being lodged through the Customer Service team (reactive complaint) or inspections conducted by Council's Planning Compliance Officer without receiving a customer complaint (proactive). The purpose of proactive inspections is intended to mitigate the number of reactive complaints received by Council regarding the Development approval process, by ensuring sensitive or potentially contentious development matters are inspected. As part of this methodology the Planning Compliance Officer role focuses primarily on the following inspection types:

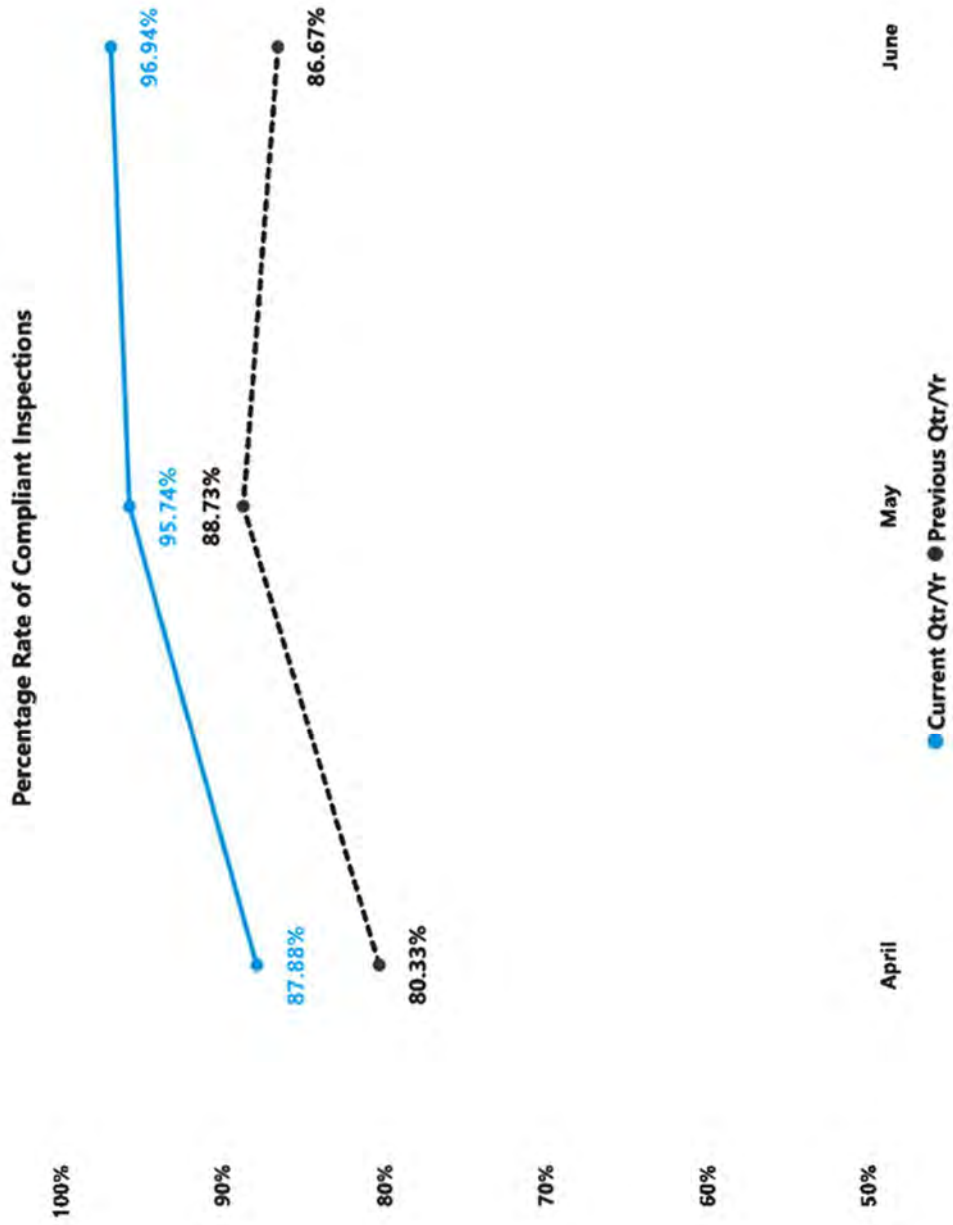
- Applications for tree removal that require replacement trees to be planted.
- Applications that require a tree protection zone to be established during development.
- Multi-level residential developments that require privacy treatments to be constructed to upper levels
- Commercial developments where landscaping is required to be completed.

These typically cause community concerns if not adequately addressed in terms of meeting the conditions of development approval.

Additionally, the timing of development application notifications are monitored to ensure that the proactive inspections are scheduled appropriately as there can be significant delays between the approval being issued (lodgement trigger), and the requirement for an inspection.

The report identifies Council has received a total 47 Customer requests for investigation. Of the 47 Customer requests generated, Council have inspected and closed out 28. The remaining 19 requests in progress are comprised of a combination of proactive and reactive investigations that are either pending action, currently under investigation, or have been inspected but cannot be closed due to confirmation of further action depending on the specific issue being investigated. The number or compliance requests currently under investigation (0) indicates all requests are currently being actioned.

It is noted that there is a total of 48 requests identified under the Compliance Request Type Breakdown which includes one unsightly property investigation. These are reported separately to the Planning Compliance investigations as unsightly properties are relevant to the Local Nuisance and Litter Control Act 2016, rather than the Planning, Development and Infrastructure Act 2016.







**COMMUNITY LIVING**

Building and Planning - % Compliance vs Non Compliance

Financial Year and Quarter For Comments

2022/2023 Q4



**Comments**

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

Overall figures indicate that building work is being undertaken in line with the approvals granted and remains consistent with a high compliance rate of 93% on average for Q4. This reflects that applicants are gaining the appropriate consents and constructing developments in accordance with the approval. Additionally, this highlights the Planning Compliance and Building Compliance roles have been effective in investigating compliance matters in a timely manner when complaints have been received.

Non-compliances typically relate to failed building inspections, primarily roof framing and swimming pools which can present minor technical non-compliances with relevant Building Code or Australian Standards to developments that have not obtained the appropriate consents; and/or developments proceeding contrary to their approvals or conditions. All matters are followed up by staff through education and instruction, or formal enforcement action in accordance with the Compliance Policy. Further inspections are undertaken to confirm the works have been satisfactorily resolved before they are completed.

**COMMUNITY LIVING - Building/Roof Frame Inspections**

Financial Year: 2022/2023 | Financial Quarter: Q4

Total Roof Frame Inspections

**54**

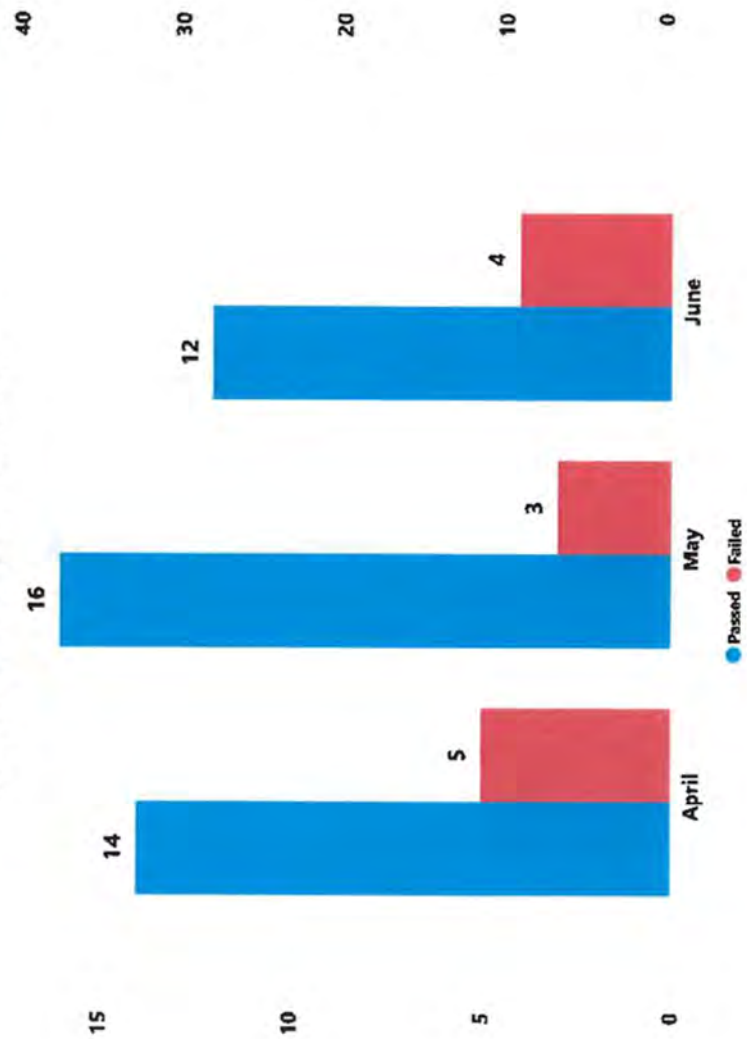
Total Inspections Passed

**42**

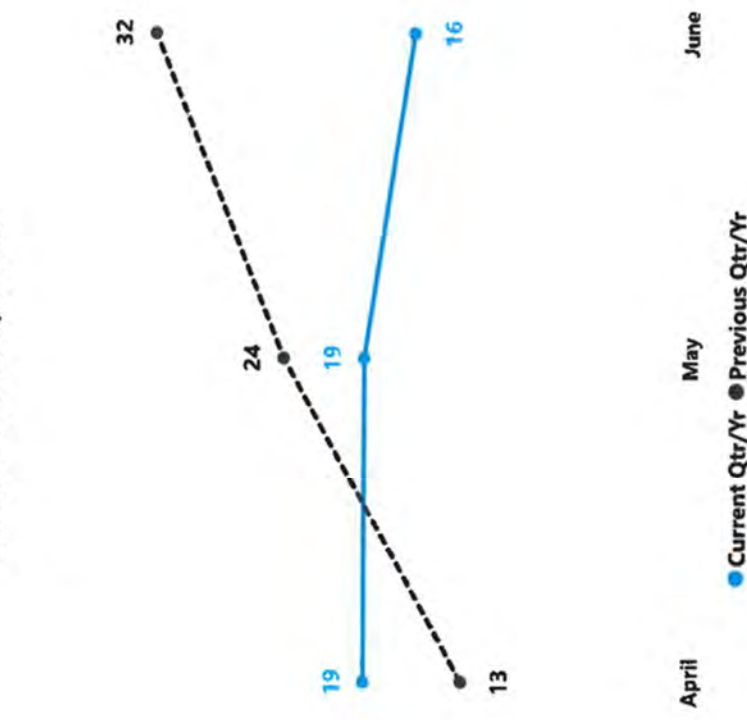
Total Inspections Failed

**12**

Total Roof Frame Inspections - Results



Total Roof Frame Inspections





**COMMUNITY LIVING**  
Building/Roof Frame Inspections

Financial Year and Quarter For Comments  
2022/2023 Q4



### Comments

The purpose of this report is to detail the number of building/roof frame inspections undertaken by the building department to meet legislated inspection rates under the Planning Development and Infrastructure Act 2016 (PDI Act). The PDI Act currently prescribes an inspection rate 66% of all building work related to residential dwellings and 90% of commercial building work commenced within the financial year.

The figures reported reflect a total of 54 building/roof frame inspections have been undertaken with 12 failed inspections recorded. The reason a failed inspection is recorded can vary depending on the development being inspected; however, they most commonly relate to minor non compliances with either the Building Code or related Australian Standard and are typically resolved through education, direction and instruction being issued to applicants and/or builders by Council Building Officers. All failed inspections are reinspected by Building Officers to ensure that they are compliant prior to the continuation of work.

The data for this quarter reflects inspection numbers undertaken and recorded through the new PlanSA portal inspection system. The number of inspections undertaken this quarter (54) is slightly lower than the previous year (69) due to fewer notifications being received for this period. This volume of inspections also achieves compliance with the prescribed inspection rates under the PDI Act.

**COMMUNITY LIVING - Swimming Pool Inspections**

Financial Year: 2022/2023  
 Financial Quarter: Q4

Total Swimming Pool Inspections

**45**

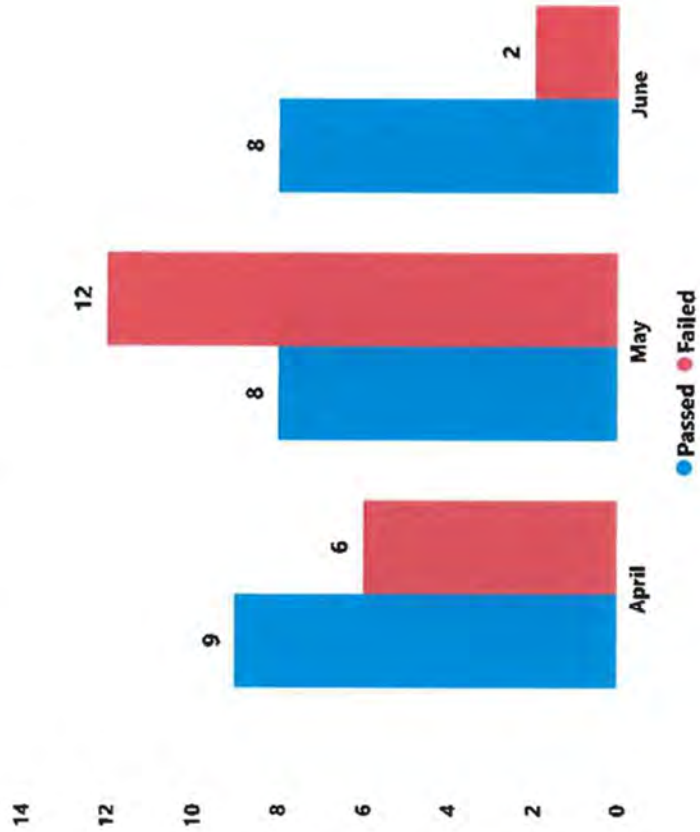
Total Inspections Passed

**25**

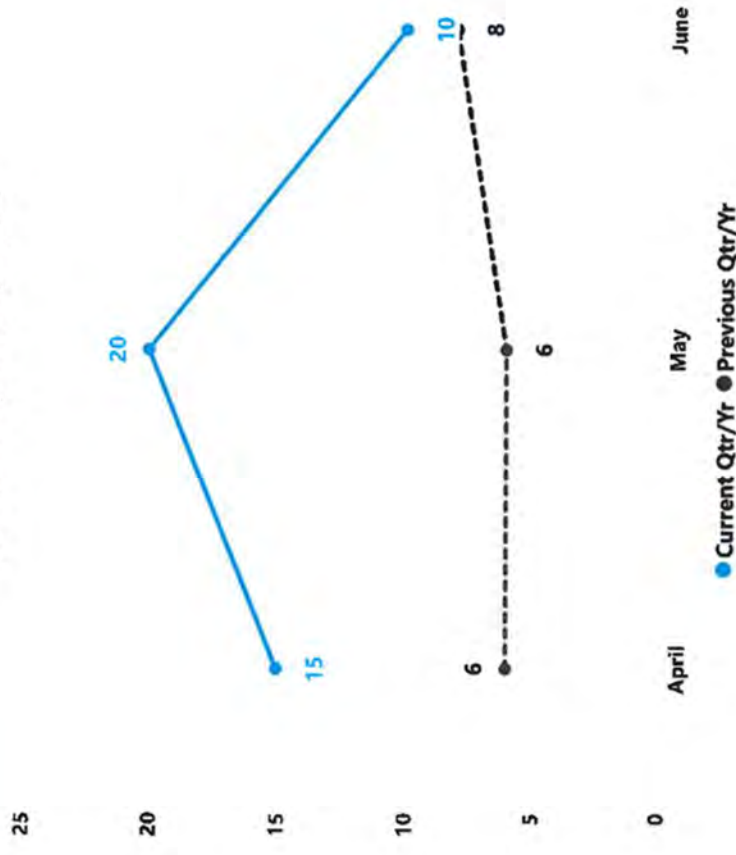
Total Inspections Failed

**20**

Swimming Pool Inspections - Results



Total Swimming Pool Inspections







**COMMUNITY LIVING**  
Swimming Pool Inspections

Financial Year and Quarter For Comments  
2022/2023 Q4



### Comments

The purpose of this report is to detail the number of mandatory swimming pool safety barrier inspections undertaken by the Building Department to ensure 100% of swimming pools and associated safety barriers are constructed in accordance with the Building Code of Australia and applicable Australian Standards. The Planning, Development and Infrastructure Act 2016 (PDI Act) practice direction 8 as adopted by Council dictates statutory obligations to swimming pool inspections. Practice direction 8 requires Council to inspect 100% of all notified swimming pools and associated barriers within 10 business days of being notified of completion of construction of the barriers prior to the pool being filled with water.

Of the 45 swimming pool inspections undertaken by the Council officers, 20 of those were recorded as a failed inspection. As with all technical building inspections the reasons for failure can vary and there are very low tolerances for compliance, especially for swimming pools due to life safety considerations. Typically, failed inspections relate to minor defects or non-compliances with the Australian Standards for Swimming pools. Non-compliances can include items such as minor adjustments required to gates and latches or climbable items being located within NCZ (No Climb Zones) of the external or internal safety barriers. The number of failed barrier inspections recorded this quarter (20) highlights the importance of Council maintaining a robust pool safety inspection regime in accordance with statutory requirements. A proactive approach with pool safety barriers continues given the number building approvals issued for swimming pools and the inherent safety risk associated with non-compliant safety barriers. Where a non-compliance is recorded during an inspection, Council officers work with owners and builders providing specialist advice and several follow up inspections to ensure a 100% compliance rate for all swimming pool barriers notified in line with legislative requirements. For reporting purposes only the initial inspection is counted against the development, all subsequent inspections required to achieve compliance are not counted as part of the data for this report.



## COMMUNITY LIVING - Food Hygiene Inspections

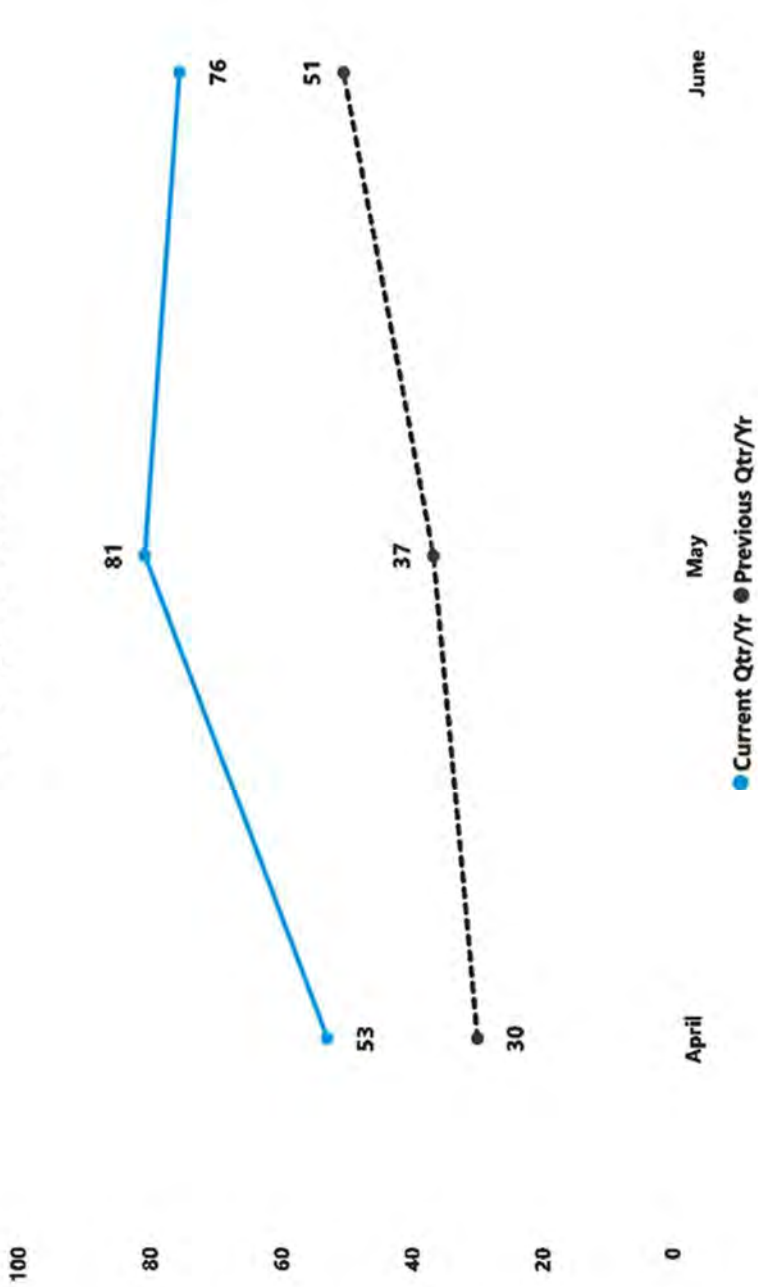
Financial Year: 2022/2023 | Financial Quarter: Q4

**Total Health Food Inspections**  
210

**Number of Routine Inspections**  
122

**Number of Written Warnings**  
63

Food Hygiene Inspections





**COMMUNITY LIVING**  
Food Hygiene Inspections

Financial Year and Quarter For Comments  
2022/2023 Q4



### Comments

The purpose of this report is to demonstrate the number of food premise inspections undertaken by Environmental Health Officers to ensure businesses are compliant with food safety requirements. Where a non-compliance is recorded during inspections, Health officers will conduct a risk assessment of the premises and either take informal or formal action dependent on the seriousness of the breach as determined by Council's Compliance Policy.

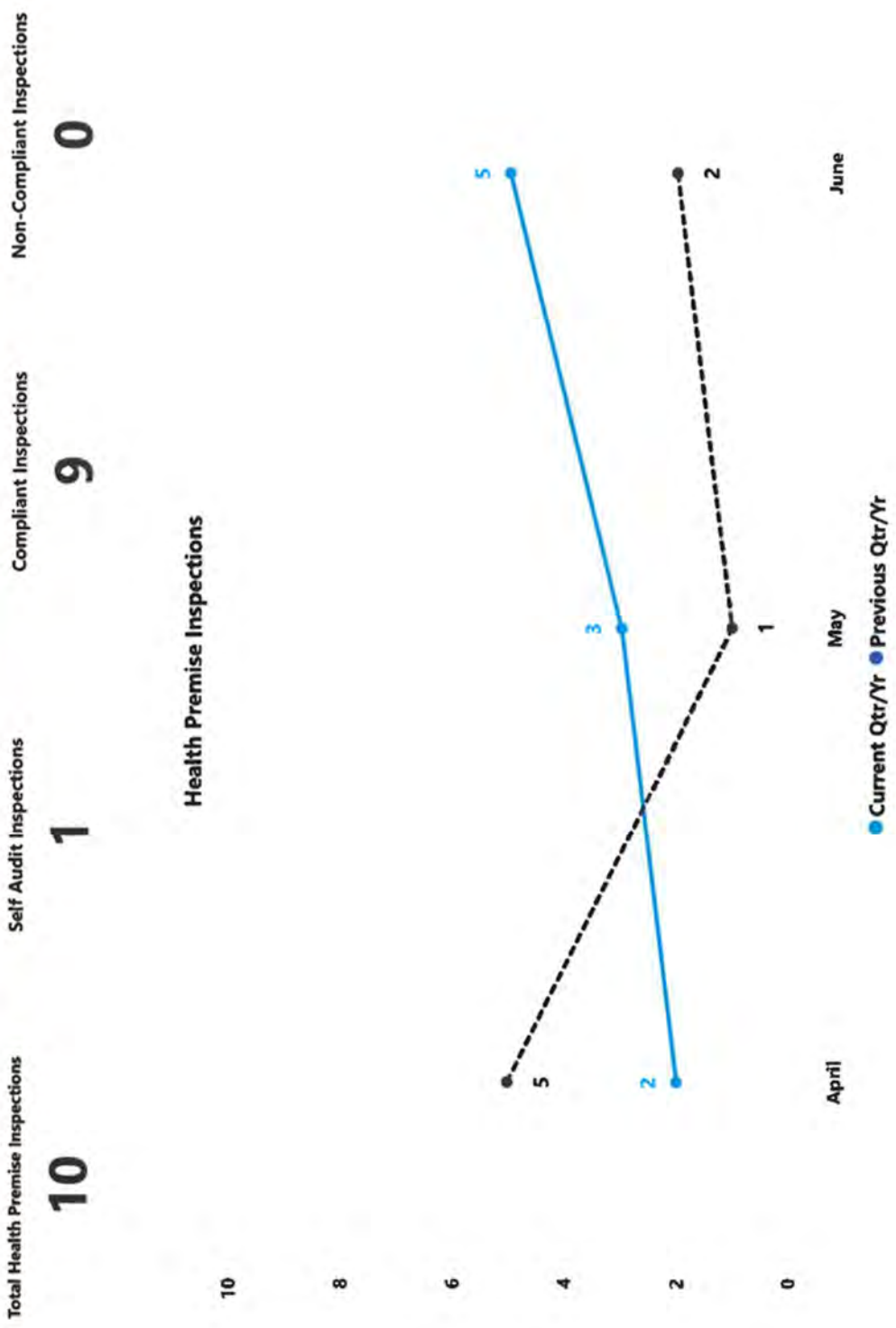
The number of "Routine Inspections" refers to the total number of general inspections undertaken as scheduled inspection work by the Health team, while the "Total Inspections" refers to the routine inspections undertaken in addition to follow up inspections where either informal or formal action has been directed by Health Officers during a previous inspection.

This report identifies a total of 210 food inspections were undertaken, with 122 routine inspections resulting in 88 follow up inspections and 63 written warnings issued by Council's Health team. All non-compliant businesses that receive a written warning are actioned either through follow up inspection, with additional enforcement action for significant non-compliances. Alternatively, they are confirmed as compliant at the next scheduled routine inspection in cases where the non-compliance is considered minor. The intent of Council's Health team is to reduce the total number of written warnings being issued through conducting regular routine inspections, monitoring, and education of business owners and operators to ensure high levels of compliance and food safety for the benefit of the community.



**COMMUNITY LIVING - Health Premise Inspections**

Financial Year: 2022/2023  
 Financial Quarter: Q4





**COMMUNITY LIVING**  
Health Premise Inspections

Financial Year and Quarter For Comments  
2022/2023 Q4

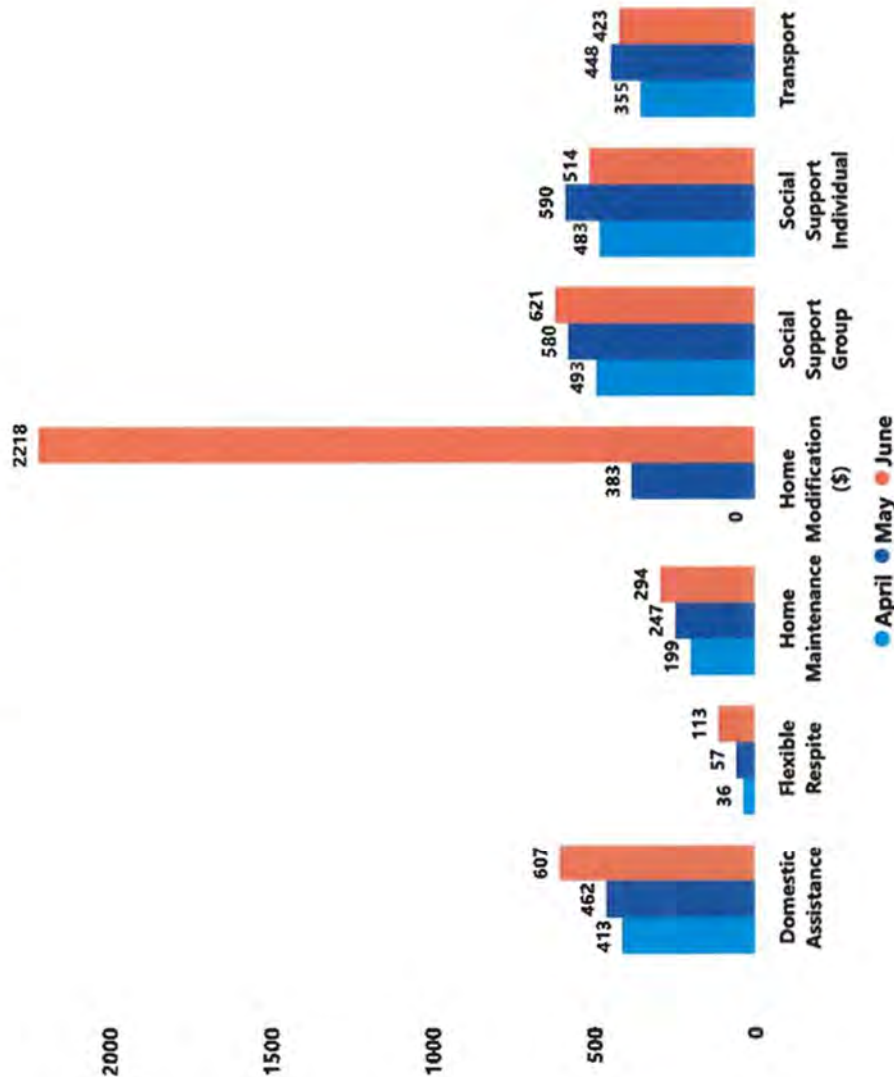


**Comments**

This report indicates the total number of health inspections undertaken under the Public Health Act 2011 where activities may impact public health. This includes inspections of swimming pools and spas, cooling towers, warm water systems, hairdressers and tattoo parlours. Inspections are either undertaken onsite or via a desktop assessment where the business provides information relating to compliance for review by Council Health team. This quarter is comparable in terms of total Health premise inspections undertaken. However, this financial year will reflect a significant decrease in "Total Health Premise Inspections" undertaken as these figures largely reflect the number of self-audit inspections completed which are only undertaken bi-yearly as seen represented in this quarter's total inspector numbers (10) The total inspection numbers also reflect inspection of cooling towers, onsite audits and swimming pools. These numbers tend to fluctuate according to seasonal requirements and scheduled inspection work.

Where an inspection results in non-compliance, a risk assessment is undertaken to determine whether informal or formal action is warranted in accordance with the Public Health Act and Council's Compliance Policy.

CHSP Actuals Per Month



CHSP Outputs Table

CHSP Program	Annual Outputs	Required (KPI)*	Actuals
Domestic Assistance	5935	1485	1482 ↓
Flexible Respite	1080	270	206 ↓
Home Maintenance	2312	579	740 ↑
Home Modification (\$)	23482	5871	2601 ↓
Social Support Group	2102	528	1694 ↑
Social Support Individual	7196	1800	1587 ↓
Transport	4333	1086	1226 ↑

\*As at the end of the quarterly reporting period



# COMMUNITY LIVING

## Home Support Program Visits

Financial Year and Quarter For Comments

2022/2023 Q4



### Comments

Council's Commonwealth Home Support Program is funded by the Commonwealth Government. The program provides services to eligible older residents who have a My Aged Care referral to support them to remain living independently within their own homes.

For the quarter, there were 760 clients who benefited from receiving one or more service types, with over 50% of clients receiving several service types.

The table outlines the required KPIs to be achieved for each service type under the funding agreement, and our corresponding actual achievements against each for Quarter 4. The figures provided are for hours of service, except for Transport that is captured as one-way trips, and Home Modifications that is captured as dollar amount of the subsidies provide towards the cost of home modifications required. It is worth noting that any fluctuations in the number of services provided for each month are generally related to the number of referrals that Council receives through the Commonwealth My Aged Care portal.

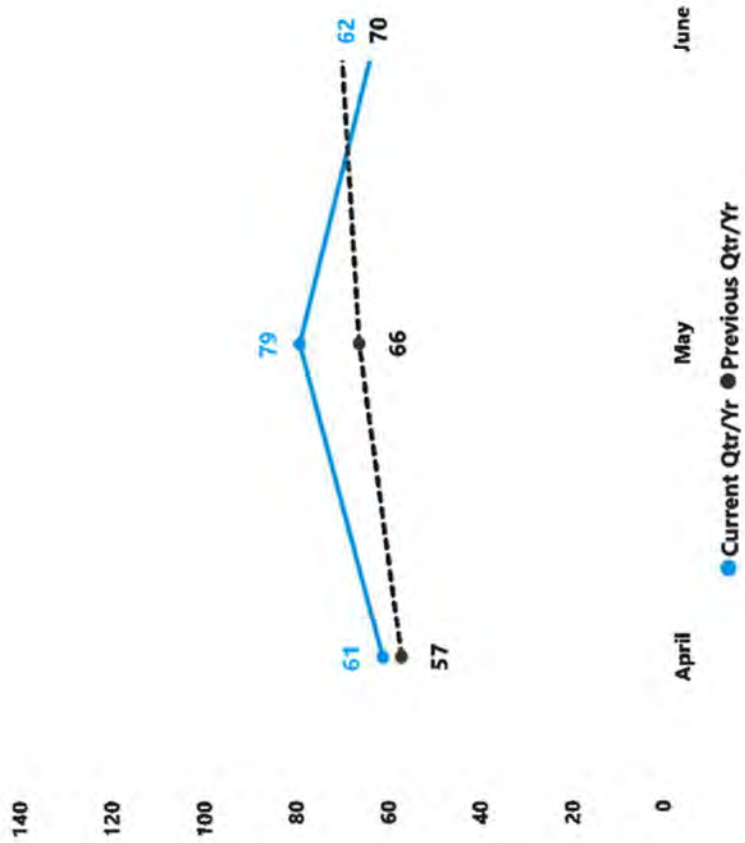
When reporting to the Commonwealth on KPIs, flexibility is provided, with the areas that we have exceeded KPIs taken into consideration against the under-performing areas, removing the need to return any unspent grant funding.

While some service types have not achieved the quarterly KPI's in the 4th quarter, the total annual output KPIs for the year have been exceeded.



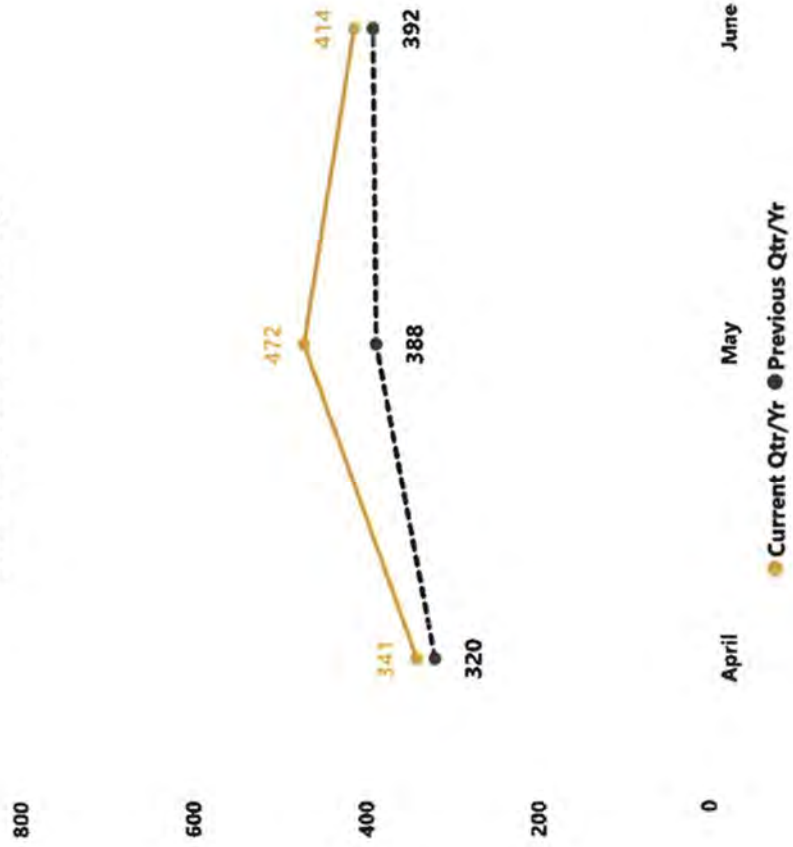
Total Number of Trips  
**1227**

Community Bus Number of Passengers



Average Passengers Per Month  
**67**

Community Bus Number of Trips





**COMMUNITY LIVING**  
Community Bus Passengers

Financial Year and Quarter For Comments  
2022/2023 Q4



**Comments**

The Community Bus service is comprised of a fleet of three buses all of which are driven by volunteers and supported by volunteer helpers who assist the passengers as required. The Service primarily provides return door to door transport assistance to local shopping centres and other community-based venues, with most passengers utilising the service multiple times each month. There are currently 96 residents registered to use the service (an increase of 10 passengers from the last quarter). A 'Trip' in this context is defined as one way for each passenger i.e. a bus of ten people would be counted as 10 trips. This is aligned to the way the CHSP program reports on transport trips to ensure our reporting structures are compatible.

A promotional plan has commenced, which includes targeting independent living facilities in the Unley Council area, promotion in the Unley Life Magazine and exploring new destinations in addition to the regular services. A review of the community bus service is planned for 2023/24 to ascertain changing community needs and to identify opportunities to increase the utilisation of the Service.

**CIVIC LEADERSHIP - Website Visits**

Financial Year: 2022/2023 | Financial Quarter: Q4

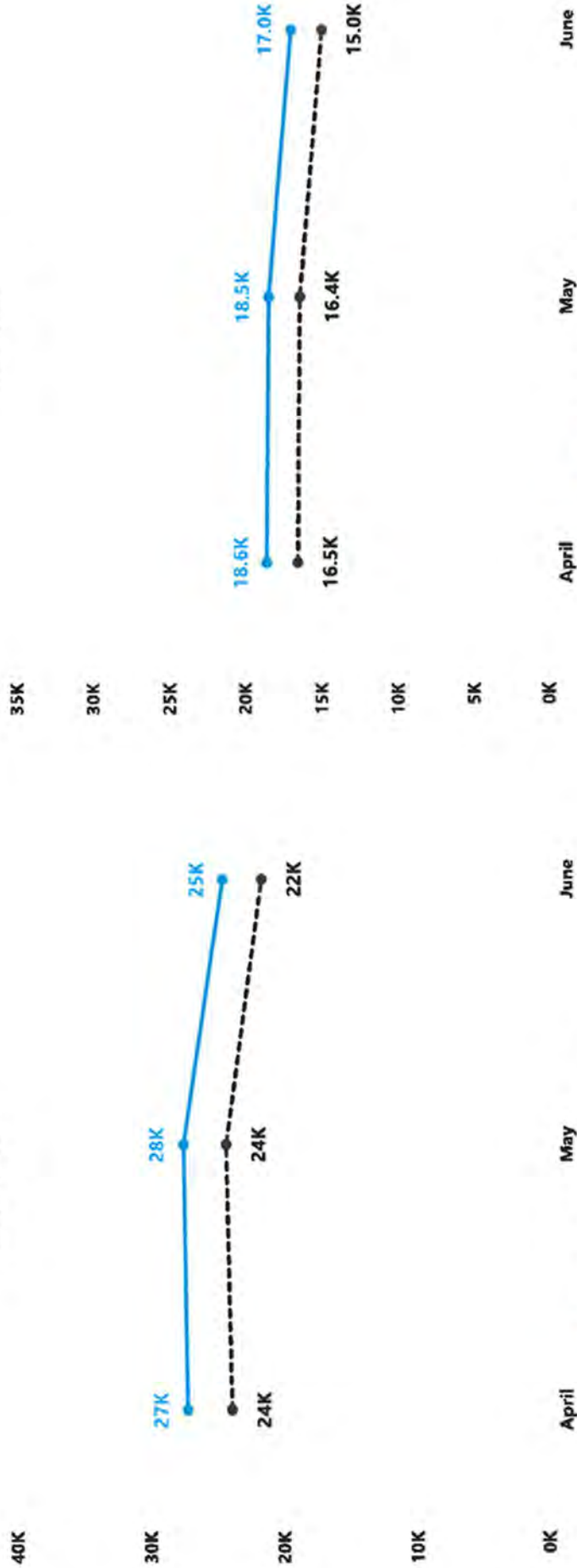
Total Website Visits  
**79K**

Total Website Visits Outside Aus  
**6789**

Total New Users  
**54K**

**Website Visits**

**New Users**







**CIVIC LEADERSHIP**  
Website Visits

Financial Year and Quarter For Comments  
2022/2023 Q4

**Comments**

**QTR 4 WEBSITE DATA 22-23**

Compared to the previous quarter, we saw a decline in web visits to our corporate website by 15%.

A reduction in visitors is common for Quarter 4. However, visitors are still higher compared to the previous year's Quarter 4.

**Q4 data 22-23:**

- Total website visits 79k
- Total new users 54k

**Previous quarter (Q3 data 22-23):**

- Total website visits 93k
- Total new users 62k

**POPULAR PAGES**

Google Analytics show us popular pages visited during April, May and June 2023. Our home page received the most views (10.5% of page views). The top 10 content was a mixture of topics predominately from the "Events, programs and Facilities section. The "Subscribe" page related to the Unley Connect marketing campaign, appears in the top 10.

**Top 10 viewed pages for Q4 22-23:**

1. Home page
2. Rubbish collection dates
3. Unley Libraries – Landing Page
4. Unley Swimming Centre – Landing Page
5. Search results
6. Contact Us
7. Subscribe (Unley Connect)
8. Hard Waste Collection
9. Unley Swimming Centre – Lane Availability
10. School Holiday Program.

The next most popular pages (Pages 11 -20) included Venues for Hire, Swim Centre Open Hours, Waste & Recycling, April Pool Availability, Council information and Rates Payments.

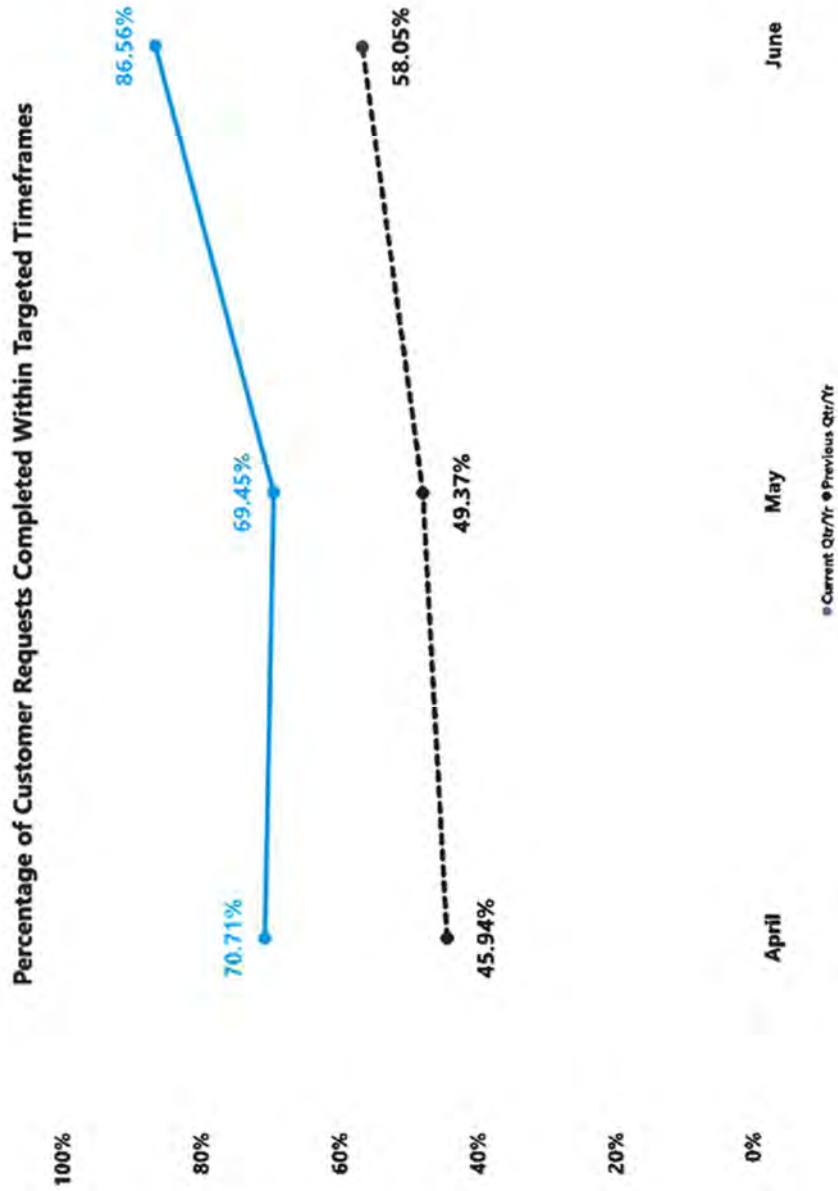
**POPULAR CONTENT**

Aside from visits to the home page, topics that attracted the most website visitors for this period included:

- Programs, Facilities and Hire pages – 13.79%
- Waste and Recycling pages – 6.01%
- Services and Reporting pages – 5.92%

Target Time Frame Met Average **75%** Of the Time

**Most Common Request**  
**Planning Enquiry**  
 Requests Done In Time frame 90.05%





**CIVIC LEADERSHIP**  
Customer Requests Timeframes

Financial Year and Quarter For Comments  
2022/2023 Q4



**Comments**

This data represents the percentage of customer requests lodged as completed within set timeframes, noting timeframes vary based on the request type. This quarter's average of 75% reflects an increase of 24% compared to the same quarter last year of 51%. This is a great result, given there has been an increase of 166 requests compared to Q4 last year, (approximately 4% increase). Planning enquiries continue to be the highest performing CR type, with 90% of requests completed in time.

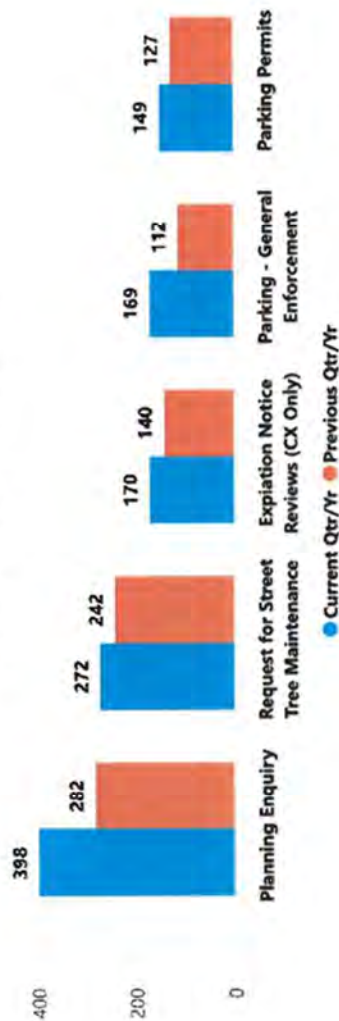
June saw the highest amount of Customer Requests completed within the targeted time frame for this quarter (86%). This was the result of a review undertaken by the Depot on their CR triage process and work allocation and the addition of a second City Arborist to respond to the volume of tree related requests. Now this work has been undertaken, it is expected the upward trend will be maintained.

Week Day with Most Requests  
**Wednesday**

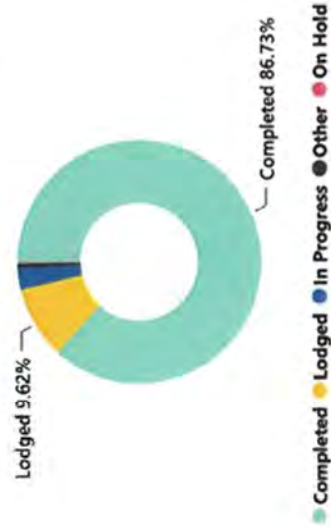
Suburb with Most Requests  
**UNLEY**  
398 Requests

Total Customer Requests  
**4326**

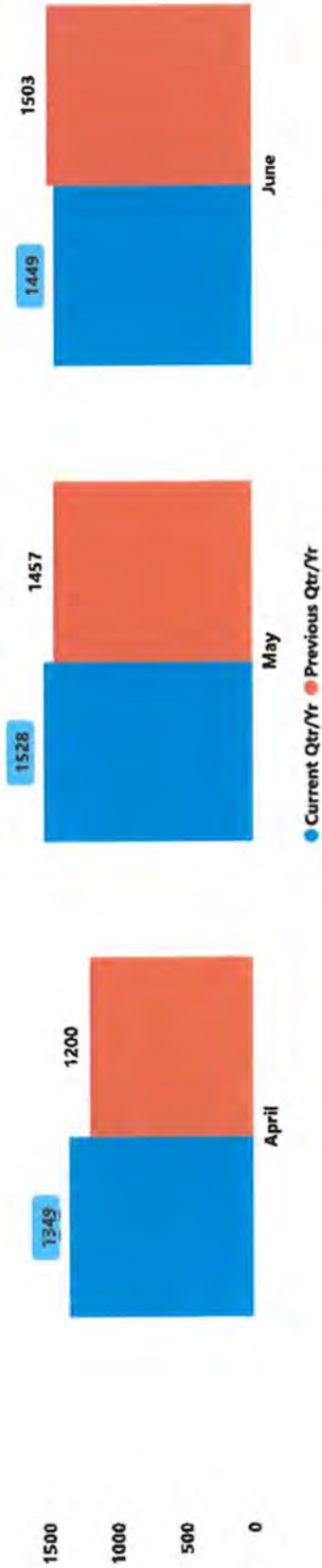
**Top 5 Customer Request Types**



**Customer Request Status**



**Total Customer Requests Per Month**







# CIVIC LEADERSHIP

## Customer Requests

Financial Year and Quarter For Comments

2022/2023 Q4

### Comments

Customer requests include seeking information, action, or assistance in line with Council's service offering. It does not include phone messages for staff. This quarter, a total of 4,326 requests were received, noting a slight increase of 166 from that same quarter last year (Q4 2021-22). This equates to approx. 2 additional requests per day received compared to last year. Of the requests received for the quarter, 86% were completed, an increase of 4% from the same time last year, which is pleasing given the volume of requests has slightly increased.

The top five lodged customer request types continue to include planning enquiries, street tree maintenance, expiation reviews and parking (enforcement and permits). Noting a slight increase of planning enquiries from the previous quarter, which is due to the changes in the State Government public notification process (letters are no longer sent to neighbouring properties to inform of development approvals), seeing a higher number of residents are contacting Council to enquire about if/what development approvals have been given to neighbouring properties.

Requests for expiation reviews have increased by 21% this quarter compared to the same time last year (Q4 2021/22).

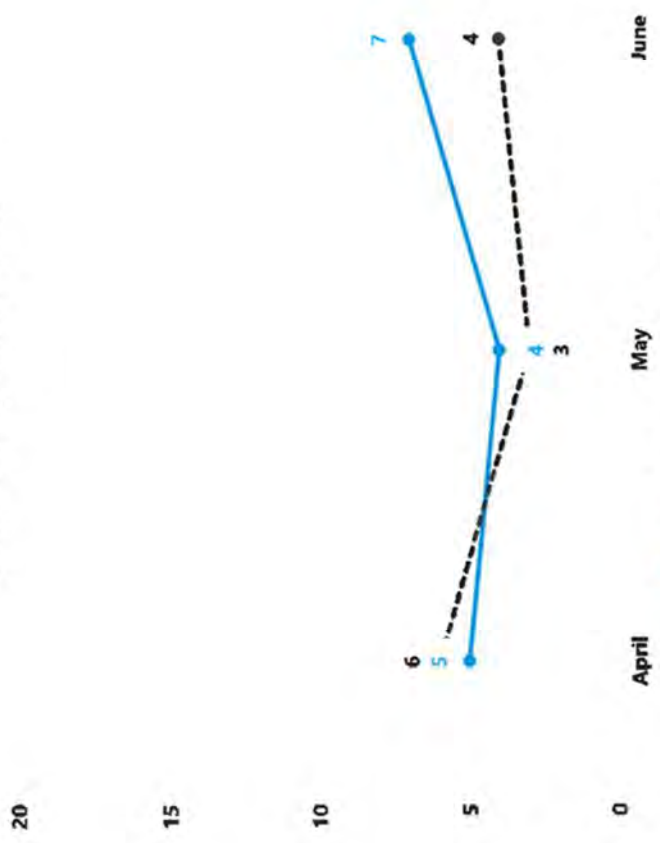


Total Complaints Received  
**16**

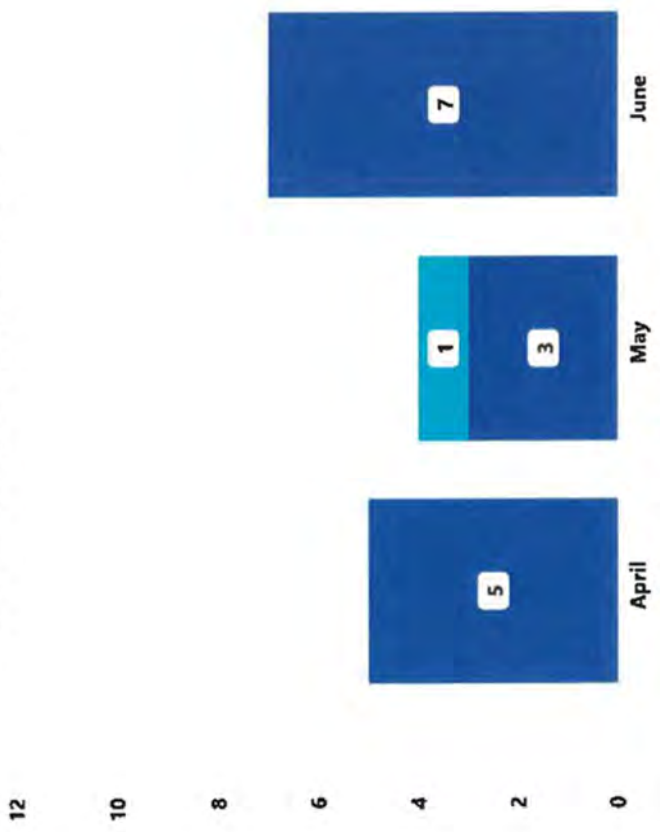
Complaints Under Review  
**0**

Complaints Review To Commence  
**1**

Customer Complaints Per Month



Customer Complaints Per Month - Status





# CIVIC LEADERSHIP

## Customer Complaints

Financial Year and Quarter For Comments

2022/2023 Q4

**Comments**

A complaint is defined in the City of Unely Complaint procedure framework as, "An expression of dissatisfaction made to or about our decisions, products, services, facilities, staff or the handling of a complaint". It is against these criteria that complaints are lodged.

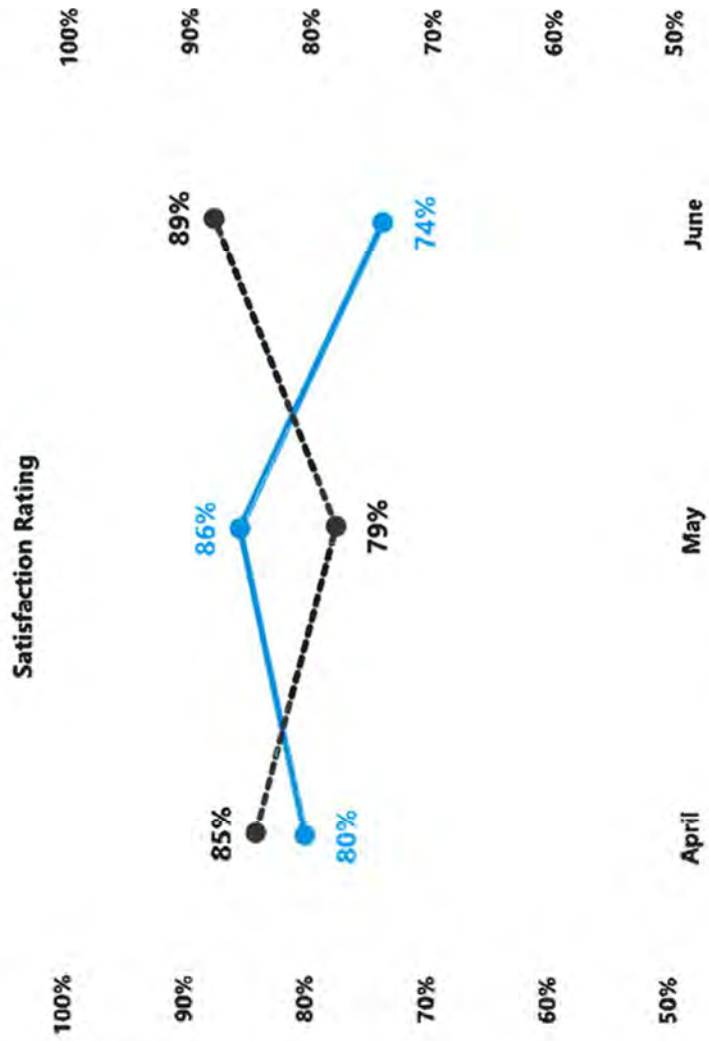
A total of 16 complaints were received this quarter, an increase of 3 complaints compared to the same period last year (where 13 complaints were received). In reviewing the complaints over the quarter, 13 of the 16 complaints received related to Operational Services and of those 13 complaints, 8 related to waste collection and the additional bin services. There was no pattern in the remaining 3 complaints, relating to varying services such as street sweeping, parking and vegetation maintenance.

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 0.2% of the total interactions with the City of Unley.

Average Satisfaction Rating  
**80%**

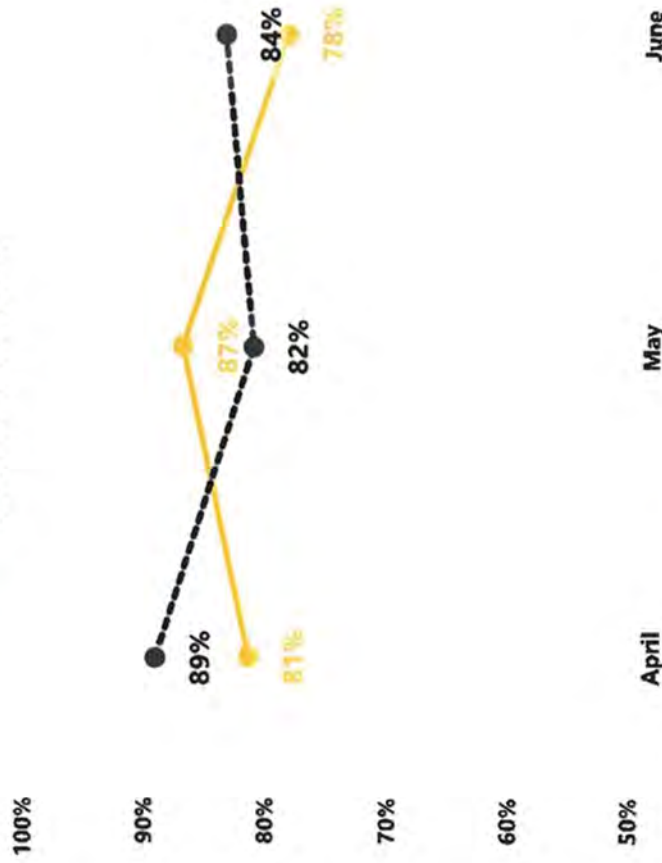
Average First Contact Resolution  
**82%**

Satisfaction Rating



● Current Qtr/Yr ● Previous Qtr/Yr

First Contact Resolution



● Current Qtr/Yr ● Previous Qtr/Yr



## CIVIC LEADERSHIP

### Customer Satisfaction

Financial Year and Quarter For Comments

2022/2023 Q4

#### Comments

A total of 204 customers participated in a phone survey regarding their satisfaction with the services provided by the City of Unley in Quarter 4. This represents a 45% up-take rate from the 450 randomly selected phone numbers of customers to be surveyed.

The 80% satisfaction score achieved for this period continues to be above the SA Council benchmark of 71% and meets the City of Unley's target of 80%. The drop in satisfaction in June can be attributed to a number of survey participants who gave poor satisfaction scores due to the time taken to action tree maintenance requests. A second City Arborist has now been appointed to address the increased volume in tree related requests.

Other reasons given for lower satisfaction scores included delays in receiving call backs, Council not intervening in disputes between private properties and no JP service available at the time of visiting.

High rated satisfaction scores were given for: Goodwood Community Centre transition enquiries, general enquiries answered by CX on first call, prompt response to parking enforcement issues and planning enquiries.

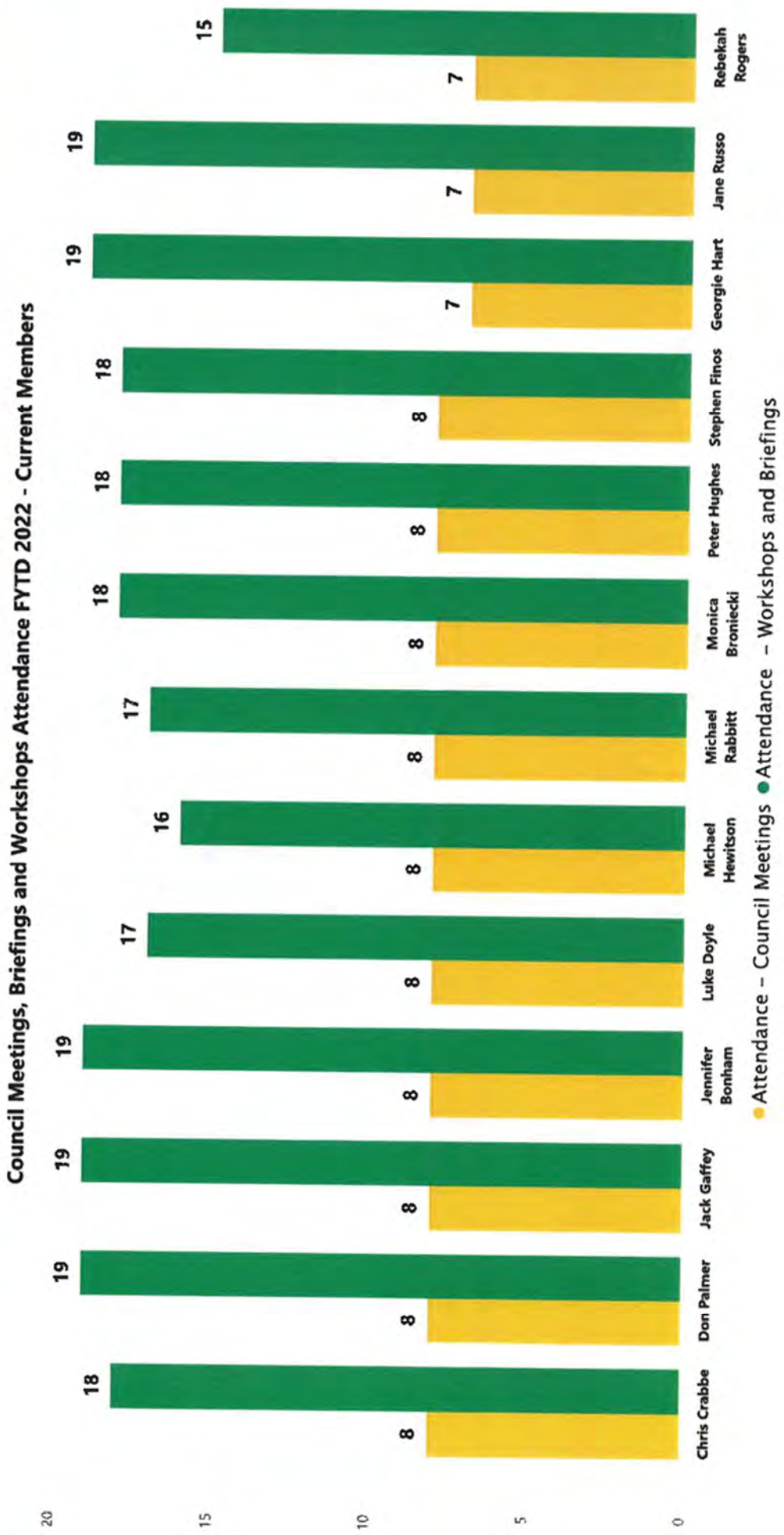
First Call Resolution (addressing the customers need the first time they call, thereby eliminating the need for a customer to follow-up with a second call) currently averages 82%, which is also considerably above the industry benchmark of 57% and exceeds the City of Unley target of 80%.



*Calgary*

## Elected Member Attendance - Current Members

Financial Year: 2022/2023      Financial Quarter: Q4







## CIVIC LEADERSHIP

### Elected Member Attendance

Financial Year and Quarter For Comments

2022/2023 Q4

**Comments**

A total of 8 Council Meetings have been held during the reporting period, and a total of 19 Elected Member Briefings and Workshops.

Cr Chris Crabbe has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

Cr Don Palmer has attended all Council Meetings and all Elected Member Briefings and Workshops

Cr Jack Gaffey has attended all Council Meetings and all Elected Member Briefings and Workshops

Cr Jennifer Bonham has attended all Council Meetings and all Elected Member Briefings and Workshops

Cr Luke Doyle has attended all Council Meetings and submitted an apology for 2 Elected Member Briefings and Workshops.

Mayor Michael Hewitson has attended all Council Meetings and submitted an apology for 3 Elected Member Briefings and Workshops

Cr Michael Rabbitt has attended all Council Meetings and submitted an apology for 2 Elected Member Briefings and Workshops

Cr Monica Broniecki has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

Cr Peter Hughes has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

Cr Stephen Finos has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

Cr Georgie Hart has submitted an apology for 1 Council meeting and attended all Elected Member Briefings and Workshops

Cr Jane Russo has submitted an apology for 1 Council meeting and attended all Elected Member Briefings and Workshops

Cr Rebekah Rogers has submitted an apology for 1 Council meeting and submitted an apology for 4 Elected Member Briefings and Workshops

## DECISION REPORT

<b>REPORT TITLE:</b>	STAGE 5 WOOD STREET TO CROSS ROAD CONNECTION - HEYWOOD PARK PATH IMPROVEMENT
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	TANYA BACIC, TRANSPORT LEAD
<b>DIVISION:</b>	CITY DEVELOPMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. OPTION A (NORTHGATE STREET / WHISTLER AVENUE) CONCEPT DESIGN</li><li>2. PREFERRED HEYWOOD PARK PATH IMPROVEMENT CONCEPT DESIGN</li></ol>

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### 1. **PURPOSE**

The purpose of this report is to present to Council for its consideration, the outcomes of an investigation undertaken by the Administration, as resolved by Council, to improve cycling within Heywood Park as part of Stage 5 of the Wood-Weller Bikeway route and to seek Council's endorsement regarding the way forward for the project.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Heywood Park path improvement, as set out in Attachment 2 to this report (Item 4.6, Council Meeting 28/08/2023) be endorsed by Council as its preferred path alignment within Heywood Park, for the purpose of undertaking community consultation of Option A (Northgate Street / Whistler Avenue) for Stage 5 of the Wood-Weller Bikeway.

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

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

#### **4. BACKGROUND**

At its meeting on 22 May 2023, Council considered a report which outlined the outcomes from the Concept Design Options Study for Stage 5 of the Wood-Weller Bikeway, between Wood Street and Cross Road. The report sought Council's endorsement of the preferred concept design option (Option A - Northgate Street / Whistler Avenue) for community consultation.

Following consideration of the matter, Council resolved the following:

1. *The report be received.*
2. *Option A (Northgate Street / Whistler Avenue), as set out in Attachment 3 to this report (Item 4.6, Council Meeting 22/05/2023), be endorsed by Council as its preferred concept design for Stage 5 of the Wood-Weller Bikeway, subject to the following changes.*
  - *An amendment to the concept design to improve the path be investigated by administration to enable connection within Heywood Park to better connect Whistler Avenue to the north west corner of the park to direct people bike riding towards the Wood-Weller bikeway, rather than King William Road, and separate bike riders from pedestrians.*
3. *A further report be considered by Council following the completion of investigation.*

*Resolution No. C1029/23*

The endorsed concept design, Option A (Northgate Street / Whistler Avenue), is outlined in Attachment 1, noting the Heywood Park path improvement is still to be considered and forms the basis of this report.

*Attachment 1*

#### **5. DISCUSSION**

As part of the initial concept design, the Administration considered the existing illuminated 3.0m wide shared path within Heywood Park (paved in 2020), to be appropriate to form part of Option A.

Using the existing path would minimise the impact to Heywood Park, noting that although not the most direct route, it was considered that the distance required to ride was not significant.

It was anticipated that through the use of materials, street furniture, landscaping, and signage at the Heywood Park entrance (at King William Road and Northgate Street intersection) the bikeway route's legibility could be improved.

As per Council's resolution, the Administration has undertaken further investigations for a new path connection within Heywood Park which better links Whistler Avenue to the Wood-Weller Bikeway route, directing bike riders away from King William Road.

## Path Investigations

In undertaking the new path investigations in Heywood Park, the following assumptions have been made:

- The path will be a shared path, 3.0m in width to appropriately accommodate pedestrians and bike riders and two-way movement.
- The path will be paved as per the current path.
- The path will not be illuminated (noting that the current path is illuminated and can be used at night).
- The proposed new shared path along Heywood Park, on the Northgate Street edge, up to the King William Road will be maintained in the design.

To help inform the path investigations, an engineering survey was undertaken. Council's Arborist and Landscape Architect have also inspected the site.

A preferred path alignment was identified that:

- Meets the objectives of the endorsed Council amendment to the concept design.
- Provides the most direct link between Whistler Avenue and Wood Weller Bikeway route.
- Directs bike riders away from King William Road.
- Minimises impact to existing trees and severance to the park.

The proposed new path alignment for community consultation is outlined in Attachment 2 and in Figure 1 (red path) below.

### *Attachment 2*

The impacts of the proposed new path include:

- **Trees:** one small tree will need to be removed and replaced, and two trees are located within 1m of the path edge. This will require some root protection treatments (which may influence the final path alignment). Additional new tree plantings will be included to offset the canopy loss.
- **Travel time savings:** the distance required to travel will reduce from 244 to 191 metres (i.e., a reduction of 53m). This equates to a travel time saving for bike riders of about 13 seconds.
- **Safety:** The proposal removes confusion and congestion at the King William Road/ Northgate Street intersection as well as guiding bicycle through traffic away from King William Road to the Wood/ Weller bicycle route. Furthermore, the proposed path enables wheelchair and pedestrian access from the west into the park.

Other path alignments were investigated that could have resulted in less impact to the park, as shown in Figure 1 below with dashed lines. However, these options would not have achieved the primary objective of the proposed new path alignment, which is to:

*“Better connect Whistler Avenue to the northwest corner of the park to direct people bike riding towards the Wood-Weller bikeway, rather than King William Road, and separate bike riders from pedestrians.”*



**Figure 1 – Path alignments assessed**

### **Next Steps**

If Council endorses the proposed new path alignment within Heywood Park, the preferred concept design (Option A - Northgate Street / Whistler Avenue) for Stage 5 of the Wood-Weller Bikeway will be updated to incorporate the path improvement for community consultation.

As a result of this further investigation work, community consultation has been delayed from the initial proposed timeframe of August/September 2023 to November 2023.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- The updating of the concept design for consultation purposes will be undertaken using internal Council staff resources.



## **6.2 Risk Management (identification and mitigation)**

- The proposed new path alignment within Heywood Park has been designed to minimise the impact to existing trees.
- The design is only at the concept design phase and will be updated based on community feedback received.

## **6.3 Staffing/Work Plans/Additional Resource Impact**

- Council staff will update the concept design for Option A - Northgate Street / Whistler Avenue to include the proposed new path alignment within Heywood Park for community consultation.

## **6.4 Climate/Environmental Impact**

- The proposed new path alignment within Heywood Park has been designed to minimise the impact to existing trees, and to encourage more people to cycle more often by providing a safe, easy to access and legible bicycle route that caters for people of all ages and abilities.
- The proposed new path alignment within Heywood Park will result in the removal of one juvenile tree. The path alignment will be amended as necessary to minimise the impact to all other existing trees. Additional new tree plantings will also be included to offset the canopy loss.

## **6.5 Social/Economic**

- The proposed new path alignment within Heywood Park will provide a more connected, direct and socially inclusive walking and cycling network for the community.

## **7. ANALYSIS OF OPTIONS**

### Option 1

1. The report be received.
2. The Heywood Park path improvement, as set out in Attachment 2 to this report (Item 4.6, Council Meeting 28/08/2023) be endorsed by Council as its preferred path alignment within Heywood Park, for the purpose of undertaking community consultation of Option A (Northgate Street / Whistler Avenue) for Stage 5 of the Wood-Weller Bikeway.

Under this option, Council would endorse the preferred concept design (Option A - Northgate Street / Whistler Avenue) for Stage 5 of the Wood-Weller Bikeway to be updated to include the new path alignment within Heywood Park as the final concept design for community consultation.

Community consultation would be undertaken in November 2023. A further report would be presented to Council for its consideration outlining the results of the consultation process in early 2024.

## Option 2

1. The report be received.
2. Option A (Northgate Street / Whistler Avenue), as set out in Attachment 1 to this report (Item 4.6, Council Meeting 28/08/2023), be endorsed by Council as its preferred concept design for Stage 5 of the Wood-Weller Bikeway, with no changes to the path alignment within Heywood Park.

Under this option, Council would decide on no changes being made to the path alignment within Heywood Park and the initial concept design for Option A (Northgate Street / Whistler Avenue), as presented to Council at its meeting held on the 22 May 2023, will be presented for community consultation.

Community consultation would be undertaken in November 2023. A further report would be presented to Council for its consideration outlining the results of the consultation process in early 2024.

## **8. RECOMMENDED OPTION**

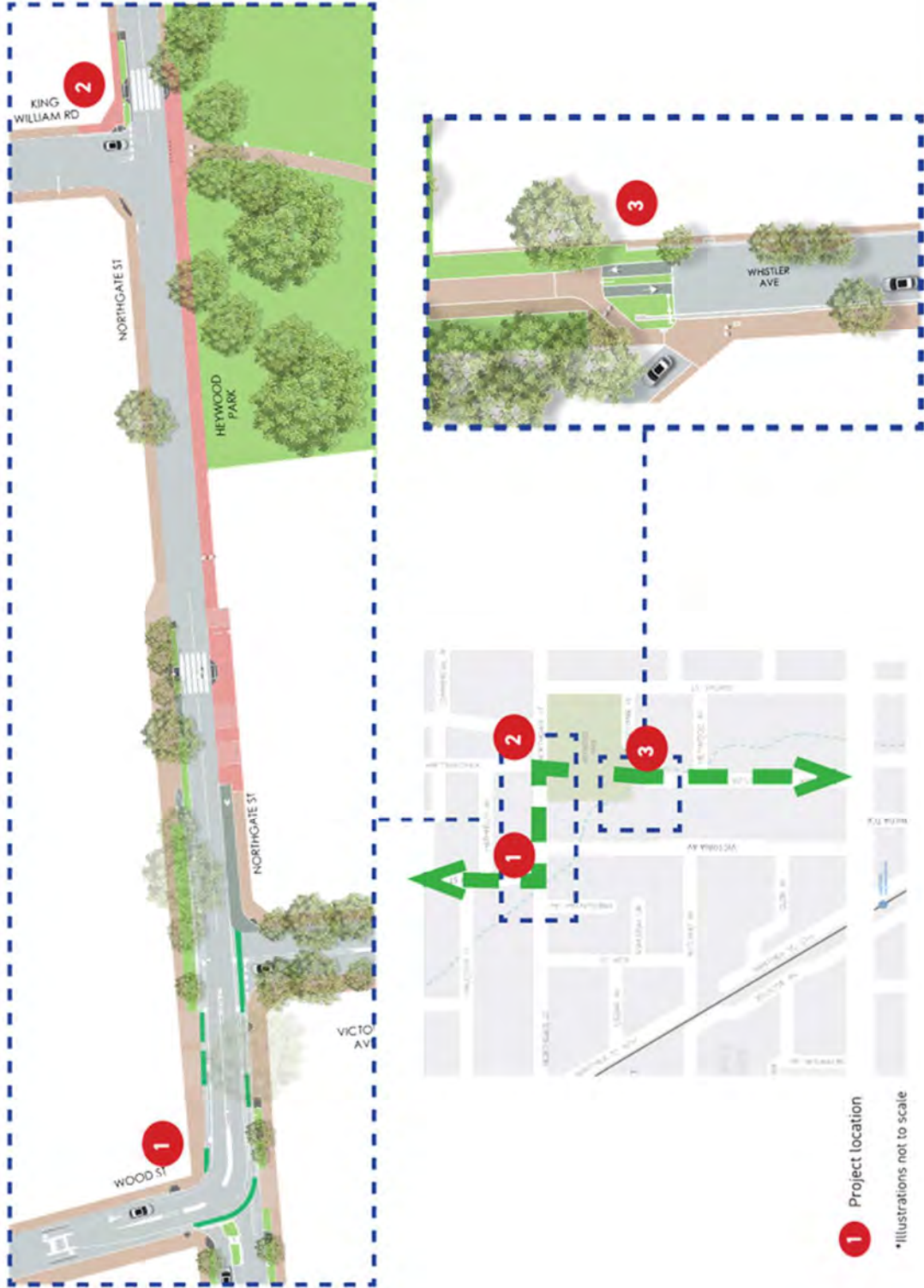
Option 1 is the recommended option.

## **9. REPORT AUTHORISERS**

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

# ATTACHMENT 1 - CONCEPT DESIGN PROPOSAL

## Option A - Northgate St to Whistler Ave



Wood-Weller Bikeway - Stage 5  
Streetscape Improvements

## Location 1: Wood Street - Victoria Avenue Improvements



**D1** Modified T-junction at Wood St and Northgate St intersection with a change in priority, forming Wood St-Northgate St (east) as the main route, including a landscaped pedestrian refuge island on Northgate St (west) to improve safety and access for people walking and bike riding.

**D2** Section of on-road buffered bicycle lane (1.2m bicycle lane, with 0.5m buffer) on the north side of Northgate St from Wood St to a point 30m east of Victoria Ave, catering for eastbound bicycle movements.

**D3** Bicycle kerb ramp to support safe access to the zebra crossing from the on-road buffered bicycle lane.

**D4** Zebra crossing east of Victoria Ave providing priority for pedestrians and cyclists crossing Northgate St, including landscaped kerb extensions on the north side to improve sight lines and lower vehicle speeds approaching the priority crossing.

**D5** Section of on-road buffered bicycle lane (1.5m bicycle lane, with 0.5m buffer) on the south side of Northgate St from Victoria Ave to Wood St, catering for westbound bicycle movements.

**D6** Short section of wide on-road bicycle lane on the south side of Northgate St (2.3m wide) from a point 30m east of Victoria Ave to Victoria Ave, catering for westbound bicycle movements. The bicycle lane is proposed to use a different material to the road (e.g. concrete) to improve the definition of the space for people riding bikes.

**D7** Shared use path on the south side of Northgate St (varying in width between 2.8m and 4.9m) from Heywood Park to a point 30m east of Victoria Ave.

### PARKING AMMENDMENTS

- P1** Three (3) parking spaces removed to accommodate an on-road bicycle lane on the west side of Wood St between the slow point and Northgate St
- P2** Three (3) parking spaces removed to accommodate the modified T-junction and landscaped pedestrian refuge on Northgate St west of Wood St.
- P3** Four (4) parking spaces removed to accommodate the zebra crossing east of Victoria Ave.



## Location 2: King William Road - Heywood Park Improvements



- D7** Shared use path on the south side of Northgate St (varying in width between 2.8m and 4.9m) from Heywood Park to a point 30m east of Victoria Ave.
- D8** Change of speed limit along Northgate St between Victoria Ave and King William Rd from 50 km/h to 40km/h to achieve a consistent 40km/h speed limit along the length of Northgate Street, and to support a lower speed environment for the zebra crossings on Northgate St.
- D9** Zebra crossing east of King William Rd providing priority for pedestrians and cyclists crossing Northgate St, connecting King William Rd to Heywood Park and Whistler Ave, including landscaped kerb extensions on the north side to improve sight lines and lower vehicle speeds approaching the priority crossing.



## Location 3: Whistler Avenue - Heywood Park Improvements



- D10** Enhanced Heywood Park entry treatment at the northern end of Whistler Ave to improve access for people walking and bike riding, including landscaping and WSUD treatments.
- D11** Cross Road and Whistler Avenue intersection safety and access improvements for pedestrians and cyclists to be further discussed with the Department for Infrastructure and Transport (DIT) and the City of Mitcham.

### PARKING AMMENDMENTS

- P4** One (1) parking space removed to accommodate the enhance Heywood Park entry treatment at the northern end of Whistler Avenue.



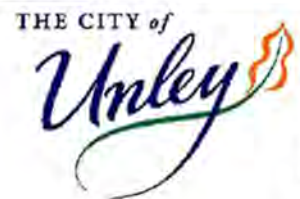




Tree removed

Photo looking along the red path to Northgate Street

Stage 5 Wood St to Cross Rd



Civic Centre  
181 Unley Road  
Unley SA 5061

Telephone (08) 8372 5111  
Facsimile (08) 8271 4886

Postal address:  
PO Box 1  
Unley SA 5061

Email pobox1@unley.sa.gov.au  
Website www.unley.sa.gov.au

Notes

1. Concept is subject to change.

DRAWN BY: C. Hardman

DATE: 5 July 2023

SCALE: 1:300

SHEET SIZE: A3

EDITION: 3

Heywood Park  
Option Red  
Sheet 6





## DECISION REPORT

<b>REPORT TITLE:</b>	UNLEY OVAL LIGHTING UPGRADE
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	RUSSELL KING, SENIOR ASSETS & ENGINEERING LEAD
<b>DIVISION:</b>	CITY DEVELOPMENT
<b>ATTACHMENTS:</b>	1. STURT FOOTBALL CLUB LETTER

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### 1. **PURPOSE**

This report informs Council of a request received from the Sturt Football Club to increase the existing lighting levels at Unley Oval from 100 lux to 150 lux and to seek a decision from Council whether it supports the Club's request.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. Council approves an increase in the lighting levels at Unley Oval from the existing 100 lux to 150 lux, as part of the proposed Unley Oval Lighting Upgrade, as requested by the Sturt Football Club.
3. Council accepts the proposal from the Sturt Football Club to meet the costs associated with the works to provide the increase of lighting levels and notes that the cost estimate for these additional works is approximately \$40,000 (GST inclusive).
4. That residents who reside directly adjacent Unley Oval, as summarised below, be notified via a letterbox drop of Council's decisions regarding this matter:
  - Frederick Street, between Langham Terrace & Trimmer Terrace
  - Langham Terrace, between Frederick Street & Edmund Avenue
  - Edmund Avenue, between Langham Terrace & Trimmer Terrace
  - Trimmer Terrace, between Edmund Avenue & Frederick Street

and for notification of Council's decisions to be provided to the wider community via Council's social media platforms.

5. Council authorises the Administration to award a contract, to the preferred tenderer identified through the procurement process undertaken, to deliver the Unley Oval Lighting Upgrade Works to include the increase in lux levels requested by the Sturt Football Club, and as resolved by Council.
- 

### **3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

#### 2. Environmental Stewardship

2.3 The energy efficiency of the City is increased and our carbon footprint reduced.

### **4. BACKGROUND**

Council has allocated funding in its 2023/24 Annual Business Plan and Budget for the upgrade of the existing lighting at Unley Oval.

The scope of the project involves removal of the existing metal halide luminaires which are toward the end of their useful lives and at the time of installation were intended to provide a lighting level of 100 lux and replace these with LED luminaires to provide the same lighting level (i.e. 100 lux).

The lighting at Unley Oval is used by the wider community for passive recreational purposes. Access for this is provided when the Sturt Football Club (SFC) is not using the Oval for training, as permitted by Council via a relevant licence agreement entered with the SFC.

Given the community's use of the Oval, the lighting upgrade works are being funded by Council, and the lights are planned to be replaced with LED luminaires in line with the implementation of its Climate & Energy Plan which seeks to reduce Council's operational greenhouse gas emissions. In this respect, the proposed upgrade is in keeping with similar lighting upgrades funded by Council of other similar Council facilities.

The Administration has undertaken a tender process seeking to engage a suitable contractor to undertake the works. All tenders received were within the allocated budget and have been assessed with a preferred tenderer identified.

The SFC has recently formally requested that Council consider increasing the proposed lighting levels from 100 lux to 150 lux, as part of undertaking the replacement works. The Club has confirmed that it is prepared to meet the additional cost of the upgrade from 100 lux to 150 lux.



The request to increase the lighting levels is not to enable the SFC to play night matches, which requires a far greater lux level (this is understood to be at least 500 lux). The Club has advised that it is seeking the increase to the existing lighting levels to allow it to meet the SANFL's requirement of 150 lux for training purposes. The current level of 100 lux is inadequate for SANFL training.

A copy of the letter received from the SFC, outlining its request for the increase in lighting levels, is contained in Attachment 1.

*Attachment 1*

## **5. DISCUSSION**

There are several matters which Council needs to consider with respect to the request which has been made by the SFC.

### **5.1 Development Approval**

Council's Development Team has considered the matter from a development assessment point of view and have advised that the increase in lighting levels from 100 lux to 150 lux in itself does not require the lodgement of a development application.

The most recent development approvals granted for lighting at Unley Oval are from 2015 to 2017. These approvals made reference to compliance with the relevant Australian Standards regarding light spill and permitted 111.7 lux to be provided.

In addition, the previous approvals granted restricted the hours of use to Monday to Friday 5pm to 8.30pm for training, and Monday to Friday 6am to 7.30am between 1 April and 30 September for community use.

Council's Development Team has advised that if the SFC request is granted by Council, as landowner, then a new development application is not required. The only requirement is to ensure the lighting increase will comply with the relevant Australian Standards regarding light spillage. This is not considered to be an issue.

If Council approves the request made by the SFC, as part of commissioning the new lighting, a report will be provided by an independent consultant regarding spillage and compliance with the relevant Australian Standards for obtrusive lighting. The cost of this report has been considered by the Administration and factored into the estimate of the overall cost for the request that has been made by the SFC.

### **5.2 Cost Estimate**

The Administration has obtained a cost estimate from the preferred tenderer for the increase in lighting levels from 100 lux to 150 lux as requested by the SFC. The estimate provided is in the order of approximately \$40,000 which the SFC has indicated it is prepared to pay.

Should Council approve the request made by the SFC, the Administration will award the contract to the preferred tenderer to undertake all required works. Council will be reimbursed by the SFC for all costs incurred to increase the lighting levels from 100 lux to 150 lux.

### **5.3 Community Notification**

If Council approves the increase in the lighting levels as requested by the SFC, it would be prudent to inform residents living near Unley Oval and the wider community of its decision.

The following measures could be undertaken in providing notification:

- Letterbox drop residents who reside directly adjacent Unley Oval:
  - Frederick Street, between Langham Terrace and Trimmer Terrace.
  - Langham Terrace, between Frederick Street and Edmund Avenue.
  - Edmund Avenue, between Langham Terrace and Trimmer Terrace; and
  - Trimmer Terrace, between Edmund Avenue and Frederick Street.
- Provide information via Council's social media platforms.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- Council has allocated \$100,000 in its 2023/24 Annual Business Plan and Budget for the upgrade of lighting at Unley Oval on a like-for-like basis. The tenders received to undertake the scope of works as adopted by Council are within budget.
- The request received from the SFC to increase the lighting levels from 100 lux to 150 lux will cost approximately \$40,000. The SFC has confirmed that it is prepared to meet this cost.
- Should Council decide to approve the request which has been received from the SFC, it will not incur additional cost for the works needed to be undertaken for the increase of the lighting levels.

### **6.2 Risk Management (identification and mitigation)**

- The key risk associated with the delivery of these works is for the new lights to be supplied and installed within the required timeframe to ensure there is no delay in the commencement of the Unley Oval Turf & Irrigation Works which is scheduled to commence in the coming months. The Administration has been liaising with all parties to ensure that the required timeframes are achieved.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- Council's Coordinator Property & Facilities who would have ordinarily undertaken the Project Manager responsibilities for the delivery of these works recently retired. The position is currently being backfilled with an external consultant who will undertake the Project Management role. The cost of engaging the external resource is being covered by the salary allocation for the Coordinator Property & Facilities role.

### **6.4 Climate/Environmental Impact**

- Currently, the lighting at Unley Oval comprises four towers with 4x2000W metal halide luminaires on each tower. In total, the existing luminaires output 32,000W. The proposed 100 lux upgrade will be comprised of four towers with 5x1500W LED luminaires on each tower. In total, the proposed luminaries will output 30,000W. This is a reduction of 6.25% on existing power usage which is currently approximately \$15,000 annually.
- The proposed changeover to LED luminaires (irrespective of the lighting lux levels), will realise a substantial increase in asset life with approximately 50,000 hour run time for each LED light compared to approximately 10,000 hours for the existing metal halide luminaires.

### **6.5 Social/Economic**

- Unley Oval is a popular venue for passive recreational use by the wider community and is well utilised outside of the SFC use times. The changeover to LED has the potential to improve night-time use of the Oval and increased activities with a higher level of lighting.
- The increase in lighting will be of benefit to the SFC as it will enable it to meet the SANFL's 150 lux lighting requirement for training.
- Steps will be taken to ensure that there will be no adverse effects regarding light spillage for surrounding residences.

## **7. ANALYSIS OF OPTIONS**

### Option 1

1. The report be received.
2. Council approves an increase in the lighting levels at Unley Oval from the existing 100 lux to 150 lux, as part of the proposed Unley Oval Lighting Upgrade, as requested by the Sturt Football Club.
3. Council accepts the proposal from the Sturt Football Club to meet the costs associated with the works to provide the increase of lighting levels and notes that the cost estimate for these additional works is approximately \$40,000 (GST inclusive).

4. That residents who reside directly adjacent Unley Oval, as summarised below, be notified via a letterbox drop of Council's decisions regarding this matter:
  - Frederick Street, between Langham Terrace & Trimmer Terrace
  - Langham Terrace, between Frederick Street & Edmund Avenue
  - Edmund Avenue, between Langham Terrace & Trimmer Terrace
  - Trimmer Terrace, between Edmund Avenue & Frederick Street

and for notification of Council's decisions to be provided to the wider community via Council's social media platforms.
5. Council authorises the Administration to award a contract, to the preferred tenderer identified through the procurement process undertaken, to deliver the Unley Oval Lighting Upgrade Works to include the increase in lux levels requested by the Sturt Football Club, and as resolved by Council.

Under this option, Council would decide to approve the request which has been received from the SFC to increase the lighting levels from 100 lux to 150 lux. Council would accept the Club's offer to meet the costs for the increase in lighting levels.

Council would notify residents and the wider community of its decisions regarding this matter and authorise the Administration to enter a contract to deliver the works. As the additional works are not within the initial project scope of works or budget, Council needs to approve the variation for the works to go ahead.

The benefit of this option is that the increased lighting levels will meet the SANFL training requirements as well as providing additional lighting for the community during the early mornings between April and September.

#### Option 2

1. The report be received.
2. Council does not approve an increase in the lighting levels at Unley Oval, as part of the proposed Unley Oval Lighting Upgrade, as requested by the Sturt Football Club.
3. Council authorises the Administration to proceed with delivering the proposed Unley Oval Lighting Upgrade, per the initial project scope.

Under this option, Council would decide not to approve the request which has been received from the SFC and to proceed as per the initial scope of works. This option would mean that the project is within scope and budget and as such, a contract can be finalised by the Administration as delegated to do so.

8. **RECOMMENDED OPTION**

Option 1 is the recommended option.

9. **REPORT AUTHORISERS**

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





Administration 39 Oxford Terrace Unley SA 5061  
PO Box 10 Unley SA 5061  
P 08 8271 4611 sturtfc.com.au ABN: 12 565 458 708

MORRIS



28 July 2023

City of Unley  
Attn: Claude Malak  
PO Box 1  
Unley SA 5061

Dear Claude,

**Re: Unley Oval Lighting Upgrade**

I write to advise that the Board of Sturt Football Club is seeking to amend the upcoming lighting upgrade project at Unley Oval to increase the Lux levels from 100 to 150.

The reason for our request to increase the Lux levels is to align with the South Australian National Football League's (SANFL) recommended standard of 150 Lux for training purposes. By doing so, we aim to comply with the industry's best practices and provide our players with an optimal training environment.

We also request the installation of a Digital Addressable Lighting Interface (DALI) system, which will enable users to adjust the lighting levels below 150 Lux whenever required.

Sturt Football Club is willing to cover the associated costs of the increase in Lux and the installation of a DALI.

We kindly request the City of Unley's support and approval for these additional works. We believe that these upgrades will not only benefit our Club and players but also contribute positively to the local community. Many residents currently take advantage of the lights being on during the morning of the winter months.

We look forward to working with the City of Unley on this lighting upgrade project and appreciate your assistance in creating better sporting facilities for our community.

Yours faithfully,

Sue Dewing  
CEO

## DECISION REPORT

<b>REPORT TITLE:</b>	AUSTRALIA DAY COMMUNITY EVENT 2024
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	JANE ROADS, EVENTS COORDINATOR
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	NIL

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### 1. **PURPOSE**

The purpose of this report is to seek a direction from Council on whether it wishes to hold a free Community Event associated with Australia Day in 2024, noting Council's existing resolution to hold a Citizenship Ceremony and Australia Day Community Awards on the evening of 25 January.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. *The matter is for Council to determine. Options are provided in Section 7 of this report.*
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

1. Community Living
  - 1.2 Our Community participates in community activities, learning opportunities and volunteering.

### 4. **BACKGROUND**

Traditionally on Australia Day, the City of Unley has held a Citizenship and Australia Day Awards Ceremony. This is an opportunity to welcome our City's newest citizens and to recognise the achievements of individuals and organisations in our local community.

Over the last ten years, Council has held seven (7) free community events at the conclusion of the Citizenship and Awards Ceremony for new citizens, their families, and members of the public (noting some years events were not held due to extreme weather or COVID restrictions).

The format and location of these events has varied over the years and has included community events held in the Village Green and Soldiers Memorial Garden and street parties on Oxford Terrace following the Citizenship and Awards Ceremony in the Town Hall. Attendance at these events have ranged from 250 to 1,000 people.

In the 2023-24 Annual Business Plan and Budget, Council approved \$5,000 to host a Citizenship and Australia Day Award Ceremony and \$40,000 for the delivery of a program of community events aimed at neighbourhood development and place activation.

On 22 May 2023, Council resolved (*Item 4.9*) that:

*Council's citizenship ceremony and Australia Day awards be held on the evening of 25 January.*

*A workshop be held to discuss an associated free community event on the evening of 25 January with a report to be presented to Council at its July 2023 meeting.*

*Resolution No. C1032/23*

On 17 July 2023, a briefing was held for Elected Members to discuss options for holding an associated free Australia Day community event along with the option to not host an Australia Day Community event in 2024, and instead, to deliver an event on another date as part of Council's events program.

This report retains Council's decision to hold the Citizenship and Award ceremony on 25 January and outlines the options to hold an associated community event to celebrate Australia Day.

## **5. DISCUSSION**

A decision to hold a free community event associated with Australia Day should consider several factors:

- **Community opinion** - There are diverse community opinions on whether Australia Day should be celebrated on the 26 January. The 26 January commemorates the arrival of the First Fleet in 1788 and is a national holiday. However, it is also a date associated with historical and cultural concerns, particularly for some Indigenous Australians. The debate on the date Australia Day should be celebrated continues to attract media attention and provoke a community response, both from within the City of Unley and more broadly. More recently, there has been some criticism of those councils cancelling a community event associated with Australia Day.
- **Associated costs** - Should Council wish to hold a free Community event on the eve of Australia Day, this would be funded through the 2023-24 budget allocation of \$40,000 for Council run community events. Holding a free community event would require a significant portion of this budget.

The Federal Government will be offering grants for community events held on Australia Day in 2024, with a maximum allocation of \$10,000 for event costs and \$5,000 for Indigenous elements. These grants will be offered through a competitive process, and it is likely that matched funding from councils will be required.

Details of the grant funding have been released and confirm that only events held on 26 January will be eligible for funding, and that an event held the night prior (25 January) would be ineligible for funding.

If Council decides to hold a public community event on 26 January, and was successful in securing grant funding, this will reduce the funding required for the free community event by up to \$15,000, enabling the funds to be allocated to other community events as per the approved budget.

- **Event Timing** - Another consideration is that a free community event on either 25 or 26 January would occur 5-6 days after the Unley Gala Street Party: Council's major event for the year. This will mean additional staff resources are required to undertake the event, with some elements required to be outsourced, increasing the costs of delivering an event at this time of year.

Should Council wish to hold a free community event as part of Australia Day celebrations, an event option has been explored and costed based on feedback provided at the Elected Member workshop held on the 17 July 2023.

Based on feedback received at the Elected Member workshop and learnings from past events, it is suggested that if Council held a free community event, that event should be held at the Village Green and be in the format of an outdoor cinema event.

Elements of the event could potentially include:

- An indigenous component such as a smoking ceremony, indigenous performers and/or Welcome to Country (subject to availability).
- Food truck vendors, with multicultural cuisine, a sausage sizzle, and other refreshments.
- Free activities for children.
- Involvement of local community groups and businesses.
- An outdoor cinema with a contemporary Australian themed movie; and
- Roving multicultural performers.

Delivering an event of this scale, at this time of year, is costed at approximately \$30,000 which is the majority of the \$40,000 allocated to Council community events in 2023-24. If this event was held on the evening of 26 January, it would cost \$15,000, assuming that Council received a grant of \$15,000.



Alternatively, Council may choose not to hold a free community event associated with Australia Day in 2023-24. In this case, the budget allocation of \$40,000 could be used to deliver several smaller scale events, which may include a second Ignite Unley event (in addition to the Christmas themed Ignite Unley in December), a Harmony Day Community event, and/or a community event at the Goodwood Community Centre.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/Budget implications**

- In the 2023-24 Annual Business Plan and Budget, Council has approved \$5,000 to host a Citizenship and Australia Day Award Ceremony, and a further \$40,000 for the delivery of a program of community events aimed at neighbourhood development and place activation.
- Should Council wish to proceed with an Australia Day community event, it would be funded through the \$40,000 community event budget allocation for 2023-24, with possible matched funding available if the event is scheduled on 26 January.
- If Council does not proceed with an Australia Day community event in 2024, the funding will be allocated to other community events as per the approved budget.

### **6.2 Risk Management (identification and mitigation)**

- A Risk Management Plan is developed for all Council events. A risk management plan would be developed based on the option Council decides.
- The date of Australia Day celebrations is an issue that is currently attracting some media attention and debate. As such, consideration will be given to the messaging depending on Council's decision.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- Due to the close timing of the Tour Down Under, Unley Gala Street Party and Australia Day, should Council wish to hold a community event on the eve of, or on Australia Day, some elements of the event planning and site management will need to be outsourced. This has been considered within the event costs using the existing budget allocation of \$40K.

### **6.4 Climate/Environmental Impact**

- All events organised by the City of Unley have a three-bin waste management system and food vendors are required to use compostable packaging and be plastic straw free. Other environmental strategies are also taken into consideration including the use of recyclable and re-usable products where possible.

## **6.5 Social/Economic**

- Events play an important role in the community feeling pride in our city, promoting local arts and culture, connecting community members, raising the profile of the area and boosting the local economy. All events run by the City of Unley are free and designed to be accessible to people of all abilities in alignment with Council's Disability Access and Inclusion plan and social inclusion objectives.
- Due to the ongoing media attention and public debate surrounding councils cancelling Australia Day events, Council's decision may provoke some community response.

## **7. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Council does not run a free Australia Day community event in 2024.

This option would see the delivery of an Australia Day Citizenship and Awards Ceremony in the Town Hall on the evening of 25 January, as previously endorsed, without an associated community event.

As per the approved 2023-24 budget, the funds would be utilised to hold a community event(s) later as part of Council's community events program.

### Option 2 –

1. The report be received.
2. A free Australia Day Ignite Unley Outdoor Cinema community event be held on the Village Green on the evening of 25 January 2024.

This option provides for an Australia Day free community event to be held on the evening of 25 January (prior to the Australia Day public holiday), with the citizenship and awards ceremony continuing to be held in the Town Hall on the same day.

Holding a community event provides an opportunity to celebrate cultural diversity and would foster connection between attendees, new citizens, and the community. It is also an opportunity for new citizens to meet others in their local area, and for Elected Members and staff to connect new citizens to services and organisations.

This event would require the majority of the 2023-24 budget allocated to community events and therefore only one other small scale (approx. \$10,000) community event could be delivered in the 2023-24 financial year, outside of those separately approved (Tour Down Under Stage Start, Unley Gala Street Party and the Christmas Ignite Unley Outdoor Cinema).

The Australia Day event on the 25 January would occur five (5) days after the Unley Gala Street Party and Tour Down Under and a month after the Christmas Ignite Unley Outdoor Cinema, reducing the spread of events throughout the year.

Under this option, Council will be ineligible for grant funding from the Australia Day Council if the criteria for funding is to hold an Australia Day public event specifically on 26 January 2024.

Option 3 –

1. The report be received.
2. A free Australia Day Ignite Unley Outdoor Cinema community event be held on the Village Green on the evening of 26 January 2024.

This option would see an Australia Day community event as per option 2, being held on the evening of 26 January 2024, thus enabling Council to be eligible for up to \$15,000 grant funding to offset associated costs. Noting that under this option the Citizenship and Awards Ceremony will continue to be held in the Town Hall on the evening of 25 January, as per Council's resolution.

This option would see Australia Day celebrated in the popular Ignite Unley Outdoor Cinema event format. It would provide the community with the opportunity to come together to attend an easily accessible, local event to celebrate Australia Day as an alternative to the Australia Day event in the City.

Subject to Council being successful in obtaining \$15,000 grant funding, the event would cost Council approximately \$15,000, with a budget of approximately \$25,000 remaining for Council to run additional community events throughout the 2023-24 financial year.

**8. RECOMMENDED OPTION**

The matter is for Council to determine.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mandy Smith	Manager Community Connections
Megan Berghuis	General Manager, City Services

## DECISION REPORT

<b>REPORT TITLE:</b>	COMMUNITY EVENT SPONSORSHIP 2023/24
<b>ITEM NUMBER:</b>	4.9
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	JANE ROADS, EVENTS COORDINATOR
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. 2023-24 COMMUNITY EVENT SPONSORSHIP EXISTING AGREEMENTS</li><li>2. 2023-24 COMMUNITY EVENT SPONSORSHIP PROGRAM GUIDELINES</li><li>3. 2023-24 COMMUNITY EVENT SPONSORSHIP FUNDING RECOMMENDATIONS</li></ol>

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### 1. **PURPOSE**

The report seeks Council's endorsement of the recommendations for funding under the Community Event Sponsorship Program for 2023/24.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. Sponsorship packages totalling \$33,195 be awarded through the 2023/24 Community Event Sponsorship Program as follows:
  - 2.1 Multi Year Agreements
    - \$6,000 to the Adelaide Showground Farmers' Market Inc. for the Pop Up Adelaide Showground Farmers Market to be held at Goodwood Primary School (3 year agreement);
    - \$4,000 to the Australia Sri-Lanka Association (ASLA) for the ASLA Food Festival and Cultural Day to be held at Fullarton Park (3 year agreement);
    - \$2,970 to the St Augustine's Church Unley for the Celebrate Multicultural Music in the City of Unley concert to be held in St Augustine's Anglican Church (2 year agreement);
    - \$1,550 to the Adelaide Male Voice Choir Inc. for the An Afternoon of Song concert to be held in the Fullarton Park Community Centre (3 year agreement).

## 2.2 One Year Agreements

- \$4,000 to the Australian Short Story Festival for the Australian Short Story Festival to be held at Fullarton Park Community Centre (1 year agreement);
- \$4,000 to the Australian Lebanese Association Inc. for the Australian Lebanese Association Heritage and History event to be held at the Fullarton Park Community Centre;
- \$2,500 to the Adelaide Eid Festival Ltd for the Adelaide Multicultural Eid Festival to be held at the Adelaide Showgrounds (1 year agreement);
- \$2,000 to Alternative 3 Inc for the 2023 Fern Avenue Community Garden Open Day to be held at the Fern Avenue Community Garden (1 year agreement);
- \$1,875 to MOSAIC Adelaide Inc for the MOSAIC Adelaide Cooking Workshop to be held at the Unley Oval Community Hub (1 year agreement);
- \$1,600 to Missy Sippy Pty Ltd for the Missy Sippy x Gang Gang Street Party to be held in Dunks Street, Parkside (1 year agreement);
- \$1,500 to the Vishva Hindu Parishad of Australia Inc. for the Holi Festival be held at Soutar Park (1 year agreement);
- \$1,200 to the Goodwood Saints Football Club for the First Nations Match to be held at Goodwood Oval (1 year agreement).

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### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

#### 1. Community Living

1.2 Our Community participates in community activities, learning opportunities and volunteering.

### 4. **BACKGROUND**

Attraction and facilitation of community events are strategic objectives for the City of Unley, with *city vibrancy*, *activated places* and *cultural and artistic diversity* included as actions within Council's Community Plan 2033 and 4 Year Delivery Plan. Events create opportunities for community interaction, creativity, celebration and gathering, and help ensure that our public spaces and main streets are enlivened and economically prosperous.

The Community Event Sponsorship Program was endorsed by Council in June 2015 (Item 159/2015) and aims to assist individuals, community groups, organisations, and not-for-profit groups to coordinate events that directly benefit the City of Unley community.



The Community Event Sponsorship Program seeks to support events that best align with the program criteria, provide a return on investment by offering free or discounted quality activities to the community, and display a high level of excellence in administration and delivery.

The three categories of sponsorship available are as follows:

#### LARGE-SCALE EVENT SPONSORSHIP

- For events that attract more than 1,000 people.
- Sponsorship packages of up to \$6,000 (including in-kind support) with a maximum cash component of \$5,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

#### MEDIUM-SCALE EVENT SPONSORSHIP

- For events that attract between 200-1,000 people.
- Sponsorship packages of up to \$4,000 (including in-kind support) with a maximum cash component of \$3,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

#### SMALL-SCALE EVENT SPONSORSHIP

- For events that attract between 50-200 people.
- Sponsorship packages of up to \$2,000 (including in-kind support) with a maximum cash component of \$1,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

Applicants may request funding comprised of cash contributions and Council supplied services (in kind support) as part of their sponsorship package. Council supplied services include waste management, traffic management, waiving of facility hire fees, power access, bollards, bunting and line-marking. These are costs incurred by Council as part of supporting the delivery of events and funded through the Community Event Sponsorship budget allocation.

Applicants are also able to specify their preference for the length of the agreement (up to three years), however Council reserves the right to offer a shorter-term agreement than has been requested.

Seven organisations currently have multi-year agreements for sponsorship of their events, these are:

- The Greek Community Goodwood Cultural Festival.
- Cycling SA Super Series Criterium.
- Fork on the Road.
- Goodwood Theatre and Studio's Victoria Lane.

- Unley Park Baptist Church's Annual Street Party and Christmas Carols.
- Still Aware's Birthday for Babies; and
- Adelaide Juggling Convention.

In addition to these events, Memorandum of Understanding funding agreements for the Rotary Club of Unley for Carols at the Rotunda (Council Meeting 28 March 2022, Resolution No. C0738/22) and Alliance Française D'Adelaide 2022-2026 (Council Meeting 23 May 2022, Resolution No. C0765/22) were endorsed by Council. Council also provides in-kind support at a value of \$1,200 for speed reductions for Halloween activities on Fisher Street annually, as required by SA Police.

These existing multi-year funding agreements combined, total 59% of the funding allocation in the 2023/24 round. Details of the existing agreements are provided in Attachment 1.

#### *Attachment 1*

In addition to the annual formal round, another opportunity for event funding is via a small 'Community Chest' that can be used to support events of any size. The Community Chest comprises funds remaining at the conclusion of the formal round of Community Events Sponsorship. Successful applicants must meet the same criteria and are approved at the discretion of the General Manager City Services. These funds are to be used to support opportunities and new events that arise on an 'ad-hoc' basis throughout the year.

It should be noted that events run by Trader Associations are funded separately by Council as part of the separate rate and annual budget deliberations and do not form part of the Community Event Sponsorship Program.

The Community Event Sponsorship Program was promoted on the Council's website and a social media campaign was implemented via Council's Facebook page and Instagram account. Information was also directly emailed to previous Community Event Sponsorship recipients, past and current event organisers, community organisations, and community groups. Promotional signage was installed at the Soldiers' Memorial Garden on Unley Road.

## **5. DISCUSSION**

The total budget allocated to sponsor community events in 2023/24 is \$82,950. Of this funding, \$49,175 has already been committed via existing multi-year agreements and memorandums of understanding. The remaining \$33,775 is available for allocation in 2023/24.

Applications for 2023/24 funding round were sought between 5 May and 16 June 2023, supported by a promotion and communication campaign.

16 applications were received requesting a total of \$62,218 (cash and in-kind). This comprised 3 large-scale, 10 medium-scale and 3 small-scale events.

All applications were assessed and ranked using the criteria outlined in the Guidelines (Attachment 2). A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects and the ranking was then used to determine the level of funding recommended, i.e., full funding or partial funding.

*Attachment 2*

An administrative working group of three staff, comprising Council's Events Coordinator, Cultural Development Coordinator and Manager Community Connections, met on 26 June 2023 to assess the applications and to propose funding of events as outlined in Attachment 3.

*Attachment 3*

The working group assessed the applications based on the Guidelines and gave precedence to events held in Council's public places that offer free, accessible activities to the community. It is recommended that 12 of the 16 applications be either fully or partially funded, totalling \$33,195 in cash and in-kind support. It is anticipated that these events, together with those covered by existing agreements, will attract many visitors to the City of Unley and will activate our public spaces this event season.

Of these, it is recommended that four (4) projects be supported for multi-year funding: the Pop-Up Adelaide Showground Farmers Market (3 years), Australia Sri-Lanka Association's ASLA Food Festival and Cultural Day (3 years), St Augustine's Anglican Church's Celebrate Multicultural Music in the City of Unley (2 years) and the Adelaide Male Voice Choir's "An Afternoon of Song" (3 years).

The funds remaining after the formal round and available for the Community Chest is \$580.

There are four (4) applications that have not been recommended to receive funding in this round. Based on the assessment process, these applications scored lower than those recommended for funding due to the submitted applications missing essential information; only providing limited supporting documentation; an inability to demonstrate social/economic benefit to the community; lacking in detail; or they did not meet criteria.

Following endorsement, all event organisers are required to adhere to Council's sponsorship agreement, which includes submission of an acquittal report to Council within six weeks of the conclusion of their event.

A condition of these agreements is that if the event organiser cancels the sponsored event and does not reschedule the event for the same calendar year, Council will be refunded any cash contribution paid.

A copy of the Community Event Sponsorship Program applications, together with a summary of the Administration's recommendations for funding, is available for viewing prior to the August Council meeting in the Elected Members Room. Note that the Community Event Sponsorship Program will be reviewed in 2023/24 as part of a wider review of Council's community grant programs and the development of an events framework.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- The total amount of funding (both cash and in-kind) available for this program in the 2023/24 financial year is \$82,950, with \$49,175 already committed via existing multi-year agreements.
- The recommended schedule of funding for the 2023/24 Community Event Sponsorship Program as per Attachment 3 to this report commits a further \$33,195, with the remaining \$580 allocated to the 'Community Chest'.
- Any unspent funds will be returned as savings.
- As the new multi-year agreements span 2-3 years, the relevant amount will be applied to 2024/25 and 2025/26, reducing the amount of available Event Sponsorship in those years.

### **6.2 Risk Management (identification and mitigation)**

- Council's Events Coordinator will support community event organisers to ensure that events are delivered safely. As part of the established event permit process, event organisers will be required to provide a copy of their Public Liability Insurance and any other risk and safety planning documents deemed necessary for their event.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- Supporting the event organisers who receive event sponsorship from Council can be accommodated within existing staff resources/work plans.

### **6.4 Climate/Environmental Impact**

- All events sponsored by the City of Unley are required to have a three-bin waste management system, require their food vendors to use compostable packaging, be plastic straw free, encourage their attendees to cycle or take public transport to their event, and to consider additional environmental elements in staging their event.

### **6.5 Social/Economic**

- The proposed Community Event Sponsorship program offers a diverse range of free or discounted accessible events to the local City of Unley community.
- Community events activate public spaces and drive visitation to the City, boosting our local economy and providing opportunities for local businesses.

## 7. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Sponsorship packages totalling \$33,195 will be awarded through the 2023/24 Community Event Sponsorship Program as follows:
  - 2.1 Multi Year Agreements
    - \$6,000 to the Adelaide Showground Farmers' Market Inc. for the Pop Up Adelaide Showground Farmers Market to be held at Goodwood Primary School (3 year agreement);
    - \$4,000 to the Australia Sri-Lanka Association (ASLA) for the ASLA Food Festival and Cultural Day to be held at Fullarton Park (3 year agreement);
    - \$2,970 to the St Augustine's Church Unley for the Celebrate Multicultural Music in the City of Unley concert to be held in St Augustine's Anglican Church (2 year agreement);
    - \$1,550 to the Adelaide Male Voice Choir Inc for the An Afternoon of Song concert to be held in the Fullarton Park Community Centre (3 year agreement).
  - 2.2 One Year Agreements
    - \$4,000 to the Australian Short Story Festival for the Australian Short Story Festival to be held at Fullarton Park Community Centre (1 year agreement);
    - \$4,000 to the Australian Lebanese Association Inc for the Australian Lebanese Association Heritage and History event to be held at the Fullarton Park Community Centre;
    - \$2,500 to the Adelaide Eid Festival Ltd for the Adelaide Multicultural Eid Festival to be held at the Adelaide Showgrounds (1 year agreement);
    - \$2,000 to Alternative 3 Inc for the 2023 Fern Avenue Community Garden Open Day to be held at the Fern Avenue Community Garden (1 year agreement);
    - \$1,875 to MOSAIC Adelaide Inc for the MOSAIC Adelaide Cooking Workshop to be held at the Unley Oval Community Hub (1 year agreement);
    - \$1,600 to Missy Sippy Pty Ltd for the Missy Sippy x Gang Gang Street Party to be held in Dunks Street, Parkside (1 year agreement);
    - \$1,500 to the Vishva Hindu Parishad of Australia Inc. for the Holi Festival be held at Soutar Park (1 year agreement);
    - \$1,200 to the Goodwood Saints Football Club for the First Nations Match to be held at Goodwood Oval (1 year agreement).



This option, to fund 12 events, provides for a range of activities that will make a positive impact in the community and encourage increased interaction, celebration, and gathering.

Additionally, this option delegates authority to the General Manager City Services to allocate any remaining funding via the Community Chest process (which applies the same assessment criteria used for Community Event Sponsorship applications) to event applications received outside of the sponsorship round. However, noting if endorsed that there will only be \$580 of unspent funds available in 2023/24.

Option 2 –

1. The report be received.
2. Sponsorship packages totalling [\$XXXXX] will be awarded through the 2023/24 Community Event Sponsorship Program as follows.
  - *[list events to receive sponsorship here – to be determined by Council]*
3. The General Manager City Services be delegated authority to allocate remaining funding of up to [\$XXXXX], using the Community Event Sponsorship criteria via a Community Chest process, with any unspent funds to be returned as savings.

Council may wish to change the sponsorship allocations to reflect alternate funding priorities. This option facilitates this but will require Council to identify the events to receive funding within Part 2 of the resolution.

This option retains the delegation of authority to the General Manager City Services to allocate funding via the Community Chest process (which applies the same assessment criteria used for Community Event Sponsorship applications) to event applications received outside of the sponsorship round. In making any changes, Council should consider the budget, the guidelines, existing policies, and probity of decision-making.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mandy Smith	Manager Community Connections
Megan Berghuis	General Manager, City Services



2023-24 Community Event Sponsorship Existing Agreements						
Event Name	Proposed Date	Venue	Description	Existing cash sponsorship agreement	Existing in-kind sponsorship	Agreement Year
Alliance Francaise	Various	Various	Memorandum of Understanding 2022-26	\$15,000	\$0	2 of 4
Carols at the Rotunda	Dec-23	Soldiers Memorial Gardens	A fun festive event with carols, children's entertainment and Father Christmas	\$8,000	\$1,000	2 of 3
Breek Community Goodwood Cultural Festival	May-24	Goodwood Community Centre Carpark and Green Space	Cultural event featuring music, dancing and food	\$3,000	\$375	3 of 3
Super Series Criterium	Nov-23	Unley Oval Reserve & Surrounding Roads	Road cycling race	\$3,000	\$1,000	3 of 3
Fork on the Road	TBC	TBC	Food truck festival with live entertainment, childrens activities and pop-up bars.	\$5,000	\$1,000	2 of 3
Victoria Lane	Mar-24	Goodwood Theatre & Studios	A pop up outdoor Fringe venue featuring free entertainment before and after Fringe Shows featuring a diverse mix of artists.	\$5,000	\$0	2 of 3
Unley Park Annual Street Party and Christmas Carols	Dec-23	Bellevue Place, Unley Park	Christmas event featuring free family-friendly entertainment, activities, carol singing and concert	\$0	\$2,000	2 of 3
Birthday for Babies	Feb-24	Fullarton Park	An event held to celebrate and remember babies born without breath. Food and drink, twilight markets and live entertainment.	\$1,500	\$500	2 of 2
Adelaide Juggling Convention	Apr-24	Goodwood Community Centre & Green Space	Jugglers from all over Australia facilitating workshops & community events	\$800	\$800	2 of 3
Halloween on Fisher Street	Oct-23	Fisher Street	Annual trick or treating, no formal event organiser, speed reduction as advised by SAPOL	\$0	\$1,200	ongoing
				<b>\$41,300</b>	<b>\$7,875</b>	
<b>TOTAL FUNDS ALLOCATED IN EXISTING CONTRACTS</b>					<b>\$49,175</b>	





# Community Event Sponsorship Program Guidelines 2023 - 2024



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## Overview

**The Community Event Sponsorship Program aims to assist individuals, community groups, organisations and not-for-profit groups to coordinate events that directly benefit the City of Unley community.**

The City of Unley is committed to ensuring that we are known for our vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership. Attraction and facilitation of community events are strategic objectives for the City of Unley with activated places and cultural and artistic diversity included within our Community Plan 2033 and our Four Year Plan. Council recognises that events create opportunity for community interaction, celebration and ensure our public spaces and mainstreets are alive and economically prosperous.

Applications for sponsorship will be considered for eligible festivals and events that can deliver against the program's assessment criteria. The City of Unley looks to support events that best align with the criteria and provide a return on investment by enhancing our annual events calendar, offer free or discounted, quality activities to the community and display a high level of excellence in administration and delivery.

Event organisers must apply under a three-tier structure for sponsorship, which allows for an equitable and balanced approach in considering applications against the assessment criteria. The tiers categorise events according to their size and scope and take into account the degree of community benefit and impact. Applications may be assigned a new category as part of the assessment process if the original category selected by the Applicant is not deemed the most appropriate. If Council endorses your application for funding, you are responsible for confirming all bookings and services required to hold your event.

Applicants will need to specify their preference for the length of the agreement (1, 2 or 3 years) which will be considered as part of the assessment process. Please note that Council reserves the right to offer a shorter term agreement than has been requested.

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## Sponsorship Categories

### Large-scale event sponsorship

#### For events that attract more than 1000 people

Sponsorship packages of up to \$6,000 (including council supplied services support) with a maximum cash component of \$5,000.

\*Please note that you will be required to submit a COVID Management Plan to SA Health.

### Medium-scale event sponsorship

#### For events that attract between 200-1000 people

Sponsorship packages of up to \$4,000 (including council supplied services support) with a maximum cash component of \$3,000.

### Small-scale event sponsorship

#### For events that attract between 50-200 people

Sponsorship packages of up to \$2,000 (including council supplied services support) with a maximum cash component of \$1,000.

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## Council Supplied Services Support

Applicants may request council supplied services as part of their sponsorship package. This includes the provision of items such as waste management, traffic services, road closures, waiving of facility hire fees, power access, bollards, bunting and line marking.

All requests for council supplied services sponsorship must be detailed in your Application Form and will be treated as equivalent to cash in order to determine the total funding request amount.

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## Eligibility Criteria

### All events MUST:

- › Be free or discounted for City of Unley residents
- › Be delivered prior to September 30 2024
- › Take place and activate spaces open and accessible to the public, within the City of Unley including parks, reserves, mainstreets, Council property
- › Demonstrate direct benefit to the City of Unley community
- › Be accessible for people with disability
- › Demonstrate environmentally sustainable practices
- › Be plastic straw free, use a three bin waste management system and compostable packaging
- › Be planned and managed in accordance with the City of Unley Event Planning Toolkit and adhere to the Event Permit Terms and Conditions
- › Obtain Public Liability Insurance for a minimum of \$20 million as stipulated in the Event Permit Terms and Conditions
- › Be run by a legal entity or auspiced by a legal entity
- › Not have any outstanding debts due to Council and an acquittal report must have been provided for all previous grants or sponsorships
- › Be aware of the SA Health requirements in relation to COVID-19

### Council will not provide sponsorship as follows:

- › Applications from individuals, City of Unley employees and their immediate families, Elected Members or non-legal entities
- › Exclusive or invitation only events
- › Events that denigrate, exclude or offend parts of the community
- › Applicants that have received any grant or other funding from the City of Unley for the same event that year
- › Applications from commercial organisations operating on an expected profit basis, unless it can be demonstrated that there is significant benefit to the City of Unley
- › Applications for reimbursement of funds already spent
- › Applications considered to duplicate an existing event or program that operates in the City of Unley
- › Any individual, business or organisation which is in legal or financial conflict with Council.

Ineligible applications will not advance to the assessment stage and applicants will be notified.



## Application Process

Applicants seeking Community Event Sponsorship must submit their application within the designated timeframe. Once submitted, applications will be assessed according to:

- › Eligibility criteria
- › Assessment criteria; and
- › Available funding

All applicants will be notified in writing of the outcome of their application. In each round the program receives more applications than it can support. Outcomes are determined on the merit of the applications against the assessment criteria and in competition with other applications. Partial funding may be offered where the Applicant has indicated that the event is able to proceed without full funding. No commitments should be made on the expectation of receiving funding.

## Important Dates

5 May 2023	Sponsorship applications open
16 June 2023	Sponsorship applications close 5pm
July 2023	Applications assessed
28 August 2023	Funding recommendations presented to Council for endorsement
1 September 2023	Applicants notified of funding request outcome

## Community Chest

In addition to the annual, formal round, the second opportunity for event funding is a small 'Community Chest' which can be used to support events of any size. Successful applicants will need to meet all of the same criteria and will be approved at the discretion of the General Manager City Services. These funds are to be used to support opportunities and new events that arise on an 'ad-hoc' basis throughout the year, however there is no guarantee that this will be available.

## Assessment Criteria

Applications will be scored and assessed according to the following criteria.

Criteria		Weighting
Place Activation and Vibrancy	Does the event occur in one of Council's public spaces? Does the event create an opportunity for community celebration and vibrancy?	15%
Community Involvement	Does the event directly involve local community groups and organisations? Does the event involve volunteers?	15%
Economic Benefit	Will the event have a positive impact on the local economy?	10%
Accessibility	Is the event accessible to people with disability?	10%
Innovation	Is the event concept new and innovative?	10%
Visitation	Will the event attract visitors to the City of Unley?	10%
Strategic Priorities	Does the event align with the City of Unley's 4 year Delivery Plan?	10%
City Profile and Promotional Opportunities	Will the event raise the profile of the City of Unley and provide promotional opportunities?	5%
Environmental Sustainability	Does the event use environmentally sustainable practices?	5%
Timing of the Event	Does the event activate a space and create vibrancy in the off-peak event season?	5%
Financial Viability	Is the event solely reliant on City of Unley funding and are other partnerships and funding sources being explored? Could the event become financially sustainable over time?	5%

Applicants may provide up to 5 pages of supporting documentation such as site plans, run sheets, statistics on past events, feedback, concept drawings or images.



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## Conditions

- › Successful applicants must complete an Event Permit Application Form and provide all necessary supporting documentation
- › Successful applicants must confirm their intention of accepting the sponsorship and conditions by completing a Sponsorship Agreement
- › Successful applicants must provide Council with a tax compliant invoice for the agreed amount of funding plus GST (10%) if registered for GST along with a signed copy of the Sponsorship Agreement
- › City of Unley funds must be spent within the agreed timeframe unless an extension is granted
- › Any changes to the original event plan must be submitted to Council in writing for approval
- › The City of Unley's decision is final with no appeals accepted
- › Applicants who meet eligibility and assessment criteria are not guaranteed funding, given the nature of the competitive grants process
- › Late applications will not be accepted.

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## City of Unley Acknowledgement

The City of Unley will have the option to have a presence at your event; whether it is as a stallholder, the opportunity to engage with the community, or display a City of Unley sponsorship acknowledgement banner. The banner will need to be collected and returned to the Council office by the Applicant within two days of the event. The banner must be returned in the same condition it was taken or a replacement fee of \$250 will be charged.

The City of Unley is to be appropriately recognised and acknowledged with the use of the City of Unley logo on all printed and electronic promotional material. The **City of Unley's Style Guide and Branding Guidelines** must be adhered to and Council's Communications team will need to approve all material during production allowing a 3 day turnaround for approval.

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## Promotion of Your Event

The City of Unley may be able to assist with promotion of your event to the local community through a variety of mediums including the City of Unley website, social media platforms and Unley Life magazine. It will be at the discretion of the City of Unley Communications team to determine how your event is promoted using these avenues. All requests for promotional assistance and any promotional material or images should be emailed to [communications@unley.sa.gov.au](mailto:communications@unley.sa.gov.au) at least 30 days prior to your event.

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## Reporting and Acquittals

Successful applicants will be required to provide to Council, within two months of the completion of the project or event, a detailed written report together with a brief financial statement detailing how the funds were expended.

Applicants who do not complete an acquittal report will be ineligible for any future funding. Attendance numbers must be submitted to the City of Unley within one week of the event completion.

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## Taxation Requirements

To comply with Australian Taxation legislation, when funding is paid to a group/organisation, individual or business and the applicant has not provided an Australian Business Number (ABN), the funding body is obliged to withhold 48.5% of the funding and forward this amount to the Australian Taxation Office.

Community groups/organisations applying for sponsorship who are unable to provide an ABN must complete this form. <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

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## How To Apply

Please complete the online Community Event Sponsorship application by **16 June 2023**.

Visit: [unley.sa.gov.au/event-sponsorship](http://unley.sa.gov.au/event-sponsorship)

For all enquiries, please phone Council's Events Coordinator on 8372 5111.



COMMUNITY EVENT SPONSORSHIP PROGRAM 2023/2024

No.	Event	Organisation	Proposed Date	Location	Expected Attendance	Description of Event	Cash Amount Requested	In Kind Support Requested	Cash Amount Entitled	In Kind Support Entitled	Length of Agreement Requested	Percentage Allocated	Cash Amount Allocated	In Kind Allocated	Total Package Value	Length Recommended	Judges Comments	
<b>ARGE SCALE EVENTS</b>																		
1	Adelaide Multicultural Eid Festival	ADELAIDE EID FESTIVAL LTD	20/04/2024 to 21/04/2024	Adelaide Show Grounds	20,000	Annual celebration that aims to bring together people from diverse cultural and ethnic backgrounds to commemorate Eid	\$5,000	\$1,000	\$5,000	\$1,000	3 years	50%	\$2,500	\$0	\$2,500	1 year	Large scale cultural event occurring at the Adelaide Showgrounds. Ticketed event but offering residents free entry via free ticket code. State based event rather than a local community event. Partial funding for 1 year recommended for first time support.	
2	Pop Up Adelaide Showground Farmers' Market	Adelaide Showground Farmers' Market Incorporated	03/09/2023 to 17/09/2023	Goodwood Primary School	6,000 or 2,000 each Sunday	During The Royal Adelaide Show, the Adelaide Showground Farmers' Market is planning a 'Pop-up Farmers' Market' at Goodwood Primary School for three	\$5,000	\$1,000	\$5,000	\$1,000	3 Years	100%	\$5,000	\$1,000	\$6,000	3 years	A great innovation to re-locate the event during the Royal Adelaide Show to the Primary School in the heart of Goodwood. Excellent collaborative opportunity with the Goody Patch. Full funding for 3 years recommended.	
<b>MEDIUM SCALE EVENTS</b>																		
3	ASLA Food Festival and Cultural Day	Australia Sri Lanka Association (ASLA)	09-Mar-24	Fullarton Park, Fullarton	750-800	Ever popular ASLA Sri Lanka Food Festival and Cultural Day will be held at The Fullarton Park Centre and the Park in March	\$3,000	\$1,000	\$3,000	\$1,000	3 years	100%	\$3,000	\$1,000	\$4,000	3 years	Experienced organisers who have successfully run event in the CoU for 9 years. The 2024 event will coincide with ASLA's 50 year anniversary in SA. Full funding recommended for 3 years.	
4	First Nations Match	Goodwood Saints Football Club	18-May-24	Goodwood Oval	600	The Goodwood Saints FC will hold a First Nations football match against Pt Districts FC	\$2,000	\$0	\$3,000	\$1,000	3 years	80%	\$1,200	\$0	\$1,200	1 year	Great initiative by the Goodwood Saints Football Club. Partial funding for 1 year recommended for first time support.	
5	Celebrate Multicultural Music in the City of Unley	St Augustine's Anglican Church	12-May-24	St Augustine's Church Unley	150-250	A free afternoon program of dance, costumes and singing from Asian, European and Pacific nations, celebrating inclusion, diversity, and creativity.	\$2,970	\$0	\$3,000	\$1,000	2 years	100%	\$2,970	\$0	\$2,970	2 years	Great community event celebrating multicultural music. Supports the objectives of the cultural plan. Full funding recommended for 2 years.	
6	2023 Fern Avenue Community Garden Open Day	Alternative 3 Inc	29-Oct-23	18-20 Fern Avenue, Fullarton, SA 5063	200 - 250	Open the garden to our local community and others so they may enjoy and take away useful information about organic gardening practices.	\$2,000	\$0	\$3,000	\$1,000	1 year	100%	\$2,000	\$0	\$2,000	1 year	Great opportunity to open the Community Garden to the broader community. Promoting organic and sustainable gardening practices. Event provides a fundraiser for ongoing maintenance to the Community Garden facilities. Full funding recommended for 1 year.	
7	The Australian Short Story Festival	The Australian Short Story Festival	09/11/2023 to 12/11/2023	Fullarton Park Community Centre	800	An annual writers' festival taking place over four days in November.	\$3,000	\$1,000	\$3,000	\$1,000	1 year	100%	\$3,000	\$1,000	\$4,000	1 year	Excellent opportunity for the City of Unley to host writers from across Australia and Internationally for a four day festival. Full funding recommended for 1 year.	
8	Australian Lebanese Association Heritage and HISTORY	Australian Lebanese Association Incorporated	24/11/2023 to 25/11/2023	Fullarton Park Community Centre	500	To bring our communities together in thankful recognition of the achievements that have been made to Australian Society.	\$5,000	\$1,000	\$3,000	\$1,000	1 year	100%	\$3,000	\$1,000	\$4,000	1 year	Great local event promoting Australian Lebanese history and culture. Supports the objectives of the cultural plan. Full funding recommended for 1 year.	
9	Missy Sippy x Gang Gang Street Party	MISSY SIPPY PTY LTD	21-Oct-23	Dunks Street (Outside Gang Gang)	300-500	The event will offer live music, an outdoor bar setup and ample seating with tables and chairs for patrons to relax and enjoy themselves.	\$2,000	\$0	\$3,000	\$1,000	1 Year	80%	\$1,600	\$0	\$1,600	1 year	Collaboration between two local businesses that will add to vibrancy of local area. Missy Sippy were the runners up in the 2022 Fish Tank program. Partial funding recommended for 1 year.	
<b>MALL SCALE EVENTS</b>																		
10	An Afternoon of Song	Adelaide Male Voice Choir Inc.	17-Sep-24	Fullarton Park Community Centre	120+	A one-hour choral performance for the entertainment of senior residents.	\$1,071	\$478	\$1,000	\$1,000	3 years	100%	\$1,000	\$550	\$1,550	3 years	Excellent free and inclusive offering for local senior residents. First concept trialled last year and very well received. Full funding recommended for 3 years.	
11	Holi Festival	Vishva Hindu Parishad of Australia Inc.	24-Mar-24	Soutar Park	150-200	To celebrate the festival of Holi which is a celebration of coming of Spring and the sheer joy of the triumph of good over evil.	\$1,000	\$500	\$1,000	\$1,000	3 Years	100%	\$1,000	\$500	\$1,500	1 year	Great local event promoting Hindu culture through the celebration of the Festival of Holi. Supports the objectives of the cultural plan. Full funding for 1 year recommended for first time support.	
12	MOSAIC Adelaide Cooking Workshop	MOSAIC Adelaide Incorporated	11-May-24	Unley Oval Community Hub	50	A multicultural community group is the stars of the show, and feature their traditions, music, performances and food for all to enjoy.	\$2,200	\$0	\$1,000	\$1,000	1 Year	100%	\$1,000	\$875	\$1,875	1 year	Excellent event concept and innovative use of the new Unley Oval Community Hub. Full funding for 1 year recommended.	
															<b>Total Proposed New Funding</b>		<b>\$33,195</b>	
<b>PROPOSED UNFUNDED APPLICATIONS</b>																		
13	Garden Daze	On The Flip Side	23-Feb-24	Unley Soldiers Memorial Reserve or Fern Community Garden or The Goody Patch depending on council's preference	1000+	Features live music from a range of high caliber artists plus live & interactive art, workshops, yoga, markets and food.	\$5,000	\$1,000	\$5,000	\$1,000	1 year	0%	\$0	\$0	\$0	0	Event concept needs further development. Offer to work with group to further develop the concept for a future round. In a competitive round this project is not as detailed as other successful applications. Not recommended for funding in a competitive round.	
14	'Shine Like Gold' Community Day	The Gold Foundation Incorporated	24-Feb-24	Village Green	300	Gold Foundation would like to showcase the achievements of the 'Shine Like Gold' Mobile Cafe social innovation project.	\$3,000	\$999	\$3,000	\$1,000	3 Years	0%	\$0	\$0	\$0	0	Event concept needs further development. Offer to connect the Shine Like Gold Mobile Cafe with existing events or further develop the event concept with an expanded offering. Not recommended for funding in a competitive round.	
15	Halloween on King William Road	King William Road Traders Association	28-Oct-23	King William Road and Bloomsbury Street	500	The event aims to transform the Bloomsbury side street off King William Road into a thrilling and family-friendly Halloween celebration.	\$5,000	\$1,000	\$3,000	\$1,000	3 Years	0%	\$0	\$0	\$0	0	Event delivered in partnership between KWRTA and Keito Events. Two applicants seeking funding for the same event. Great event concept however Trader Associations already receive \$10K Council funding to deliver events on top of the Trader Association funding from Council. Event Sponsorship guidelines state that applicants that have received any grant or other funding from the City of Unley for the same event that year are ineligible. Not recommended for funding in a competitive round.	
16	Halloween on King William Road	Keito Events	28-Oct-23	King William Road and Bloomsbury Street	500	As above	\$5,000	\$1,000	\$3,000	\$1,000	3 Years	0%	\$0	\$0	\$0	0	Comments as above	

<b>TOTAL FUNDING POOL AVAILABLE</b>	<b>\$82,950</b>
<b>FUNDS ALREADY COMMITTED</b>	<b>\$49,175</b>
<b>FUNDS AVAILABLE FOR 2023/24</b>	<b>\$33,775</b>
<b>TOTAL PROPOSED FUNDING</b>	<b>\$33,195</b>
<b>REMAINING</b>	<b>\$580</b>



## DECISION REPORT

<b>REPORT TITLE:</b>	CONSERVATION GRANTS 2023/24
<b>ITEM NUMBER:</b>	4.10
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	GARY BRINKWORTH, MANAGER DEVELOPMENT & REGULATORY
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	1. CONSERVATION GRANT POLICY 2. CONSERVATION GRANTS PROPOSED ALLOCATIONS

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### 1. **PURPOSE**

This report seeks Council's consideration and determination for the allocation of funding to the applications received for the City of Unley Conservation Grants, in line with the Conservation Grants Policy (the Policy).

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The following Conservation Grants be funded from the 2023/24 allocated budget, for a total amount of \$9,097 as follows:
    - \$5,000 for façade restoration at 106-108 King William Road, Goodwood
    - \$1,000 for tree pruning at 8 Mills Street, Clarence Park
    - \$612 for tree pruning at 59 Forest Avenue, Black Forest
    - \$660 for tree pruning at 55 Forest Avenue, Black Forest
    - \$1,000 for tree pruning at 112 Cambridge Terrace, Malvern
    - \$825 for tree pruning at 30 Florence Street, Goodwood
  3. The remaining amount of \$40,903 be offered as a second round of grant funding in 2023/2024, following the review of the current Conservation Grant Policy.
-



### **3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

#### 1. Community Living

1.4 Our Community is proud to be part of our City.

#### 4. Civic Leadership

4.2 Council provides best value services to the community

The City of Unley Conservation Grants Policy is the relevant Policy. A copy of the Policy is provided as Attachment 1.

*Attachment 1*

### **4. BACKGROUND**

Council has established the Conservation Grants Policy to guide the distribution of funds with the intent of assisting in the retention of significant and regulated trees, as well as preserving heritage places. This has been supported through the allocation of an annual budget of \$50,000 towards grants that meet the established criteria.

Applications for the Conservation Grants were called for in July 2023, following the endorsement of the annual budget for 2023/24. This allowed a period of three weeks for applications to be lodged and followed a public campaign to update the community on the requirements for lodging an application. This campaign included:

- Advance promotion in June 2023 on the Council website and social media regarding the timing and requirements for lodging a grant application.
- Directly contacting residents who had previously registered an interest in lodging a grant application once the program was released.
- A further online and social media campaign promoting the release of the grants in July 2023.

Applications received have subsequently been assessed by staff and are now being presented to Council for consideration.

### **5. DISCUSSION**

The City of Unley's Conservation Grants encourage and assist residents to maintain significant/regulated trees, heritage places and representative places within the Historic Overlay in the Planning and Design Code. Applications are open to all residents, noting that there is currently no income means testing or property value assessment undertaken as part of the grant application process.

The Conservation Grants provide funding of up to 50% of the total cost of works, with a maximum amount of \$1,000 for significant and regulated trees (advice, retention, and maintenance pruning) and \$5,000 towards restoration and maintenance for State/Local Heritage Places and representative buildings.

Under the Policy, the availability of the grants was advertised for three weeks in July 2023, with a total of eight (8) applications received, totalling \$13,598. Of these, six (6) eligible applications are recommended for support. These relate to five (5) tree pruning applications and one (1) Local Heritage Place with a total funding amount of \$9,097 recommended. Assessment of the grant applications is undertaken by Council's Heritage Advisor and an independent arborist. The assessment of the grants received is provided as Attachment 2.

#### *Attachment 2*

It is noted that the applications have sought funding based on the two quotes required with the submission. Where an applicant has requested 50% of the funding on the higher quote, Council can consider the lower quote where it also proposes appropriate works. In relation to the application for tree pruning at 112 Cambridge Terrace, Malvern, the recommendation is to support the higher quote due to the pruning strategy proposed, noting that the maximum funding of \$1,000 is sought for both quotes.

Of the two (2) applications not supported, one (1) relates to excessive pruning of a tree for which a technical report in support of the proposal has not been provided, while the other relates to veranda restoration works to a Representative Building that has not yet received development approval and is therefore ineligible under the Policy.

In accordance with the Policy, the remaining unallocated funds of \$40,903 for the Conservation Grants will be released for an additional round of grant applications within this financial year, unless Council indicates that there is a desire to retain this amount as savings. Additionally, it should be noted that there was a lower number of applications received this round, with the main feedback indicating a preference to increase the amount allocated for tree maintenance due to the cost of undertaking the work (including technical advice required). We are also experiencing lower volumes of development in the area, and this may translate to a lower level of need for grants for building renovations. The Policy is currently being reviewed this financial year and will consider these suggestions. Once updated, the Policy will then be submitted to Council for consideration by the end of 2023.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- There is an allocation of \$50,000 in the 2023/24 annual budget for Conservation Grants to implement the recommendations.

### **6.2 Risk Management (identification and mitigation)**

- By providing financial support under the Policy, Council encourages owners to maintain character homes and significant and regulated trees.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- There will be minor impacts to staff in progressing with the allocation of funding in administering the grants. This work is already resourced in existing operations.

### **6.4 Climate/Environmental Impact**

- *Natural Environment* – Council’s Conservation Grants seek to encourage the retention of significant and regulated trees through their ongoing maintenance.

### **6.5 Social/Economic**

- Council’s Conservation Grants provide support in the retention of our built form character in relation to State/Local Heritage Places and Representative Buildings.

## **7. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The following Conservation Grants be funded from the 2023/24 allocated budget, for a total amount of \$9,097 as follows:
  - \$5,000 for façade restoration at 106-108 King William Road, Goodwood
  - \$1,000 for tree pruning at 8 Mills Street, Clarence Park
  - \$612 for tree pruning at 59 Forest Avenue, Black Forest
  - \$660 for tree pruning at 55 Forest Avenue, Black Forest
  - \$1,000 for tree pruning at 112 Cambridge Terrace, Malvern
  - \$825 for tree pruning at 30 Florence Street, Goodwood
3. The remaining amount of \$40,903 be offered as a second round of grant funding in 2023/2024, following the review of the current Conservation Grant Policy.

In this round, Council received six (6) eligible grant applications totalling \$9,097. Should Council endorse this option, any remaining budget allocation can be advertised later to fund an additional round in this financial year, or it can be retained as savings.

The supported applications all met the relevant criteria under the Policy and by supporting this option, the intent of assisting in the preservation of significant trees and retention of built for character will be achieved.

Following Council endorsement, all applicants will be notified of the outcome of the Grants process.

This option also provides for a second round of grant funding, following the review of the existing Conservation Grants Policy.

Option 2 –

1. The report be received.
2. The following Conservation Grants be funded from the 2023/24 allocated budget, for a total amount of \$XXXX as follows:  
— [to be determined by Council]
3. The remaining funding after allocation be offered as a second round of grant funding in 2023/2024, following the review of the current Conservation Grant Policy.

Council may wish to change the funding allocations to reflect alternate funding priorities. In making any changes, Council should consider the budget, the Policy and probity of decision making. If Council determines that alternate funding allocations are priorities, this will need to be reflected in the wording of the resolution. Again, a second round of funding is recommended in this option.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services







## CONSERVATION GRANTS POLICY

<b>Policy Type:</b>	Council Policy
<b>Responsible Department:</b>	City Services
<b>Responsible Officer:</b>	Manager Development & Regulatory Services
<b>Related Policies and Procedures</b>	N/A
<b>Community Plan Link</b>	<i>Environmental Stewardship</i> 2.1 Unley's urban forest is maintained and improved.
<b>Date Adopted</b>	23 August 2004: C397
<b>Last review date</b>	23 August 2021: C0579/21
<b>Next review date</b>	August 2023
<b>Reference/Version Number</b>	COU0022: V7
<b>ECM Doc set I.D.</b>	2830313

### 1. PREAMBLE

- 1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.
- 1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, representative buildings within historic overlays and regulated and significant trees to ensure their protection.
- 1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.
- 1.4. The Council operates an annual budget and review of allocations for the State and Local Heritage Places, representative buildings as well as Regulated and Significant Trees Conservation Funds. The provision of subsidies in accordance with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

- 1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

## 2. SCOPE

- 2.1. The purpose of this policy is to provide a framework for the application and operation of a Conservation Grant program established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings and regulated or significant trees.
- 2.2. The Conservation Grants complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

## 3. POLICY PURPOSE/OBJECTIVES

- 3.1. The policy aims to:
  - support Council's vision, strategic plans and policies for preservation of the City's heritage places, representative buildings and regulated and significant trees;
  - encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;
  - encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe, sound and aesthetically pleasing condition;
  - complement other support initiatives;
  - provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

## 4. DEFINITIONS

- 4.1. **Regulated Tree** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.

- 4.2. **Significant Tree** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of three (3) metres or more – or, in the case of trees with multiple trunks, a total circumference of three (3) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level. Significant Trees that are identified as declared trees under Part 10 of the Planning and Design Code are also eligible for consideration under this policy.

- 4.3. **State Heritage Place** means State Heritage Places as identified in the State Heritage Overlay of the Planning and Design Code.

- 4.4. **Local Heritage Place** means Local Heritage Places as identified in Part 11 of the Planning and Design Code.
- 4.5. **Representative Building** means representative buildings as identified in the Historic Area Statements and Character Area Statements of the Planning and Design Code.
- 4.6. **Privately owned** means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.

## 5. POLICY STATEMENT

### 5.1. Eligibility

- 5.1.1. Conservation grants may be considered in relation to regulated trees, significant trees or state and local heritage places, or representative buildings.
- 5.1.2. A regulated tree, significant tree heritage place or representative building that is the subject of an application for conservation funding must be situated within the City of Unley.
- 5.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.
- 5.1.4. Where a tree is exempt from being classified as a significant or regulated tree under 3F (4)(a) of the *Planning, Development and Infrastructure (General) Regulations 2016* by virtue of the location of the tree being less than 10 metres from a dwelling or in-ground swimming pool, this Policy shall still apply.
- 5.1.5. Where development approval is required for works associated with a grant application, development approval must be obtained prior to the grant being approved by Council.
- 5.1.6. Properties that have previously received the maximum available funding will not be eligible to apply for funds for a period of:
  - 5.1.6.1. In the case of building work - five (5) years from the date that the maximum amount of funds has been received.
  - 5.1.6.2. In the case of regulated or significant tree pruning – three (3) years from the date that the maximum amount of funds has been received.
- 5.1.7. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.
- 5.1.8. Where other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.

### 5.2. What types of projects will be considered

- 5.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:
  - external structural repairs;
  - conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:



- (i) re-pointing or repair of stonework;
  - (ii) removal of non-original paint and/or plaster;
  - (iii) painting external timber elements;
  - (iv) salt damp treatment; and
- - repairs to or reinstatement of original front fencing based on historic or archival records or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place.
  - Pruning to a significant or regulated tree.

### 5.3. What the Grant Scheme does not cover

5.3.1. Applications for the following works will not be considered:

- buildings owned or leased by a Council or Government Agency;
- conservation work with a value of less than \$1,000;
- work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;
- routine maintenance such as termite treatment, pest control;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability of the building);
- side or rear boundary fencing (unless such fencing is specifically listed as part of a State or Local Heritage Place);
- the purchase of a building or site;
- construction of additions or outbuildings;
- relocation of a heritage building.

### 5.4. Information to be provided

#### 5.4.1. Heritage Place or Representative Building

- Detailed description of the work
- Site plan identifying the location of the work
- Detailed drawings or photos as necessary to clearly define the scope of work
- Relevant plans and specifications prepared by suitable person or company
- Photos of relevant part of building
- Methodology or specification notes to detail the materials and techniques to undertake the works
- Two written quotes from suitable persons or companies based on the agreed scope of works

#### 5.4.2. Regulated or Significant Tree

- Expert or technical report from a qualified arborist on the maintenance pruning proposed
- Two quotes from tree pruners
- Recent photos of the proposed maintenance pruning required

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above) will be considered ineligible and will be returned to the applicant.

### 5.5. Grant Conditions

5.5.1. Grants are available only for the costs of:

- expert advice,
- conservation and restoration of heritage places or representative buildings to conserve original elements or reinstate the original appearance and the maintenance
- management of eligible trees.

All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors. Funding is not available for the removal of trees or for inappropriate lopping, pruning or "tree damaging activity" as defined by the *Planning, Development and Infrastructure Act 2016*.

5.5.2. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.

5.5.3. All trees/places/items which are the subject of applications for conservation funds must be assessed by suitably qualified specialists in the relevant field, that is;

- (i) an arboriculturalist for a tree; or
- (ii) an architect/contractor specialising in building conservation for a building.

The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.

5.5.4. Conservation grants are available for up to 50% of the total cost of a single grant application:

- (i) of a regulated or significant tree up to a maximum amount of \$1,000 per application; and
- (ii) of a heritage place and/or representative building up to a maximum of \$5,000.

Where the scope of the conservation work or the circumstances of the applicant warrant further consideration outside this framework, the request may be presented to the Council for determination of any special merit for additional funding.

5.5.5. A successful applicant must sign an agreement setting out the terms of a conservation grant which must include a time limit for the completion of any works funded with Council's assistance within the financial year that the grant was provided.

5.5.6. When a conservation grant is made, the applicant must accept the Council's right to photograph the subject trees, property and/or items, before and after conservation work. The applicant must also provide Council with photographic documentation of building work prior to and after completion.

5.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

5.5.8. Payment of grants is to be made only following inspection of the satisfactorily completed conservation work, by a Council officer. Grant recipients are to provide receipts and detailed invoices before payment is made. Where residents have particular cash flow difficulties, some provision may be made with the approval of the relevant senior manager. The Council preserves the right to withhold payment of allocated grants if conservation work does not meet appropriate standards and/or differs from the work that was proposed in the application.



## 5.6. Assessment of Applications

5.6.1. Council will allocate funding to applications as per the Policy based on the merits of the application to assist in preserving the City's heritage places, representative buildings and regulated and significant trees.

5.6.2. Weighting shall be applied to all applications based on the following evaluation table:

Priority Weighting	Conservation Grant Application Type
1 – 40%	Significant Tree Pruning
2 – 25%	Regulated Tree Pruning
3 – 20%	Local Heritage Place building works
4 – 10%	State Heritage Place building works
5 – 5%	Representative Buildings building works

5.6.3. Funding under this Policy shall be assessed based on the priority listing in 6.6.2 and the merits of the application against the eligible works proposed in 6.2.

5.6.4. Funds can be allocated to lower priority weightings where merit is displayed against the eligibility as defined in 5.2 for the proposed works. Any such funds would be allocated in priority order.

## 5.7. Administration

5.7.1. The Council Administration will receive and assess applications in accordance with this Policy, and make recommendations for the Council's consideration on the allocation of grants. The Administration will oversee the inspection of conservation work which is assisted by the Council through this funding scheme.

5.7.2. The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community as soon as practicable following the declaration of the budget and again, later in the financial year, if funds remain unallocated.

## 6. POLICY DELEGATIONS

6.1. The Manager Development and Regulatory is delegated to approve partial payments of allocated funding prior to completion of works where the applicant has provided information relating to cash flow issues in order to complete the approved scope of works.

## 7. LEGISLATION

- *Planning, Development and Infrastructure Act 2016 and associated Regulations*

## 8. AVAILABILITY OF POLICY

8.1. The Policy is available for viewing, download and printing free of charge from the Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

**9. DOCUMENT HISTORY**

<b>Date</b>	<b>Ref/Version No.</b>	<b>Comment</b>
23 Aug 2004	C397/04: V1	
22 Nov 2004	C476/04: V2	
24 May 2010	C665/10: V3	
28 May 2012	C420/12: V4	
24 Oct 2016	C633/16: V5	
26 Aug 2019	C0117/19: V6	
23 Aug 2021	C0579/21: V7	Changes required due to transition to Planning, Development and Infrastructure Act



Item 4.10 - Attachment 2 - Conservation Grants Proposed Allocations

Address	Suburb	Description	Reason	Amount Sought	Eligible Amount	Heritage Advisers & Arborist Comments
88 Alfred Street	Parkside	Replace verandah	Representative	2851	0	<b>Not Supported</b> - no development approval obtained for proposed works so in ineligible under Policy
55 Forest Avenue	Black Forest	Maintenance Pruning	Tree	660	660	<b>Supported</b> - Happy to support the pruning as proposed given the defects noted and history of branch failure.
106-108 King William Road	Goodwood	Façade Restoration	Local Heritage	5000	5000	<b>Supported</b> - Noting while the ideal scenario from a heritage conservation perspective would be removal of paint from masonry surfaces, and also noting the black and white paint scheme is not a traditional colour scheme, the repainting of the existing Local Heritage Place is supportable as it will improve the appearance of the place.
8 Mills Street	Clarence Park	Maintenance Pruning	Tree	1,000	1,000	<b>Supported with Conditions</b> - The subject tree does need to be pruned on the northern side. The pruning specified as part of the arborist report Australian Heritage Tree Works is generally excessive and unnecessary and doesn't really address the defects noted and therefore cannot be supported. The second quote from Taking Care of Trees specified pruning does more accurately addresses the defects observed. Although more expensive is supported.
112 Cambridge Terrace	Malvern	Maintenance Pruning	Tree	1,000	1,000	<b>Supported</b> - Happy to support the pruning as proposed given the defects noted.
59 Forest Avenue	Black Forest	Maintenance Pruning	Tree	612	612	<b>Supported</b> - Happy to support the pruning as proposed.
22A Ferguson Avenue	Myrtle Bank	Maintenance Pruning	Tree	1650	0	<b>Not Supported</b> - no technical report provided to support pruning and the proposed works are considered to be excessive due to good health of tree. The pruning proposed could be detrimental to the trees long term viability.
30 Florence Street	Goodwood	Maintenance Pruning	Tree	825	825	<b>Supported</b> - happy to support the pruning as proposed given the defects observed and history of branch failure.
			<b>Total</b>	<b>13598</b>	<b>9097</b>	

## INFORMATION REPORT

<b>REPORT TITLE:</b>	MAINSTREET TRADER ASSOCIATION FY 2022/23 REPORTS
<b>ITEM NUMBER:</b>	4.11
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	DONNA GRIFFITHS, MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. GOODWOOD ROAD REPORT</li><li>2. FULLARTON ROAD SOUTH REPORT</li><li>3. UNLEY ROAD REPORT</li><li>4. KING WILLIAM ROAD REPORT</li></ol>

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### 1. **PURPOSE**

The City of Unley has four Mainstreet precincts (Fullarton Road South, Unley Road, King William Road and Goodwood Road) (Precinct). Each Precinct has an Independent Mainstreet Association (Association) consisting of local businesses who enter into an annual funding agreement with Council. The Association Separate Rate Agreement(s) require each Association to submit two expenditure reports per year (January and July) to Council.

This report presents the expenditure for the period of 1 July 2022 to 30 June 2023, as well as additional information on the activities that the Associations are undertaking to drive local economic activity. Each of the Associations has expended their Separate Rate funding as per their annual funding agreements with Council.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

4. Civic Leadership

4.1 We have strong leadership and governance.



#### **4. BACKGROUND**

Each Association is an Independent Incorporated Body and is managed by a committee comprised of their members (local businesses from the precinct). A Separate Rate is levied by Council on businesses located within each of the Precincts, for the purposes of marketing and promotion as well as for the provision of small value-added infrastructure upgrades.

Money collected from the Separate Rate is contracted, through a funding agreement, to the relevant Association to conduct this activity on Council's behalf. The Separate Rate collected is different for each Precinct, both in the total amount raised and the rate in the dollar. There is a formal Association Separate Rate Agreement (Agreement) in place between Council and each Association for the expenditure of the Separate Rate. Each Association is required to provide a report of its expenditure and activities. This report summarises the 2022/23 financial year.

#### **5. DISCUSSION**

It is a requirement of the agreement that the Separate Rate funding is fully expended in the financial year for which it is raised. To monitor this, and provide transparency to Council, the Associations provide reports to Council. The following information and attachments summarise the reports for the 2022/23 financial year. Additional information is provided which highlights activities, achievements, and challenges for the reporting period. In summary, each Trader Association has expended their Separate Rate funding as per their annual agreement with Council, and this is provided as Attachments 1-4.

*Attachments 1-4*

It should be noted that each Association also receives income from other sources, including banner income as prescribed through the City of Unley Banner Policy, third party sponsorships and membership. This additional income is not subject to the Agreement terms.

##### High Level Summary

- A total of \$338,915 worth of levy has been expended by the Trader Associations on the operations of each association, marketing/promotion activities and small infrastructure updates that supports local services for our community and attracts visitors.
- The activities undertaken support the retention and exposure of over 550 local businesses.
- Over 530 volunteer hours have been injected to help run the Trader Associations and deliver local outcomes.
- Business exits are generally quickly filled on King William Road and Goodwood Road.
- Gaps in the business mix include: a Newsagent on Goodwood Road; a supermarket or good fruit and vegetable shop or butcher on Fullarton Road; and more fashion for King William Road.
- Unley Road and Fullarton Road would welcome an economic uplift of their public realm or an ongoing maintenance program to enhance the 'look and feel' of the precincts.

Internal investigations undertaken to date, based on the feedback provided within the reports include:

- There are no funds available for Public Art in the 2023-24 financial year.
- The Unley Road Revitalisation Project has been delayed but is expected to commence early next year and will be undertaken in several stages.
- It is hoped that a University of Adelaide Landscape Architecture student will be engaged to undertake a precinct 'Opportunities Analysis' over the summer holidays for the Fullarton Road Precinct. This is awaiting approval from the school.
- The Unley Road Traders Association has been connected to the Employment Facilitator within the Federal Government to help fill any skill shortages.
- Council staff from the Goodwood Road Community Centre and Economic Development met with Goodwood Road businesses to promote the programs available at the centre.

A summary of each Trader Association Report is provided below:

#### Unley Road Association

- \$117,590 was raised via the Separate Rate Fund.
- The Association held the Unley Road Small Business Awards.
- Trader updates are provided to Unley Road businesses.
- Advertising of Unley Road businesses continued on banners, website and social media posts.
- Development of a '*plastic free*' trial by replacing plastic milk containers with kegs and providing a cup library.
- Key challenges identified include: some businesses have a challenge with staffing and there are mixed views with online shopping. Traders are looking forward to the Unley Road Revitalisation Project.

#### Goodwood Road Business Association

- \$57,225 was raised via the Separate Rate Fund.
- Business upskilling and networking events were held for Goodwood Road Traders.
- Social media and online promotion campaigns continued with an emphasis on getting business details correct, storytelling and videos which resulted in increased reach and engagement.
- The road hosted SALA in August 2022.
- Local events, such as "Taste of Goodwood", attracted over 350 people, with most Goodwood Road businesses participating.
- The development of a new website is underway.
- Key challenges identified include parking restrictions, the change of programming at the Community Centre resulting in less foot traffic and the need for maintenance of the public toilets and public art.

King William Road Traders Association

- \$150,350 was raised via the Separate Rate Fund.
- Planning to reignite energy into King William Road has largely been the focus with the engagement of a new Coordinator.
- Local activations included: “Polo in the City”, Halloween, and Influencer fashion event.
- Two Trader networking events were held.
- Key challenges include parking and access to public toilets with baby change facilities.

Fullarton Road South Traders Association

- \$13,750 was raised via the Separate Rate Fund.
- The “Destination Highgate” social media campaign continues to rollout and gain traction from both paid and organic advertising.
- Infrastructure maintenance was undertaken to enhance the precinct.
- Bud lighting has been applied throughout the precinct.
- Networking events for Traders have been held.
- The key challenge raised was the need for a public realm uplift of the precinct.

**6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer



## Annual Report Template

## Six Monthly Report Template

<b>Name of Association</b>	Goodwood Road Business Association
<b>Financial Year</b>	2022-23
<b>Date of Completion</b>	7 August 2023
<b>Type of Report</b>	Financial Year Report

## Summary of Income

Income	Value
Separate Rate Funding	\$ 57,224.25
Banner Income	\$ 4,116.73
Bank Interest	\$ 1.40
Other Income – Sponsorship from council (\$10K and Bendigo Bank \$500)	\$ 10,500.00
Other Membership Income	\$ 300.00
<b>TOTAL INCOME</b>	<b>\$ 72,142.38</b>

Surplus from 2021/2022	\$5,117.46
Total Income	\$72,142.38
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$77,259.84</b>

## Summary of Expenditure

**\*\* Note: As per the Agreement with Council for the expenditure of the Separate Rate, all significant variations to the approved expenditure plan must be approved by The Council e.g. Replacing an event with infrastructure**

	Yes	No	Please provide comments	Date Approved	Response
Has there been an alteration to your endorsed expenditure plan?		No			
#	Three Year	Short Description of Project	Timing	Expenditure	
1	Advertising/Marketing	Flags/Fence Installation	Ongoing	\$	33,970.19
2	Events		6 throughout the year	\$	19,202.74
3	Member Services	includes networking events	Ongoing	\$	1,085.65
4	Streetscape		Ongoing	\$	4,571.60
<b>SUBTOTAL</b>				<b>\$</b>	<b>58,830.18</b>



Item #	Administration	Short Description	Expenditure
	Accounting/Bookkeeping Fees		\$ 2,121.02
	Bank Fees		\$ 33.04
	Coordinator Fee - Admin		\$ 13,260.00
	Office Exp/Misc. Admin		\$ 326.01
	Assoc. Liability Insurance		\$ 671.66
	Public Liability Insurance		\$ 799.35
	Miscellaneous Expense		\$ 91.50
	Staff Training		984.5
<b>SUB TOTAL</b>			<b>\$ 18,287.08</b>

Item #	Strategic Projects Total	Plus Administration Total	Total Expenses
1	\$58,830.18	\$18,287.08	\$77,117.26

Item #	Description	Operating Surplus
1	Opening balance (ATO Refund not included in levy income)	\$5,117.46
2	Operating surplus for 2022/23	\$142.58

Please provide any further comments here in relation to expenditure.

**2022 – 2025 Three Year Strategic Plan - Reporting**

Please provide your responses here	
<p><b>Provide a brief update on your progress against the Three Year Strategic Plan - including achievements, activities and outcomes achieved for the street</b></p>	<p>This year the committee began offering networking event for association members with the first event providing an introduction to Kira Blake from the Adelaide Showgrounds. The aim was to seek collaboration between the association and the Showgrounds caravan park visitors. The second event included financial hints and tips for business owners for the end of financial year preparations. This was delivered by Amanda Watchman, Rittwatchman and Assoc who is a member of the committee. These events are hosted by Felt Brand Stories who are a local digital marketing studio and owner Jess McLaughlan, is also on the committee. The events have attracted 12-15 business owners this far and the aim is for one event per quarter. The next event aims to provide marketing tips and tricks for businesses.</p> <p>Further marketing tips and tricks are offered via the Goodwood Road Business facebook group when time allows. The coordinator often sends notice to various members about their contact details or opening hours needing updated. The most recent one was informing Goodwood Books that their Bing profile was showcasing a permanent closure page. Goodwood Dental also advised of incorrect opening hours on social media and Pizza Pizzaz encouraged to post more regularly on their own social pages.</p> <p>The Communications Coordinator took a Digital Content course in April/May 2023 (three sessions with Felt Brand Stories) to learn to better implement sharing of stories and reels, videos. This has resulted in an increased reach, engagement and an improvement in followers across platforms.</p> <p>Videos (8 in total about a variety of industries present on the street) are being updated and gradually released.</p> <p>Some businesses believe social media or a unique web presence is not a requirement. Particularly, some businesses rely on generic restaurant pages or out of date facebook pages. The Association continues to promote the importance of story-telling</p>



	<p>as part of a business brand and will remind businesses on occasion. A roster of regularly social media posting is underway which sees each business showcased fairly and equitably. Timing will be spaced out according to the seasons that are most appropriate ie. Retail and flower shop around major holidays and events. ie. Mother's Day and Christmas. With 100 businesses we aim to post 3-4 times a week and share whatever posts/reels/stories we are tagged.</p> <p>SALA in August 2022 was attended by 40-50 people at Gingers. This event was post-covid and numbers were down compared to more recent events. Next financial year, SALA could be considered the major event as the 2023 SALA at Hey George sold out (90 tickets) within a week and 150 tickets could have been taken if the budget was available.</p> <p>Other events for 2022-23 include:</p> <ul style="list-style-type: none"> <li>- Mothers Day Satdy on Goody 2023 was a hit with a photography booth and fairy floss offered as free activities. The fairy floss owners advised us they gave 180 serves away.</li> <li>- October Satdy on Goody, December Satdy on Goody (Christmas themed) and Easter (April) Satdy on Goody that attracted 150-250 people. The free facepainting, henna tatoos, craft workshops (sell outs) in the library and nearby the Goodwood Primary School are popular events and we have aimed to provide entertainment with kids music, buskers and a roaming talent ie Elsa, Santa and elf, Easter Bunny and helper.</li> <li>- Christmas Decoration Competition attracted 15 business participants and voting selected Goodwood Dental for the overall winner and the Goodwood Community Services Inc for the people's choice award.</li> </ul> <p>Our February 2023 event - Taste of Goodwood was a success with about 60 people in attendance and 10 businesses showcasing their food items on offer. The event was picked up in Glam Adelaide.</p> <p>A new website is underway but new branding has been added to the existing website which will be carried over.</p> <p>New Christmas Flags for 2022 were designed and installed which are in striking Christmas colours (red and brand green). Designs were also approved for over the road banners for Christmas 2023 and Mothers Day 2024.</p> <p>Fairy Lights have been approved and installed for Goodwood Books and The Suburban Brew.</p> <p>Database of business details is up to date and added to as new businesses come on board.</p> <p>Fence installations continue as a dynamic eye catching presence on the street. These memorable installations act as a landmark, craft activity for kids events, memory trigger for passing traffic and combine with other public art to provide a sense of place, and activate an otherwise plan school fence. The colour and vibrancy adds humour and talking point for those visiting the street.</p>
<p><b>General update on the Street from a traders perspective</b></p>	<p>2023 parking restrictions have had a huge impact for local businesses for the poorer. See survey for more details.</p> <p>The Community Centre brings a lot of people to the area and the businesses have felt that loss. The playgroup clientele especially have been missed. Mums groups regularly frequent the cafes as a place to connect.</p>
<p><b>General update on the Street from an infrastructure perspective</b></p>	<p>The committee would like to talk to the council about the potential for a masterplan and really beautifying the area in a similar way to King William Road whilst maintaining the unique, bespoke, and arty atmosphere.</p>
<p><b>Please provide a brief update on any</b></p>	<p>The Public Toilets near the library need updating. The faucets need to be replaced. They are so small that only fingers can be washed effectively. It's such an arty area</p>



<p><b>infrastructure issues that need addressing or any proposed initiatives that the Association would like Council to consider</b></p>	<p>perhaps council could consider giving the public toilets a facelift with some artistic elements. I.e. Public Art inside and new faucets</p> <p>The Goodwood Theatre and Studios would like fairy lights but prefer Council take on half of the cost with some contribution from the Theatre.</p> <p>A permanent art project for the oak tree outside Goodwood Primary School could be considered. Could the council work with the schools in the area to refresh the stobey poles.</p> <p>The coordinator for GRBA (and author of this report) is contracted 10 hours a week and thus unable to take on larger community projects but the poles do need some beautification and would be a great community project for one Council's community development unit. There are around 25 poles that need some attention.</p>
<p><b>Any other relevant information for Council to consider</b></p>	<p>Consider masterplan upgrade to improve walkability and limit car speed limit. Buses and crazy traffic make for a very noisy road for pedestrians.</p> <p>The Western side of Goodwood Road has been under significant pressure with the walk-way being cut off owing to the scaffolding from the Grow on Goodwood development. This was meant to be complete by April 2023 but it is still unfinished. Suci Plants and Living was under a lot of financial pressure and has now closed. Council may consider banning the blocking of footpaths without developers providing the necessary notification.</p>

### Business Data

	Please provide your responses here
Number of Properties within the Precinct	99 (approx.)
Number of Businesses within the Precinct	92
Number of Businesses Exiting the Precinct	4
Number of Businesses Entering the Precinct	2
Current Number of Vacancies	3-4 depending on how many spaces available in the new Grow on Goodwood development.
Are there any gaps in the business mix?	Newsagent
Is there any business support required for your business community?	Addressing the Car Park issues please. Short survey taken and feedback will be supplied shortly.

### New Entrants

#	Name of Business In	Contact Name	Contact details for new entrant	Business Type
1	Plus 82 Gogi Korean BBQ – Goodwood	Ron	128 Goodwood Road, Goodwood plus82gogigoodwood@gmail.com	Korean Restaurant
2	Luxe Skin And Cosmetic Clinic		132 Goodwood Road, 8281 8846 - ADMIN@LUXESKINANDCOSMETIC.COM.AU	Health and Wellbeing
3	Meet you Massage		3/71 Goodwood Road, Goodwood	Massage Salon (regular massage)
4	OTR		51 Goodwood Road, Goodwood <a href="https://www.otr.com.au/locations/wayville-51-goodwood-road/bp-wayville/">https://www.otr.com.au/locations/wayville-51-goodwood-road/bp-wayville/</a>	Service Station
5	Kiki Collective		89d Goodwood Road, Goodwood elenicrisshara@gmail.com	Eleni

## Business Exits

#	Name of Business Exiting the Precinct	Contact Name	Contact details for exiting business	Business Type
1	For the Love of Your Dog and Emma Hack Gallery (2 businesses in one premises)	Emma Hack	Unsure	Dog therapy clinic and Art Gallery
2	Suci Plants and Living	Kirrily Hurst	This business is now online only with no shop front.	Homewares and Clothes
3	SpecSavers		Unsure	Retail
4	Ettie Ink	Michelle Fogden	Moved to home studio hello@ettieink.com.au	Art & Design Studio

## Volunteers

We recognise that associations rely on a significant amount of volunteer hours. Please provide the total volunteer hours below.

<b>Number of Volunteer Hours for this Association</b>	1 meeting per month (12x2 hours) = 24 hours 7 committee meetings x 24 = 168 hours 2 Ad hoc events (4 volunteers) = 8 hours  Total = 176 hours (does not include emails/coordination of other ideas, calls & comments)
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## Other Information

Please provide any other information here.











<b>Number of Properties within the Precinct</b>	Approx 55
<b>Number of Businesses within the Precinct</b>	Approx 55
<b>Number of Businesses Exiting the Precinct</b>	4
<b>Number of Businesses Entering the Precinct</b>	3
<b>Current Number of Vacancies</b>	1
<b>Are there any gaps in the business mix?</b>	Supermarket or good fruit and veg and butcher
<b>Is there any business support required for your business community?</b>	

#### New Entrants

#	Name of Business In	Contact Name	Contact details for new entrant	Business Type
1	Kathy Holmes Art Alpha Beta Gamma David Owen Hair		Address Phone Email	Art Designer Clothing Women's Hair dresser

#### Business Exits

#	Name of Business Exiting the Precinct	Contact Name	Contact details for new entrant	Business Type
1	Flowers by Alice Potso Botanic	Alice McDonald Alice McDonald	Address Phone Email	Florist Pot plants

#### Volunteers

We recognise that associations rely on a significant amount of volunteer hours. Please provide the total volunteer hours below.

<b>Number of Volunteer Hours for this Association</b>	<b>Treasurer</b> - 4 hours monthly <b>Chair</b> - 4 hours monthly <b>Coordinator</b> - 4 hours monthly <b>Bud lighting organiser</b> May 12 hours, June 10 hours <b>Minutes Secretary</b> - 4 hours monthly <b>Social Media etc</b> - 4 hours monthly Total regular hours per month would average 20, including meetings, with 9 meetings per year
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#### Other Information

Please provide any other information here.



# Unley Road Business Association

## 2022/23 FY Report

Unley Road Business Association	
Summary of Income and Expenditure 2022/23	
<b>Income</b>	
Separate Rate funding	\$117,940.00
Other income	
CoU Sponsorship	\$10,000.00
Banner Income	\$1,500.00
<b>Opening Balance</b>	
<b>Total Income</b>	

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended

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

Strategic Plan Projects (High-level program overview. Breakdown of individual projects and 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	1 July 31 December	1 January - 30 June	Progressive total	% of Prog. Total	
Strategic Plan Project 1	Member Services - Networking events and forums engaging and	\$ 11,000.00	\$ 1,790.00	\$ -	\$1,790.00	16%
Strategic Plan Project 2	Advertising and Promotion of the Main Street - Print - Media -	\$ 43,000.00	\$ 12,664.12	\$ 38,206.41	\$50,870.53	118%
Strategic Plan Project 3	Major and Minor Events	\$ 24,000.00	\$ 2,351.76	\$ 40,880.00	\$43,231.76	180%
Strategic Plan Project 4	Reusable Cup Program			\$ 3,016.44	\$3,016.44	#DIV/0!
<b>Subtotal</b>		<b>\$ 78,000.00</b>	<b>\$ 16,805.88</b>	<b>\$ 82,102.85</b>	<b>\$98,908.73</b>	<b>127%</b>

Administration		Budget	1 July 31 December	1 January - 30 June	Progressive total	% of Prog. Total
Marketing/Admin Coordin	Coordinator Fee - Administration coordinator and marketing	\$ 32,400.00	\$ 11,115.46	\$ 21,003.50	\$ 32,118.96	99%
Office Expenses / Misc.	Stationery - committee meetings - office equipment	\$ 2,500.00	\$ 1,267.50	\$ 2,135.20	\$ 3,402.70	136%
Book keeping/auditing		\$ 3,040.00	\$ 1,950.00	\$ 2,189.00	\$ 4,139.00	136%
Insurance		\$ 2,000.00	\$ 943.61		\$ 943.61	47%
<b>Subtotal</b>		<b>\$ 39,940.00</b>	<b>\$ 15,276.57</b>	<b>\$ 25,327.70</b>	<b>\$ 40,604.27</b>	<b>102%</b>

<b>Total Expenses</b>	<b>Projects + Administration</b>				\$139,513.00	#DIV/0!
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<b>Operating Surplus</b>	(includes opening balance, and ATO Refund not included in levy income)				-\$139,513.00	#DIV/0!
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### Du

Please provide a brief written update on your progress against the Three Year Strategic Plan - including achievements, activities and outcomes achieved for the street.

**1 July - 31 December;** During this period we have held two networking events for traders- a breakfast event with guest speaker, Andrew Kay from Business SA. The intent of this was to provide an update fo businesses on Unley Road about the current state of play with small business in SA and to make them aware/encourage them to take up the opportunities available via the Business SA/City of Unley partnership. Our second networking event was our Christmas BBQ in the park, this was an informal event to celebrate the end of the year. Towards the end of this period we commenced work on our major event of the year, An Evening Under the Stars and Only Unley Road shopping competition. These events are our major advertising opportunities for the Road and traders were invited to take part via monetary contributions and goods/ services (approximately 20 were signed up by the end of December)- advertising includes print, TV, radio, banners, community signage and digital. These activities are all in line with the year one projects of our strategic plan, including an event that is community facing and one that brings economic benefit to the road. Our focus for the second half of the year is increased member participation, ongoing advertising and raising the profile of Unley Road. During this period the Association has also focussed internally on governance, setting a number of polycys and procedures in place and a work plan to continue this. We have also had three new members join the committee which takes us to a full committee.

### General update on the Street from a traders perspective





Businesses IN (1/01/2023 - 30/06/2023)				
Spring Chickens	133 Unley Road		Dairy and Nail Care	221 Unley Road
Dolly Adl	246 Unley Road		Equilibrium Projects	68 Unley Road
RSPCA Op Shop	144 Unley Road		UBX Boxing Gym	186 Unley Road
Sim and Co Art Space	83a Unley Road			
Intermix work force	248 Unley Road			
Blow Out Style and Bar	70 Unley Road			
TPR Racing	29 Unley Road			
Pet Society Vet	319 Unley Road			
American Burger	291 Unley Road			
Fit-Stop Gym	291A Unley Road			
MUFU Gym	120 Unley Road			
Businesses OUT (1/01/2022 - 30/06/2023)				
Oxford Antiques				
Shoes of Malvern				
East End Cycles				
Klemm Homes				
Amys Beauty				
Classic Décor				
Unley Conveyancing				







Item #	Administration	Short Description	Budget
1	Precinct Coordinator		\$40,000
2	Office Expenses / Misc.		\$11,530
		<b>SUB TOTAL</b>	<b>\$51,530</b>

Item #	Strategic Projects Total	Plus Administration Total	Total Expenses
1	\$100,000	\$51530	\$151,530

Item #	Description	Operating Surplus
1	(includes opening balance, and ATO Refund not included in levy income)	\$1,608.16

Please provide any further comments here in relation to expenditure.

**2022 – 2025 Three Year Strategic Plan - Reporting**

	Please provide your responses here
Provide a brief update on your progress against the Three Year Strategic Plan - including achievements, activities and outcomes achieved for the street	<p>Over the last Financial Year, the KWRTA undertook a heavy planning year and chose to appoint a communications agency to manage all of the strategic and administrative needs to bring awareness back to King William Road and to make it top of mind for locals, customers and potential traders. As of July 1 2024, they will be creating and executing a marketing strategy and calendar that is measurable and results driven.</p> <p>Achievements however included-</p> <ul style="list-style-type: none"> <li>- sponsoring Polo in the city, which enabled KWR to have further visibility on and off the street via the ambassador shopping on the street and then having branding at the event in the CBD</li> <li>- Halloween activation was well received and a great community initiative</li> <li>- Creating a new website that is more user friendly</li> <li>- Hosting a media/Influencer fashion event to help drive sales and awareness to the fashion traders. This was well received and guests were seen shopping on the event post event</li> <li>- Took out a double page ad in the Adelaide Dining Magazine</li> <li>- Hosted 2x networking trader events</li> </ul>
General update on the Street from a traders perspective	Traders are excited about the new management as they have felt that the street was lacking marketing activities and overall brand awareness. Events is a big thing wanted by many traders so we are looking to bring the Long Lunch back later this year. Overall consensus is that traders wants KWR to be top of mind again.
General update on the Street from an infrastructure perspective	Parking is still a big issue, as well as wanting more public toilets with children facilities i.e. change room, change tables, feeding rooms etc.
Please provide a brief update on any infrastructure issues that need addressing or any proposed initiatives that the Association would like Council to consider	As above. Can Council talk to the landlords about purchasing the areas behind the traders to make more car parks? Festoon lighting has also been suggested for across the street, similar to that of Rundle Street.



<b>Any other relevant information for Council to consider</b>	Traders are excited for the Unley Gourmet Gala to come back in 2024. Break ins are of a concern and would love council to consider CCTV for the street.
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**Business Data**

	Please provide your responses here
<b>Number of Properties within the Precinct</b>	
<b>Number of Businesses within the Precinct</b>	Over 120
<b>Number of Businesses Exiting the Precinct</b>	2
<b>Number of Businesses Entering the Precinct</b>	5
<b>Current Number of Vacancies</b>	10-20
<b>Are there any gaps in the business mix?</b>	Fashion boutiques like Seed, Witchery etc
<b>Is there any business support required for your business community?</b>	More forums, focus groups etc

**New Entrants**

#	Name of Business In	Contact Name	Contact details for new entrant	Business Type
1	Staker Sartorial		Shop 2, 155 King William Road, Hyde Park	Menswear
2	Kintaro Sushi		Unit 1-2, 146 King William Road, Hyde Park	Restaurant
3	Unley Social		70 King William Road, Goodwood	Coffee Shop
4	Better Together Pre-Loved Fashion		74-76 King William Road, Goodwood	Womenswear
5	STH Restaurant		27 King William Road, Unley	Restaurant

**Business Exits**

#	Name of Business Exiting the Precinct	Contact Name	Contact details for new entrant	Reason for moving
1	Tatiana Light		Shop 2, 155 King William Road, Hyde Park	Moved to a larger premise on Unley Road
2	Hustle Coffee		Shop 3, 114 King William Road, Goodwood	Financial pressures

**Volunteers**

We recognise that associations rely on a significant amount of volunteer hours. Please provide the total volunteer hours below.

<b>Number of Volunteer Hours for this Association</b>	Committee member – monthly meetings – 1.5 hours
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**Other Information**

**Please provide any other information here.**

## DECISION REPORT

<b>REPORT TITLE:</b>	DRAFT BEHAVIOURAL MANAGEMENT POLICY - COUNCIL MEMBERS
<b>ITEM NUMBER:</b>	4.12
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	MARK LABAZ, MANAGER GOVERNANCE
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. DRAFT BEHAVIOURAL MANAGEMENT POLICY

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### 1. **PURPOSE**

This report seeks Council's endorsement of the Draft Behavioural Management Policy for public consultation as mandated by Section 75F (6) of the Local Government Act 1999.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Draft Behavioural Management Policy, as set out in Attachment 1 to the report (Item 4.12, Council Meeting 28/08/23) be endorsed for public consultation pursuant to Section 75F (6) of the Local Government Act 1999.
  3. The Chief Executive Officer be authorised to make minor editorial amendments to the Draft Behaviour Management Policy prior to release for public consultation.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

4. Civic Leadership
  - 4.1 We have strong leadership and governance.

#### 4. **BACKGROUND**

In 2021, the State Parliament passed several significant changes to the *Local Government Act 1999* (Act). These amendments included major changes to the provisions relating to the management of Elected Member behaviour.

One of the key reforms contained within the reviewed Act was a new Behaviour Management Framework for council members which replaced the previous conduct framework outlined in the Act.

The Behaviour Management Framework is made up of the new:

- Behavioural Standards;
- Behavioural Support Policy;
- Behavioural Management Policy; and
- Behavioural Standards Panel.

(Together they are referred to as the Behaviour Management Framework).

The Behaviour Management Framework has replaced the current Code of Conduct for Council Members and Council's Complaints Handling Procedure under the Council Members' Code of Conduct and came into effect immediately following the Local Government elections in November 2022.

As part of the new arrangements, all councils have the option to prepare and adopt a Behavioural Management Policy in accordance with the new section 262B of the Act. The Behavioural Management Policy must set out how a council will manage complaints about council member behaviour. A breach of the Behavioural Standards or a council's Behavioural Support Policy will be dealt with in accordance with a council's Behavioural Management Policy.

Alternatively, councils may adopt the LGA Model Behavioural Management Policy.

In 2022, Council decided to adopt the LGA Behavioural Management Policy in the short term until it developed and adopted its own.

Given Council's intention to prepare and adopt such a policy, an information workshop was held earlier this year facilitated by Peter Watson of Watson Legal, to undertake the development of a policy based on council member feedback and ideas on how a code of conduct complaint could be managed under such a policy.

Following this workshop, a policy was drafted by Watson Legal and submitted to Administration for comment to clarify a number of matters and to simplify wording in some sections, before being sent to Elected Members for review and feedback.

## 5. **DISCUSSION**

The Draft Behavioural Management Policy (Draft Policy) was finalised and provided to Elected Members for review, feedback, and comments on or before 11 July 2023. The Draft Policy issued for Council feedback is provided as Attachment 1.

*Attachment 1*

Following distribution of the Draft Policy, a few questions and suggestions were received from Elected Members. A summary of this feedback and comments with respect to specific sections of the Draft Policy content is provided below along with a response from Administration based on advice and clarification from Watson Legal.

## 6. **THE COMPLAINT MANAGEMENT PROCESS**

### Council Members Comments/Feedback

Should the term council members be changed to elected members as this is more consistent with usual disclosure?

### Administration Response

This is an external facing public policy where members are referred to as 'Council Members'. The language used is consistent with the Act. The term 'Elected Member' in an internal reference.

### Council Members Comments/Feedback

The decision to be made to accept a complaint lodged more than 28 days after the inconsistent behaviour occurring to be considered on a case-by-case basis by the person managing the complaint is too open for individual discretion. It may be that the complainant decides not to act, assuming that the behaviour is a once-off, but after a second or further incident, identifies a pattern of behaviour.

### Administration Response

A period of 28 days to deal with matters is to be considered by the person managing the complaint. If outside of the 28-day period, it is then a matter of discretion by the person managing the complaint. A discretion to act rather than allow to consider the complaint is determined based on the rationale as to why the person could not meet the 28-day deadline.

## **4.2 Confidentiality**

### Council Members Comments/Feedback

The extent of this disclosure needs to be clarified. Is the disclosure made public or does it mean that the person complained about finds out the identity of the complainant?



### Administration Response

Refer to further paragraphs in Section 4.2, in particular paragraph 3 and the five (5) dot points which provide exceptions to the disclosures.

As stated in this Section, a person who has access to information about a complaint must not directly or indirectly disclose to any person that information except:

- For the purpose of dealing with the complaint;
- Where required by law and in particular, the principles of natural justice;
- For the purpose of obtaining legal advice or legal representation or medical or psychological assistance from a medical practitioner, psychologist or counsellor;
- Where the disclosure is made to an external party investigating the complaint or mediator/conciliator engaged in accordance with this Policy; and
- Where the information has been made public in accordance with this Policy or this Policy otherwise authorises or requires the disclosure of the information.

#### **4.4 Part 1: Informal Action**

##### Council Members Comments/Feedback

There needs to be an alternative to the Mayor if the concerns relate to or involve the Mayor, such as the Deputy Mayor, at least, in the first instance, not simply because the issue involves the Mayor.

##### Administration Response

The reason why the Mayor has been nominated was a direct outcome from the Minister responsible for Local Government at that time advising that the role of the Mayor should take a more active role in leadership. The Mayor is the leader of the Council and the first point of contact.

The second paragraph of Section 4.4 Part 1 stipulates that if the concerns relate to or involve the Mayor, the person may raise the matter with the Deputy Mayor, or other council member appointed by the Council as the person responsible for managing complaints under this Policy.

Amendments to the Act to increase the role of the Mayor as being the leader of Council matters has driven this determination.

#### **4.5 Part 2: Formal Action**

##### Council Members Comments/Feedback

Should the term council members be changed to elected members.

### Administration Response

Refer previous response to 4. The Complaint Management Process.

### Council Members Comments/Feedback

The decision to be made to accept a complaint lodged more than 28 days after the alleged conduct to be considered on a case-by-case basis is too open for individual discretion. It may be that the complainant decides not to act assuming that the alleged conduct is a once off, but after a second or further incident, identifies a pattern of behaviour.

### Administration Response

Refer previous response to 4. The Complaint Management Process.

## **4.5.2 Initial complaint assessment – Step 1**

### Council Members Comments/Feedback

In respect to the person responsible for undertaking the assessment and managing the complaint having regard to certain matters, there is material discretion in this section so that the complainant must have confidence in the person that is handling the complaint. Therefore, there must be at least two (2) people (the Mayor and one other) who can manage the complaint.

### Administration Response

The complaint management process in this Policy has been designed so that the complaint must be dealt with on an initial basis and process as described in Steps 1 and 2 of Section 4.5.2.

In particular, Step 2 requires that the person responsible for managing the complaint should have regard to any response provided in determining the action resulting in the initial assessment which, as stated in Step 2, could be one of the following:

- Refusing to deal with complaint;
- Determining to take no further action;
- Referring to an alternative resolution mechanism;
- Referring the matter to another body;
- Determining as to whether the complaint should remain confidential;  
and
- Decision to proceed to formal consideration.

#### **4.5.2 Initial complaint assessment – Step 2 – Decision to refer to alternative resolution mechanism.**

##### Council Members Comments/Feedback

It should be possible for the person complained about and the complainant to put forward the view that the optimal way to deal with the complaint is to implement an alternative resolution mechanism as a way to proceed.

##### Administration Response

This is possible and this provision provides for this option. There is nothing stopping the parties to collectively determine an outcome in a collective way to proceed.

#### **4.5.2 Initial complaint assessment – Step 2 – Decision to proceed to formal consideration.**

##### Council Members Comments/Feedback

The dot point relating to where a complaint is made by an employee of Council their identity must remain confidential, appears to be unwarranted given that it is the Chief Executive Officer not Council Members who have authority in relation to an employee of Council.

##### Administration Response

The dot point is warranted because of fear of potential reprisals against the employee of Council. The dot point provides for exceptions where confidentiality may be lifted due to a point of law or if the provision is waived by the employee in writing.

#### **4.5.2 Initial complaint assessment – Step 2 – Decision to proceed to formal consideration.**

##### Council Members Comments/Feedback

Where a complaint is made by a Council Member, subject to law, their identity must be disclosed. To whom is their identity disclosed to?

##### Administration Response

This matter relates to the Behavioural Standards taken from the South Australian Government Gazette. Refer Section 7 of the Policy.

If the complaint becomes the subject of law, then the Council Member's identity must be disclosed to the relevant legal entity or authority for consideration. By way of example, a work health and safety issue which is reported, that may arise as a result of a Council Member harassing an employee, the identity of the Council Member must be disclosed to SafeWork SA as the entity authorised for formal consideration and investigation of the complaint.

## **Next Steps**

Following Council's endorsement of this Draft Policy, it will be released for public consultation purposes which is a mandated requirement pursuant to Section 75F(6) of the Act.

At the conclusion of the public consultation process, an Elected Member briefing may be held (if required) to share consultation feedback and seek input on any material changes to the Draft Policy that may be required, based on this public feedback.

A Final Behavioural Management Policy for Elected Members will then be presented at a Full Council Meeting for adoption.

Following adoption, the Policy will be placed on Council's website for information and reference.

## **7. POLICY IMPLICATIONS**

### **7.1 Financial/budget implications**

- The development, implementation and release of the Behavioural Management Policy is being delivered within existing resources.

### **7.2 Risk Management (identification and mitigation)**

- The proposed Behavioural Management Policy reflects best practice behavioural management principles and complies with the requirements of Section 262B of the Local Government Act 1999.
- Legal advice has been obtained in the drafting and development of this policy and it is deemed appropriate for Council to adopt the Behavioural Management Policy following the public consultation process and policy finalisation.
- The Policy ensures that adequate and robust record keeping protocols are adhered to in respect to the complaint management process so that all documentation is securely stored and managed should requests for access to such information is received from the complainant if they believe the matter is not deemed resolved or managed fairly and seek to remedy the matter through other legal avenues.
- The Policy will be placed on Council's website for information.

### **7.3 Staffing/Work Plans/Additional Resource Impact**

- The work associated with the development of the Policy has been managed within the Office of the CEO with assistance from an external legal services provider.

### **7.4 Climate/Environmental Impact**

- Nil

## 7.5 Social/Economic

- Nil

## 8. ANALYSIS OF OPTIONS

### Option 1

1. The report be received.
2. That the Draft Behavioural Management Policy, as set out in Attachment 1 to the report (Item 4.12, Council Meeting 28/08/23) be endorsed for public consultation pursuant to Section 75F(6) of the Local Government Act 1999.
3. That the Chief Executive Officer be authorised to make minor editorial amendments to the Draft Behaviour Management Policy prior to release for public consultation.

This option ensures that Council has undertaken a transparent process to release the policy for public consultation and feedback pursuant to the requirements of the Local Government Act 1999 prior to finalising and endorsing the Policy for adoption taking into consideration any material amendments required following the public consultation process.

### Option 2

1. The report be received.
2. The Draft Behavioural Management Policy, as set out in Attachment 1 to the report (Item 4.12, Council Meeting 28/08/23) be endorsed for public consultation pursuant to Section 75F(6) of the Local Government Act 1999 with the following amendments:  
- *Council to determine*

The Council may wish to make material amendments to the Draft Policy as presented prior to release for public consultation.

## 9. RECOMMENDED OPTION

Option 1 is the recommended option.

## 10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer





## BEHAVIOURAL MANAGEMENT POLICY

<b>Policy Type:</b>	Council
<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Related Policies and Procedures</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Community Plan Link</b>	Civic Leadership 4.1 We have strong leadership and governance
<b>Date Adopted</b>	From the day on which section 147(6) of the Statutes Amendment (Local Government Review) Act 2021 comes into operation
<b>Last review date</b>	
<b>Next review date</b>	Refer to regulation 16 of the <i>Local Government (Transitional Provisions) (Conduct) Amendment Regulations 2022</i>
<b>Reference/Version Number</b>	
<b>ECM Doc set I.D.</b>	

### 1. PURPOSE

This Policy has been prepared and adopted pursuant to section 262B of the *Local Government Act 1999* (the Local Government Act).

This Behavioural Management Policy forms part of the Behavioural Management Framework for council members and sets out the approach to the management of complaints about the behaviour of council members. It sets out the process to be adopted where there has been an alleged breach of the Behavioural Standards for Council Members, this Behavioural Management Policy and/or any Behavioural Support Policy adopted by the Council (***the behavioural requirements***).

The Local Government Act now distinguishes between council member integrity and council member behaviour: Chapter 5 Division 1 deals with member **integrity**; whereas Division 2 deals with member **behaviour**. This policy deals with behaviour.

## 2. GLOSSARY

**Behavioural Management Framework** – comprises three components:

- The legislative framework within which all council members must operate;
- The Behavioural Standards for Council Members, determined by the Minister for Local Government, which apply to all council members in South Australia;
- The mandatory Behavioural Management Policy (this document) relating to the management of behaviour of council members and adopted pursuant to section 262B of the Local Government Act.

**behavioural requirements** – in this document refers collectively and individually to the Behavioural Standards for Council Members, the Behavioural Management Policy and any Behavioural Support Policies adopted by the Council.

**Behavioural Standards for Council Members** – established by the Minister for Local Government, and published as a notice in the SA Government Gazette<sup>1</sup>, specifying standards of behaviour to be observed by members of councils; and providing for any other matter relating to behaviour of members of councils.

**frivolous** – includes without limitation, a matter of little weight or importance, or lacking in seriousness.

**misbehaviour** – is defined in section 262E of the *Local Government Act 1999* as:

- (a) A failure by a member of a council to comply with a requirement of the council under section 262C(1); or
- (b) A failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or
- (c) A failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute or conflict resolution conducted in relation to a complaint under Division 1.

**natural justice** means the right to be made aware of, and respond to, information which will be used in the course of a decision that may negatively affect the person.

**person responsible for managing the complaint** means, subject to any resolution of the Council to the contrary –

1. the Mayor;
2. if the complaint relates to or involves the Mayor, the Deputy Mayor;
3. if the complaint relates to or involves the Mayor and Deputy Mayor, another council member appointed by, the remaining council members pursuant to a council resolution at the next council meeting.

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<sup>1</sup> See pp. 16-17 below.

**repeated misbehaviour** – is defined in section 262E of the *Local Government Act 1999* as a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2 (Ch 5- Members of council, Pt 4-Member integrity and behaviour, Div 2-Member behaviour).

**serious misbehaviour** – is defined in section 262E of the *Local Government Act 1999* as a failure by a member of a council to comply with section 75G (Health and safety duties).

**trivial** – includes without limitation, a matter of little worth or importance; that is trifling; or insignificant.

**vexatious** – includes a matter raised without reasonable grounds or for the predominate purpose of causing annoyance, delay or detriment, or achieve another wrongful purpose.

### 3. PRINCIPLES

Nothing in this Policy is intended to prevent council members from seeking to resolve disputes and complaints in a proactive, positive and courteous manner before they are escalated.

The following principles will apply:

- Where a council member considers there has been behaviour that is inconsistent with the **behavioural requirements**, a council member may, in appropriate circumstances, seek to respectfully and constructively raise this issue with the member concerned, without the need to lodge a complaint under this Policy;
- If a matter proceeds to a complaint, all council members will continue to comply with the procedures set out in this Policy and support the person responsible for managing the complaint;
- A consistent approach to the assessment, investigation and resolution of complaints will be adopted to facilitate timely and efficient resolution and minimisation of costs
- Where required, Council may engage the assistance of skilled advisers (such as mediators) in the assessment, investigation and resolution of complaints and avoid adopting an unreasonably legalistic approach.
- ongoing training and relevant resources will be provided to all council members to ensure they have the skills and knowledge necessary to perform their role in accordance with the **behavioural requirements** and the *Local Government Act 1999*.
- training and relevant support will be provided to persons with specific obligations under this Policy to facilitate the management, reporting and resolution of complaints alleging a breach of the **behavioural requirements**.

Council will manage complaints under this Policy with as little formality and technicality and with as much expedition as the requirements of the matter and the Local Government Act allow and with proper consideration of the matter. Council is not bound by rules of evidence but will inform itself in the manner considered most appropriate given the nature of the complaint.





## 4. THE COMPLAINT MANAGEMENT PROCESS

This Policy sets out the procedures for dealing with an allegation of a breach of the **behavioural requirements** applying to council members. These procedures do not apply to complaints about council employees or the council as a whole.

A complaint made in accordance with this Policy must be lodged within 28 days of the behaviour that is inconsistent with the **behavioural requirements** occurring. A decision may be made to accept a complaint lodged more than 28 days after the behaviour that is inconsistent with the **behavioural requirements** occurring on a case-by-case basis, at the discretion of the person responsible for managing the complaint.

Community members can lodge a complaint with the Council in accordance with this Policy but cannot lodge a complaint directly with the Behavioural Standards Panel.

### 4.1 Dispute versus Compliant

It is important to distinguish between a dispute and a complaint. A dispute is generally a difference of opinion or disagreement between two parties. It may involve a heated discussion or some other unsatisfactory exchange between parties but may not amount to conduct inconsistent with the **behavioural requirements**. Ideally disputes will be handled directly by the parties involved and will not escalate to a complaint requiring action (even informal action) under this Policy. The Mayor (or another person) may play a role in facilitating a resolution to a dispute.

This Policy is intended to deal with matters where conduct is alleged to have been inconsistent with the **behavioural requirements**, rather than where members of council have differences of opinion, even when robustly put.

### 4.2 Confidentiality

Complaints made in accordance with this Policy will be managed on a confidential basis until such time as they are either required to be reported to Council in a public meeting in accordance with this Policy, or at the request of the person complained about or as otherwise lawfully made public or disclosed.

Access to information relating to complaints and information about complaints will be limited to parties to the complaint and individuals with a responsibility within the complaint handling process or as otherwise provided for within this Policy<sup>2</sup>.

A person who has access to information about a complaint (including the complainant and the person complained about) must not directly, or indirectly disclose to any person (including to a council member) that information except:

- For the purpose of dealing with the complaint
- Where required by law and in particular, the principles of natural justice.
- For the purpose of obtaining legal advice or legal representation, or medical or psychological assistance from a medical practitioner, psychologist or counsellor.

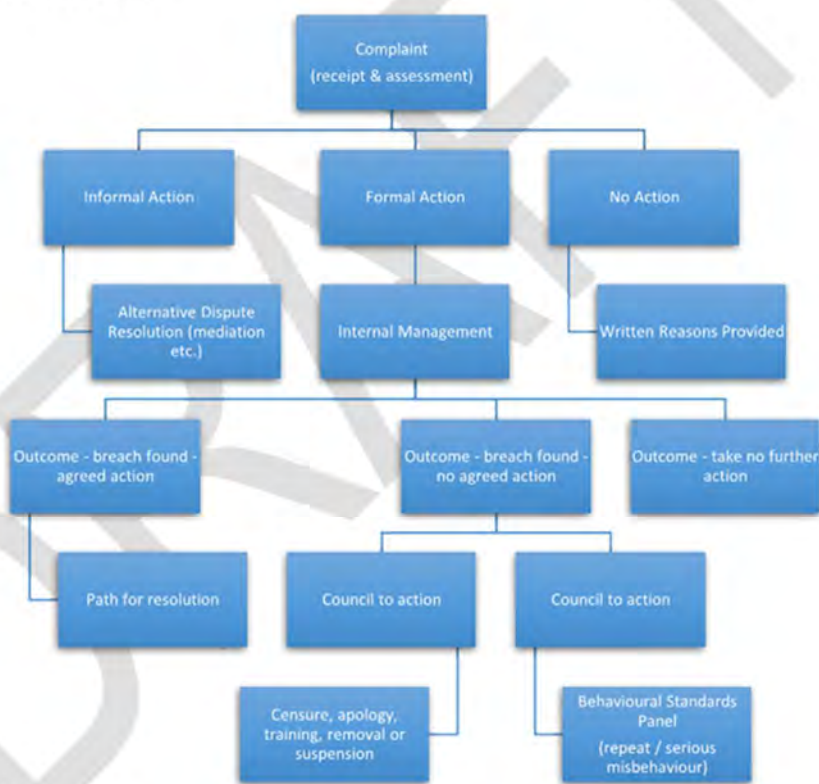
<sup>2</sup> There are circumstances in the *Work Health and Safety Act 2012* where information must be disclosed, for example where the health and safety of an employee is at risk

- Where the disclosure is made to an external party, investigating the complaint, or mediator/conciliator engaged in accordance with this Policy.
- Where the information has been made public in accordance with this Policy or this Policy otherwise authorises or requires the disclosure of the information.

This is not to be confused with formal consideration at a Council Meeting of any matter arising from application of this Policy. Items presented to Council must be assessed on a case-by-case basis in accordance with the requirements of section 90 of the *Local Government Act 1999*.

A complainant who is not a council member may request their identity be kept confidential from the person complained about. This does not constitute an anonymous complaint. The person responsible for managing the complaint will consider such requests on a case-by-case basis, having regard to any applicable legal requirements.

### 4.3 Stages of Action



This Policy has two distinct stages to the approach that will be taken to address complaints about the behaviour of Council Members:

- Part 1: Informal Action: Where the matter can be resolved directly between the parties.
- Part 2: Formal Action: Where the matter cannot be resolved using informal action and a formal process of consideration is required.





#### 4.4 Part 1: Informal action

Council encourages informal resolution of concerns regarding behaviour alleged to be contrary to the **behavioural requirements**. A person may therefore consider raising the matter directly with the council member concerned.

Alternatively, a person may raise their concern with the Mayor on an informal basis. If the concerns relate to or involve the Mayor, the person may raise the matter with the Deputy Mayor (if appointed), or other council member appointed by the Council as the person responsible for managing complaints under this Policy.

If the Mayor or person responsible for managing the complaint considers that access to resources to support impacted parties and facilitate early resolution of the matter should be provided, the Mayor or person responsible for managing the complaint will request the CEO to facilitate access to relevant resources. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

##### 4.4.1 Record Keeping

Where the Mayor or person responsible for managing the complaint addresses the matter through informal action, a record should be made setting out:

- Details of the complainant
- Details of the person complained about
- A summary of the matter
- A summary of actions taken in response
- Details of agreed actions (if any)

If informal action does not successfully resolve the matter, the record may be made available to an investigation process as provided for under this Policy or to the Behavioural Standards Panel.

#### 4.5 Part 2: Formal action

This Part sets out the process for formal action in response to a complaint regarding the behaviour of council members and addresses the manner in which a complaint will be:

- Received
- Assessed
- Investigated
- Resolved
- Recorded

A complaint made under the Behavioural Management Policy must:

- Be received in writing. Subject to an alternative resolution of the Council, a complaint should be marked with "Confidential Council Member Complaint" and forwarded to the relevant email or physical address as published on the Council's website.
- Provide the name of the council member who has allegedly breached the **behavioural requirements**, the name and contact details of the complainant, the name and contact details of the person submitting the complaint (if



different to the complainant) and the name and contact details of any witnesses or other persons able to provide information about the complaint.

- Be specific (including identifying the **behavioural requirements** the complainant alleges have been breached)
- Provide as much supporting evidence as possible to assist an investigation, including the grounds and circumstances of the complaint (e.g. where, when, impact of the behaviour, actions taken to try to resolve the issue, relevant records or documents).
- Identify the outcome being sought.
- Be lodged within 28 days of the alleged conduct occurring on the basis that it is important to address alleged breaches of **behavioural requirements** in a timely manner (with discretion provided to the person responsible for managing the complaint to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis).

#### 4.5.1 Receipt of a Compliant

This step is an administrative process undertaken by the CEO (or delegate):

- receipt
- initial acknowledgement
- record keeping; and
- allocation of the matter to the person responsible for managing the complaint.

**The CEO or delegate does not undertake an assessment of the merits of the complaint.**

Receipt of the complaint will be acknowledged within 2 business days or as soon as reasonably practicable and a copy of this Policy will be provided to the person making the complaint.

The complaint should be directed to the person responsible for managing the complaint in accordance with this Policy.

A complainant may withdraw their complaint at any stage.

#### 4.5.2 Initial complaint assessment

An initial assessment is not an investigation or adjudication of a complaint and no findings as to the merits of the complaint will be made at this stage.

##### Step 1

The person responsible for managing the complaint will undertake an assessment of it to determine whether the content of the complaint relates to the **behavioural requirements** and whether the conduct occurred in the context of the council member carrying out their official functions and duties.

In undertaking the assessment, the person responsible for managing the complaint

will have regard to the following matters<sup>3</sup>:

- the person that is making the complaint (or on whose behalf the complaint has been made) has a sufficient interest in the matter;
- the complaint is trivial, frivolous or vexatious or not made in good faith;
- the complaint has been lodged with another authority;
- the subject matter of the complaint has been or is already being investigated by the Council or another body;
- it is unnecessary or unjustifiable for the Council to deal with the complaint;
- the council has dealt with the complaint adequately.

## Step 2

If the person responsible for managing the complaint considers the matter warrants further consideration, the person complained about should be advised that a complaint has been received and is undergoing an initial assessment in accordance with this Policy. They should be provided a summary of the matter, at a sufficient level of detail, to understand the nature of the allegations and enable them to provide a preliminary response. This may be achieved by a discussion between the person responsible for managing the complaint and the person complained about, taking into account the principles of this Policy. The person complained about may have a support person present during any discussions.

The person complained about should be given a reasonable opportunity, but no more than 10 business days, to provide a response to the initial assessment. The person responsible for managing the complaint may provide a longer period of time for provision of a response at their discretion. The person responsible for managing the complaint should have regard to any response provided in determining the action resulting from the initial assessment.

## Action from initial assessment

The person responsible for managing the complaint will determine what action will result from the initial assessment. A matter may proceed to formal consideration under this Policy, unless there are grounds to take one of the following actions pursuant to section 262B(2)(b):

- refusing to deal with the complaint<sup>4</sup>;
- determining to take no further action;

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<sup>3</sup> The person responsible for managing the complaint will also have regard to whether the council has obligations to report the matter to either the Local Government Association Mutual Liability Scheme (LGAMLS) or the Local Government Association Workers Compensation Scheme (LGAWCS), pursuant to the Rules of those Schemes and council's agreement with those bodies.

<sup>4</sup> Section 270(4a)(a)(i) of the *Local Government Act 1999* precludes a review of a decision to refuse to deal with the complaint.



- referring to an alternative resolution mechanism or to propose training for relevant parties (e.g. facilitated discussion, provision of training, mediation, arbitration, conflict resolution, etc.);
- referring the matter to another body or agency (e.g., the Ombudsman SA or the Behavioural Standards Panel);
- whether the complaint should remain confidential<sup>5</sup>.

The outcome of the initial assessment will be advised to the complainant and person complained about in writing as far as is permitted by law.

***Refusing to deal with the compliant/determining to take no further action***

Where the person responsible for managing the complaint makes a decision not to proceed with formal consideration of the matter the following steps should be taken:

- The complainant must be provided with written reasons explaining the decision<sup>6</sup>
- The person complained about should be provided with a brief summary of the complaint and the reasons for not proceeding.
- A record of these steps and the decision not to proceed should be made.

Whilst a matter may not proceed, the person responsible for managing the complaint may discuss the issues informally with the parties and identify strategies to build skills, facilitate positive relationship development and reduce the likelihood of repeat occurrences.

***Decision to refer to alternative resolution mechanism:***

The person responsible for managing the complaint may form the view that the optimal way to deal with the complaint is to implement an alternative resolution mechanism such as facilitated discussion, mediation, arbitration, conflict resolution or training.

The person responsible for managing the complaint should discuss the use of a proposed alternative resolution mechanism with the complainant and the person complained about to determine whether there is support for this approach.

If so, the person responsible for managing the complaint should request the CEO (or delegate) take steps to facilitate access to appropriate internal or external support (not being for the purposes of obtaining legal advice) for parties to the complaint. The CEO (or delegate) will not refuse any reasonable request for resources made in accordance with this Policy.

The complainant and the person complained about should be provided with written confirmation of the alternative resolution mechanism to be used for the purposes of resolving the complaint.

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<sup>5</sup> In the case of a council employee.

<sup>6</sup> Section 262D, Local Government Act 1999.

### ***Decision to refer to another body or agency***

Where the person responsible for managing the complaint makes a decision to refer the matter to another body or agency the person will follow any direction from that body or agency regarding what information is to be provided to the complainant and the elected member complained about regarding the referral.

### ***Decision to proceed to formal consideration:***

Where the person responsible for managing the complaint makes a decision to proceed to formal consideration the following steps should be taken:

- the person complained about should be provided with a copy of this Policy, contact details of the person responsible for managing the complaint and a summary document setting out:
  - the specific provision(s) of the ***behavioural requirements*** alleged to have been breached; and
  - the circumstances where this breach is alleged to have occurred.
- where the complainant has not requested that their identity be kept confidential, a copy of the complaint may be provided in full;
- where a complaint is made by an employee of Council their identity must remain confidential, subject to law, unless this requirement is waived by the employee complainant in writing;
- where a complaint is made by a council member their identity must be disclosed, subject to law;
- the complainant should be advised of the decision to proceed and the contact details of the person responsible for managing the complaint.

#### **4.5.3 Formal consideration**

Where a decision to formally consider the complaint has been made, the person responsible for managing the complaint will determine how to proceed:

- The person responsible for managing the complaint may determine that they are the appropriate person to formally consider the complaint; or
- The person responsible for managing the complaint may determine to engage a third party to formally consider the complaint, for example:
  - an investigator who will report to the person responsible for managing the complaint; or
  - an external service provider with skills relevant to the matter who will report to the person responsible for managing the complaint.

If the person responsible for managing the complaint determines a third party should be engaged, they will request the CEO (or delegate) to facilitate engagement of an appropriate service provider. The CEO (or delegate) will not refuse any reasonable request for resources made in accordance with this Policy.





The person responsible for managing the complaint will advise both the complainant and the person complained about that they are able to have a support person accompany them during discussions relating to the complaint.

It is the expectation of Council that both the complainant and the person complained about will cooperate with any such process to consider the complaint and, if requested, participate in meetings in a timely manner.

*Failure by the elected member complained about to comply with this requirement may be taken into account when considering the actions to be taken under section 262B(2)(e) of the Local Government Act and may constitute grounds for referral to the Behavioural Standards Panel for misbehaviour.*

Further consideration by the person responsible for managing the complaint (or the third party engaged), may (at the discretion of that person) involve:

- exploration of the complaint with the complainant and the person who is the subject of the complaint;
- speaking with other persons who have been nominated by the parties to have observed the behaviour;
- speaking directly with witnesses to the conduct complained about; and
- requesting the provision of information or documents relevant to the investigation, which may include access to audio or video recordings of meetings.

During the formal consideration of a matter appropriate records should be kept by the person responsible for managing the complaint.

#### **4.5.4 Report**

The person responsible for managing the complaint (or the third party engaged) should ensure a report is prepared summarising the matter and setting out their findings, conclusions and recommendations. The report should set out:

- Allegations made in the complaint
- Summary of evidence to which the investigation had regard
- Findings
- Conclusions
- Recommendations

A report will generally include a recommended action for the parties to consider and/or participate in such as, but not limited to the imposition of sanctions under the Local Government Act:

- discussions with parties to the complaint to seek agreement
- formal mediation if not already undertaken
- Conciliation
- Arbitration
- Education and further training

A copy of the draft report should be provided to the parties to the complaint who should be given a reasonable opportunity, but no more than 10 business days, to make submissions in relation to the draft report. The person responsible for managing the complaint (or the third party engaged) may provide a longer period of time for lodgement of submissions to the draft report at their discretion. The person responsible for managing the complaint (or the third party engaged) should have regard to any submissions made in preparing a final report and must ensure that natural justice is afforded to each party who:

- may obtain their own advice at their own cost in response to the draft report; and if obtained;
- provide that advice to the person responsible for managing the complaint; who
- will table the advice with the final report.

#### **Outcome – No breach found**

Where the finding is that no breach of the **behavioural requirements** has occurred, a final report should be prepared by the person responsible for managing the complaint (or third party engaged) and provided to the complainant and the person complained about.

The complaint will remain confidential in accordance with the requirements of this Policy, except at the request of the person complained about. If such a request is made, a copy of the final report will be tabled<sup>7</sup> at the next practicable Council meeting. If no such request is received, no further action will be taken.

#### **Outcome – agreed actions (breach found)**

Where the finding is that a breach of the **behavioural requirements** has occurred and the complainant and the person complained about<sup>8</sup> agree to a path for resolution, that agreement will be documented including matters such as:

- actions to be undertaken
- responsibility for completing actions
- timeframes for completion of actions
- what will occur if there is a repeat of the behaviours complained about
- monitoring arrangements for completion of actions
- what will occur if the actions aren't completed

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<sup>7</sup> Note that the complainants identity may need to be redacted.

<sup>8</sup> Where the conduct complained about is not raised by the person directly affected by the conduct it will usually be appropriate to discuss the proposed resolution with that person prior to finalising agreement. This is intended to apply in a circumstance where the 'victim' is not the complainant to provide them a reasonable opportunity to have input into the resolution.

- confirmation that the matter is considered resolved

The agreement reached will be made in writing, including a commitment by parties to the complaint to abide by the agreement (which may be by electronic means). A copy of the agreement will be retained by each party and a copy held in Council records.

The complaint will remain confidential in accordance with the requirements of this Policy except at the request of the person complained about. If such a request is made, a copy of the final report will be tabled<sup>9</sup> at the next practicable Council meeting. The matter must be reported in the Council's Annual Report which must contain the information required by the regulations.<sup>10</sup>

#### **Outcome – no agreed action (breach found)**

Where the finding is that a breach of the **behavioural requirements** has occurred and the parties to the complaint have failed to reach agreement as to the resolution of the matter a final report should be presented to Council for determination. The person responsible for managing the complaint should request the CEO to include the final report in the Council Agenda as soon as practicable.

#### Actions of Council

Where the parties are not able to agree on an approach to resolve the matter, the matter will be provided to Council to determine the actions to be taken which may include:

- taking no further action;
- passing a censure motion in respect of the member;
- requiring the member to issue a public apology (in a manner determined by the Council);
- requiring the member to undertake a specified course of training or instruction; or
- removal or suspension from one or more offices held in the member's capacity as a member of the Council or by virtue of being a member of the Council – but not the office of Member of the Council.

If Council determines to take action, a report on the matter must be considered at a meeting open to the public<sup>11</sup>.

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<sup>9</sup> Note that the complainants identity may need to be redacted.

<sup>10</sup> Schedule 4(1)(d), *Local Government Act 1999*.

<sup>11</sup> Section 262C(2), *Local Government Act 1999* - Note that the party or parties subject to the complaint being Council Members may be present at such a meeting but are not entitled to participate in the proceedings.



Where Council determines to take no further action, the complainant will be advised of this along with reasons, which may include:

- (a) the ground that, having regard to all the circumstances of the case, it is unnecessary or unjustifiable for the council to deal with or continue to deal with the complaint;
- (b) the ground that the subject matter of the complaint has been or is already being investigated, whether by the council or another person or body; or
- (c) the ground that the council has dealt with the complaint adequately.

In making a determination under section 262C(1) Council should be reasonably prescriptive about the manner and time periods in which the action must be completed. Section 262E defines a failure to comply with a requirement of the council under 262C(1) as 'misbehaviour' which may result in a referral to the Behavioural Standards Panel.

The matter must be reported in the Council's Annual Report which must contain the information required by the regulations.<sup>12</sup>

#### 4.6 Behavioural Standards Panel

The Behavioural Standards Panel is an independent statutory authority consisting of three members and has powers to impose sanctions on council members who breach the **behavioural requirements**.

In accordance with section 262Q of the *Local Government Act 1999* a complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour may be made to the Panel by certain persons as set out below. The Panel's jurisdiction arises in the circumstances set out below:

<b>Legislative definition</b>	<b>Plain language explanation</b>
<p><b>misbehaviour</b> means—</p> <ul style="list-style-type: none"> <li>(a) a failure by a member of a council to comply with a requirement of the council under section 262C(1); or</li> <li>(b) a failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or</li> <li>(c) a failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute or conflict resolution conducted in relation to a complaint under Division 1;</li> </ul>	<p>Misbehaviour means:</p> <ul style="list-style-type: none"> <li>(a) a council member fails to take the action required by council; or</li> <li>(b) a council member fails to comply with this policy; or</li> <li>(c) a council member fails to comply with an agreement reached pursuant to this policy</li> </ul>

<sup>12</sup> Schedule 4(1)(d), *Local Government Act 1999*.



<p><b>repeated misbehaviour</b> means a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2;</p>	<p>A second or subsequent breach of the <b>behavioural requirements</b></p>
<p><b>serious misbehaviour</b> means a failure by a member of a council to comply with section 75G.</p>	<p>A breach of health and safety duties (including sexual harassment) as set out in section 75G of the <i>Local Government Act 1999</i></p>

A complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour by a member of council may be referred to the Panel by<sup>13</sup>:

- A resolution of the council;
- the Mayor; or
- the responsible person under 75G – direction not to attend meeting.

**Behavioural Standards Panel Contact Officer**

Council must appoint a person as the contact officer for matters referred to the Behavioural Standards Panel. The contact officer is responsible for the provision of information to and receipt of notice from the Behavioural Standards Panel.

**5. RESPONSIBILITIES**

The Mayor, Deputy Mayor (if appointed) or other council member appointed by the council as the person responsible for managing complaints is responsible under this Policy to:

- Perform the tasks bestowed upon the person responsible for dealing with a complaint pursuant to this Policy
- In consultation with the CEO (or delegate), facilitate access to resources to support impacted parties and resolve the concerns raised in a timely manner prior to the matter becoming serious, or escalating to a formal complaint.
- In consultation with the CEO (or delegate), engage external resources to assist with investigation and resolution of matters.

The CEO (or delegate) is responsible under this Policy to:

- manage the administrative receipt, acknowledgement, record keeping and allocation of a complaint lodged in accordance with this Policy.
- facilitate access to external resources to support the resolution of complaints lodged in accordance with this Policy.

<sup>13</sup> Section 262Q, *Local Government Act 1999*.





The Behavioural Standards Panel Contact Officer (appointed by the council) is responsible under this Policy to:

- comply with any lawful request of the Panel for information related to a matter under consideration.
- Receive and respond to notices relating to matters under consideration by the Panel.

Where the Behavioural Standards Panel Contact Officer is not the CEO, the Contact Officer should keep the CEO informed of the status of matters under consideration by the Panel.

## 6. RELATED LEGISLATION

*Independent Commission Against Corruption Act 2012*

*Local Government Act 1999*

*Ombudsman Act 1972*

*Public Interest Disclosure Act 2018*

## 7. BEHAVIOURAL STANDARDS<sup>14</sup>

**Council members must:**

### 1. General behaviour

- 1.1 Show commitment and discharge duties conscientiously.
- 1.2 Act in a way that generates community trust and confidence in the Council.
- 1.3 Act in a manner that is consistent with the Council's role as a representative, informed and responsible decision maker, in the interests of its community.
- 1.4 Act in a reasonable, just, respectful and non-discriminatory way.
- 1.5 When making public comments, including comments to the media, on Council decisions and Council matters, show respect for others and clearly indicate their views are personal and are not those of the Council.

### 2. Responsibilities as a member of Council

- 2.1 Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- 2.2 Take all reasonable steps to provide accurate information to the community and the Council.
- 2.3 Take all reasonable steps to ensure that the community and the Council are not knowingly misled.
- 2.4 Take all reasonable and appropriate steps to correct the public record in circumstances where the Member becomes aware that they have unintentionally misled the community or the Council.
- 2.5 Act in a manner consistent with their roles, as defined in section 59 of the Act.
- 2.6 In the case of the Principal Member of a Council, act in a manner consistent with their additional roles, as defined in section 58 of the Act.
- 2.7 Use the processes and resources of Council appropriately and in the public interest.

### 3. Relationship with fellow Council Members

- 3.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council members.
- 3.2 Not bully other Council members.
- 3.3 Not sexually harass other Council members.

### 4. Relationship with Council employees

- 4.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council employees.
- 4.2 Not bully Council employees.
- 4.3 Not sexually harass Council employees.

### Definitions

For the purposes of these Behavioural Standards, a Council's Behavioural Support Policy (if adopted) and a Council's Behavioural Management Policy, the following definitions apply:

<sup>14</sup> SA Government Gazette No. 79 p.6658-6659

An elected member will be considered to **bully** other Council members or Council employees if:

the Council member either, as an individual Council member or as a member of a group:

- a) repeatedly behaves unreasonably towards another Council member, or employee; and
- b) the behaviour could reasonably be considered to be distressing, victimising, threatening or humiliating.

**Note -**

If this behaviour adversely affects the health and safety of another council member or council employee, it must be addressed under section 75G of the Act and may be referred to the Behavioural Standards Panel as 'serious misbehaviour' under sections 262E and 262Q of the Act.

An elected member will be considered to **sexually harass** other Council members or Council employees if:

the Council member either, as an individual Council member or as a member of a group:

- a) makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another Council member, or employee (the person harassed);or
- b) engages in other unwelcome conduct of a sexual nature in relation to the person harassed, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated.

**Note -**

If this behaviour adversely affects the health and safety of another council member or council employee, it must be addressed under section 75G of the Act and may be referred to the Behavioural Standards Panel as 'serious misbehaviour' under sections 262E and 262Q of the Act.

**Conduct of a sexual nature** includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing.

**Council employees** include volunteers, persons gaining work experience and contractors.

The following behaviour **does not** constitute a breach of these Standards:

- robust debate carried out in a **respectful** manner between Council Members; or
- A reasonable direction given by the Presiding Member at a council meeting, council committee meeting or other council-related meeting (such as a working group or an information or briefing session); or
- A reasonable direction carried out by the Council CEO/responsible person pursuant to section 75G of the Act in relation to the behaviour of a Council Member that poses a risk to the health or safety of a council employee.

**8. AVAILABILITY OF POLICY**

8.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,  
181 Unley Road, Unley SA 5061.

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

It is also available for viewing, download and printing free of charge from the Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au).

**9. DOCUMENT HISTORY**

Date	Ref/Version No.	Comment



## DECISION REPORT

<b>REPORT TITLE:</b>	COUNCIL BY-LAW REVIEW - LOCAL GOVERNMENT LAND AMENDMENT BY-LAW NO.6
<b>ITEM NUMBER:</b>	4.13
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	MARK LABAZ, MANAGER GOVERNANCE
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. LEGISLATIVE REVIEW COMMITTEE EMAIL AND CORRESPONDENCE NOVEMBER 2022 - LOCAL GOVERNMENT LAND BY-LAW 2022</li><li>2. COMMUNITY ENGAGEMENT SUMMARY SURVEY RESPONSE REPORT</li><li>3. CERTIFICATE OF VALIDITY - AND BY-LAW NO 6 - LOCAL GOVERNMENT LAND AMENDMENT BY-LAW 2023</li></ol>

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### 1. **PURPOSE**

This report provides the outcomes of the public consultation process recently undertaken by Council in relation to the Local Government Land Amendment By-law No. 6 and seeks a resolution from Council making and passing the By-law. The report also outlines the next steps in the process.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. In exercise of the powers contained in section 246 of the *Local Government Act 1999*, having satisfied the consultation requirements of the Act and having had regard to the outcome of the consultation process, and the Certificate of Validity provided by the Council's legal practitioner, the majority of Council, in the presence of at least two-thirds of its Members, hereby makes and passes the following By-law as set out in Attachment 3 to this report (Item 4.13, Council Meeting 28/08/2023):
  - Local Government Land Amendment By-law No. 6 2023

3. That the Chief Executive Officer be authorised to undertake all steps necessary to finalise the By-law process and to give effect to the newly adopted By-law including making any minor editorial and formatting changes as required prior to publication in the Gazette.

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### **3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

The Council's existing suite of By-laws were made by the Council at its meeting on 27 June 2022. Pursuant to Section 251 of the *Local Government Act 1999* (the Act), the suite of By-Laws will expire on 1 January 2030.

On 4 November 2022, correspondence was sent by the Legislative Review Committee (the **Committee**) to the Council, raising concerns with some provisions of the Council's proposed Local Government Land By-law 2022. A copy of the correspondence is attached as Attachment 1. The Committee requested that the Council consider amending the By-law to address its concerns.

Whilst the Council's legal advice confirmed that none of the matters raised by the Committee impacted on the validity of the Local Government Land By-law, it was recommended that the Council pursue an amending By-law to avoid the Committee progressing a motion of disallowance in respect to the Local Government Land By-law.

At its meeting held on 24 April 2023, the Council was presented with a proposed Local Government Land Amendment By-law (Attachment 1), which addressed the matters raised by the Committee, for consideration. The Council resolved to endorse the proposed By-law and for public consultation to be conducted in relation to it pursuant to the *Local Government Act 1999*.

*Attachment 1*

### **5. DISCUSSION**

Following Council's resolution, public consultation was conducted via "Your Say Unley" between 2 and 25 June 2023 in relation to the proposed amending By-law. Participants were asked whether they supported the amending by-law and were provided with a choice of three responses: yes, no, or partially. Participants were also asked if they had any comments about the amended by-law.

The outcomes of the public consultation are discussed below.

### Consultation Summary

During the consultation period, a total of 20 responses were received.

A high-level summary of the outcomes of the public consultation are provided below, with a detailed summary of all responses included in Attachment 2 (Community Engagement Summary Survey Response Report).

*Attachment 2*

By-law	Do you support the By-law?		
	Yes	Partially	No
<b>Local Government Land By-law No. 6 of 2023</b>	17.5	2	0.5

In order to demonstrate that Council has given reasonable consideration to all submissions received on the proposed by-laws pursuant to section 249(2) of the Act, Administration have reviewed all survey responses received and have provided officer comments where responses were provided to questions.

Officer comments are summarised as follows:

#### Question 3 – Do you support the amendment to the Overhanging Articles Clause?

Survey responses:

- The addition of 'reasonable' leaves an opening review of decisions. Authorised persons will need to consider their actions in the light of what might be more broadly deemed 'reasonable'.
- The reasonable opinion of an authorised person shall not oppose the opinion of the person who is generally impacted by.

Officer comments:

- An authorised officer is a professional and qualified officer in relation to this By-law and as such, can form a reasonable professional view as to whether an overhanging article may pose a nuisance or danger to a person using the land or be unsightly. No change to the amendment is recommended, noting that the amendment is in line with the request of the Committee.



## Question 5 - Do you support the amendment to the Ablutionary Facilities Clause?

### Survey responses:

- Responses were varied with detail provided in Attachment 2 (Community Engagement Summary Survey Response Report).
- Common themes were as follows:
  - Council should consider the installation of unisex, single cubicle toilets.
  - Do not feel comfortable sharing toilets with other genders.
  - It is an appropriate amendment.
  - It is essential that vulnerable people are protected from potential predators, and this must overrule any rights of any other individual or group.
  - Agree that wording needs to change.
  - Unclear why a person with a disability should be exempt and be allowed to enter any ablutionary facility irrespective of gender. What is to stop a male with a recognised but relatively small disability from using a female toilet?
  - What defines a genuine emergency?
  - It is an inclusive amendment.
  - Council should work towards only having single unisex toilet cubicles with shared wash basins.
  - Supportive but query the definition of vulnerable in sub clause 10.1.5.2. Not defined in the By-law.

### Officer comments:

- Comments and feedback regarding the installation of unisex, single cubicle toilets are noted and in future, any new or renewed ablutionary facilities to be installed by Council would take this requirement under consideration.
- Amendments to Clause 10.1.5 are in line with the model clause recommended by the Committee to reflect more contemporary and inclusive wording and terminology. It is uncertain if the Committee would take issue with a departure from the model clause in the manner proposed by some survey respondents.
- Some responses were out of scope of the consultation process namely suggesting further edits or amendments to other clauses of the By-law such as the inclusion of definitions for certain terms and wording.
- Whilst all feedback was noted, no change to the amendment is proposed, because the amendment is consistent with the model clause recommended by the Committee following its enquiry into by-laws regulation access to public facilities.

## Question 7 – Do you support the amendment to the Directions Clause?

Survey responses:

- Addition of 'reasonably' and 'reasonable' opens the matter to appeal and places clear onus on authorised persons to keep up with current community thinking and current Council policy.
- The person 'acting reasonably' would ideally carry the burden of accountability for any action and those authorised should have appropriate training.

Officer comments:

- An authorised officer is a professional and qualified officer in relation to this By-law and as such can form a reasonable professional view whether a person is acting reasonably in the context of this By-law. No change to this amendment is proposed.

### **Next steps**

#### **1. Adoption of Proposed By-laws**

Council will need to have regard to the following in making the By-laws:

- **The By-law attached to the certificate of validity (Attachment 3).**  
Section 249(4) of the Act states that Council must obtain a certificate of validity for each By-law that certifies that, in the opinion of a legal practitioner, Council has the power to make the By-laws by virtue of a statutory power specified in the certificate and the By-laws are not in conflict with the Act.

The proposed amending By-law has been certified by Council's legal practitioner, Cimon Burke, as required by the Act, and a copy of the certificate is attached.

In addition, Council's legal advice is that the proposed by-law does not have implications for the National Competition Policy. The by-law simply seeks to make minor amendments to existing Council By-laws as requested by the Legislative Review Committee and, if made, would not operate to restrict competition.

*Attachment 3*

#### **2. Publication and commencement**

Once made, the By-law will be published in the Gazette and will commence operation four months from the date of publication (unless disallowed by Parliament).

A notice of the making of the By-law will also be published in the local newspaper, The Advertiser, in accordance with section 249(7) of the Act. The notice will refer to the fact that the By-law has been made, the date of adoption, and where the By-law is accessible.

### **3. Referral to Legislative Review Committee**

Once Council has made the By-law, it will also be referred to the Committee.

Since the By-law addresses matters raised by the Committee in line with the Committee's request, it is not anticipated that the Committee will take issue with the By-law.

## **6. POLICY IMPLICATIONS**

### **6.1 Financial/budget implications**

- N/A

### **6.2 Risk Management (identification and mitigation)**

- By-laws are supplementary legislation set by Council to manage, control and regulate activities within our Council area. The power to set By-laws is provided under the *Local Government Act 1999*.
- The Council's By-laws do not replace or override existing State legislation but are additional and often relate to various matters of public interest. Some offences are subject to the expiation fees set by Council in the annual fees and charges schedule.

### **6.3 Staffing/Work Plans/Additional Resource Impact**

- The work associated with the By-law review has been managed within the Office of the CEO with assistance from an external legal provider.

### **6.4 Climate/Environmental Impact**

- Nil

### **6.5 Social/Economic**

- Nil

## **7. ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. In exercise of the powers contained in section 246 of the *Local Government Act 1999*, having satisfied the consultation requirements of the Act and having had regard to the outcome of the consultation process, and the Certificate of Validity provided by the Council's legal practitioner, the majority of Council, in the presence of at least two-thirds of its Members, hereby makes and passes the following By-law as set out in Attachment 3 to this report (Item 4.13, Council Meeting 28/08/2023):
  - Local Government Land Amendment By-law No. 6 2023

3. That the Chief Executive Officer be authorised to undertake all steps necessary to finalise the By-law process and to give effect to the newly adopted By-law, including making any minor editorial and formatting changes as required prior to publication in the Gazette.

This option provides for the proposed By-law, as set out in Attachment 3, to be made by Council. Administration will then proceed with the next steps as outlined above to ensure that the By-law commences operation.

Option 2 –

1. The report be received.
2. Local Government Land Amendment By-law No. 6 2023 as set out in Attachment 3 to this Report (Item 4.13, Council Meeting 28/08/2023) be amended to incorporate:
  - Amendments to be determined by Council;
  - Etc

This option allows Council to make amendments to the proposed By-law.

If Council requires any amendments to the By-law, it must be returned to the Council's legal practitioner to be re-certified before Council can make it. Depending on the nature of the change, the By-law may also have to undergo a further 21 days of public consultation. Changes to the National Competition Policy Report may also be required.

Depending on the nature of the changes, the By-law may need to be presented to Council for endorsement to proceed with further public consultation. The By-law must then be presented to Council following public consultation for adoption. If required, this will be done at the earliest opportunity.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer

**From:** Secretariat LRC  
**Sent:** Fri, 4 Nov 2022 13:34:24 +1030  
**To:** PO Box1  
**Cc:** Clinton Jury;Whiterod, David (AGD);Cimon Burke  
**Subject:** City of Unley Local Government Land By-Law 2022 – No 3  
**Attachments:** Letter to Mr Peter Tsokas, CEO, City of Unley - LRC031122.pdf

**CAUTION:** This email originated from outside the organisation. Do not act on instructions, click links or open attachments unless you recognise the sender and know the content is safe.

Dear Mr Tsokas,

Please find attached correspondence from the Hon. Irene Pnevmatikos MLC, Presiding Member of the Legislative Review Committee, in relation to the City of Unley Local Government Land By-Law 2022 – No 3.

Kind regards,

Matt Balfour  
Committee Secretary  
Legislative Review Committee  
Parliament of South Australia  
Tel: (08) 8237 9415  
Email: [seclrc@parliament.sa.gov.au](mailto:seclrc@parliament.sa.gov.au)  
Web: <https://www.parliament.sa.gov.au/Committees/lrc>

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LEGISLATIVE REVIEW COMMITTEE  
PARLIAMENT OF SOUTH AUSTRALIA



PARLIAMENT HOUSE  
NORTH TERRACE  
ADELAIDE SA 5000

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
(by email)

3 November 2022

Dear Mr Tsokas,

**Re: City of Unley Local Government Land By-Law 2022 – No 3**

The Legislative Review Committee ('the Committee') noted the following matters with respect to the City of Unley Local Government Land By-law 2022 – No 3 ('the by-law').

Clause 9.13 (Donations) of the by-law

The Committee discussed the use of 'he or she' in clause 9.13 of the by-law. The Committee's preference is for by-laws to use gender neutral language rather than gender specific language. That said, the Committee understands that clause 7.7 (Donations) in the Council's Roads By-law avoids the use of gender specific language altogether.

Clause 10.1.5 (Ablutionary Facilities) of the by-law

As you would be aware, the Committee tabled a report in both Houses of Parliament on 28 September 2022 entitled 'Inquiry into Local Government Land By-laws – Public Conveniences'. The Committee's report addresses concern for clauses that make a child's age the determiner of when the clause would not apply. The Commissioner for Children and Young People, Ms Helen Connolly, in evidence before the Committee, regarded age as too arbitrary and favoured the term 'vulnerable'. Ms Connolly's preference for the term 'vulnerable' is because 'capability and capacity' is a more appropriate basis to distinguish a person than the person's age.

The Committee appreciates that the Council did not have the benefit of the Committee's report before finalising the by-law. Nevertheless, the Committee asks the Council to consider modernising the language of clause 10.1.5 of the by-law consistent with the model clause set out in the Committee's report.

Clause 11.2 (Directions) of the by-law

The Committee noted that clause 11.2 of the by-law omits the word 'reasonable' when referring to the 'opinion of an authorised person' and 'a direction of an authorised

person'. The Committee's preference is for the text of the by-law to explicitly require an opinion or direction of an authorised person to be reasonable.

Next steps

The Committee would appreciate if you would consider each of the above matters and indicate whether the Council may be prepared to consider amendments to its by-law to address them within the next 12 months.

The Committee looks forward to your response on or before the close of business on Thursday 10 November 2022. If you have any questions or would like to discuss this matter further, please contact Mr Matt Balfour, Secretary to the Committee, on (08) 8237 9415.

Yours sincerely,



**Hon Irene Pnevmatikos MLC**  
**PRESIDING MEMBER**

- cc Mr Clinton Jury, CEO, Local Government Association
- Mr David Whiterod, Team Leader, Office of Local Government
- Ms Cimon Burke, Legal Practitioner, Kelledy Jones Lawyers





# Local Government Land Amendment Survey

## SURVEY RESPONSE REPORT

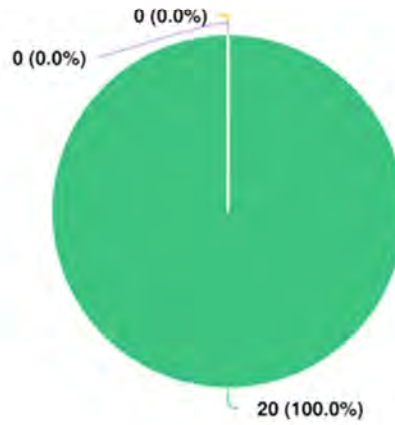
02 June 2023 - 26 June 2023

### PROJECT NAME:

Local Government Land Amendment By-Law



**Q1 Do you support the amendment to the Donations Clause? Donations 9.13 Ask for or receive or indicate that the person desires ...**



**Question options**

- Yes
- No
- Partially

Mandatory Question (20 response(s))  
Question type: Radio Button Question



Local Government Land Amendment Survey : Survey Report for 02 June 2023 to 26 June 2023

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**Q2** Please provide comments on your answer.

[REDACTED]  
6/02/2023 04:31 PM

Sits better with current thinking on inclusive language.

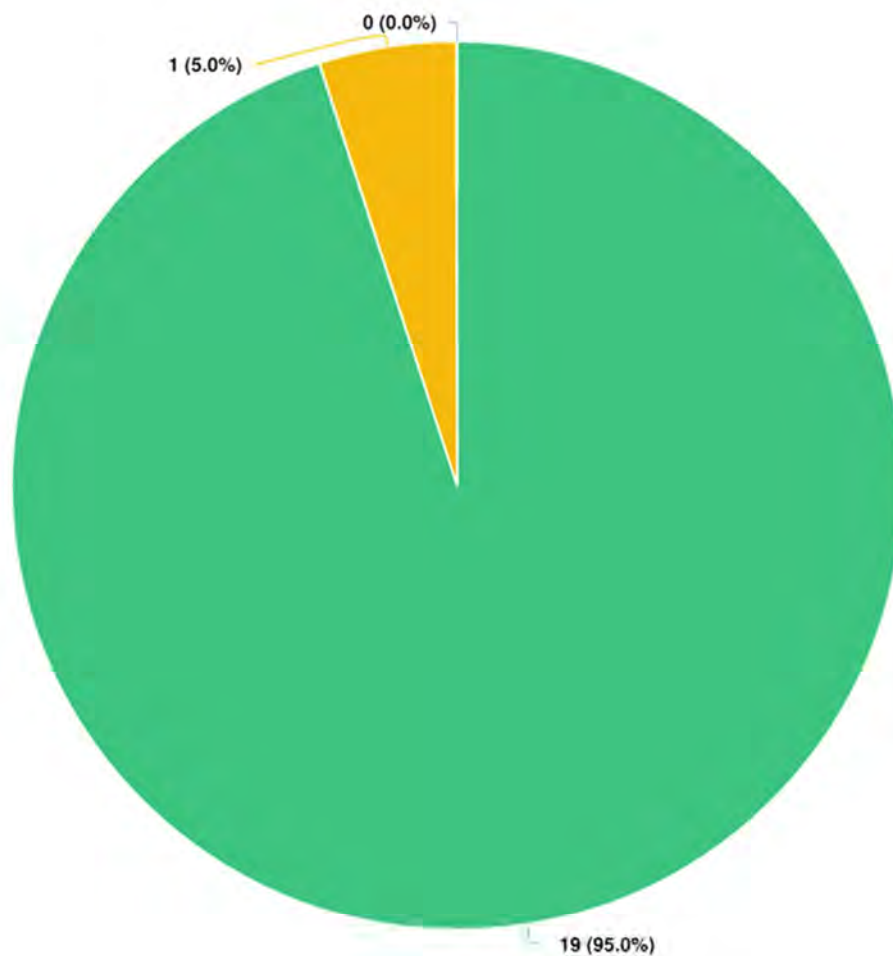
[REDACTED]  
6/05/2023 05:00 PM

Inclusive of all

**Optional question** (2 response(s), 18 skipped)

**Question type:** Essay Question

**Q3** Do you support the amendment to the Overhanging Articles Clause? Overhanging Articles 9.24 Suspend or hang an article or object from a building, verandah, pergola, post or other structure on Local Government land where it might present a nuisance or...



**Question options**

- Yes
- Partially
- No

Mandatory Question (20 response(s))  
Question type: Radio Button Question

Local Government Land Amendment Survey : Survey Report for 02 June 2023 to 26 June 2023

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**Q4** Please provide comments on your answer.

[REDACTED]  
6/02/2023 04:31 PM

The addition of 'reasonable' leaves an opening for review of decisions. 'Authorised persons' will need to consider their actions in the light of what might be more broadly deemed 'reasonable'.

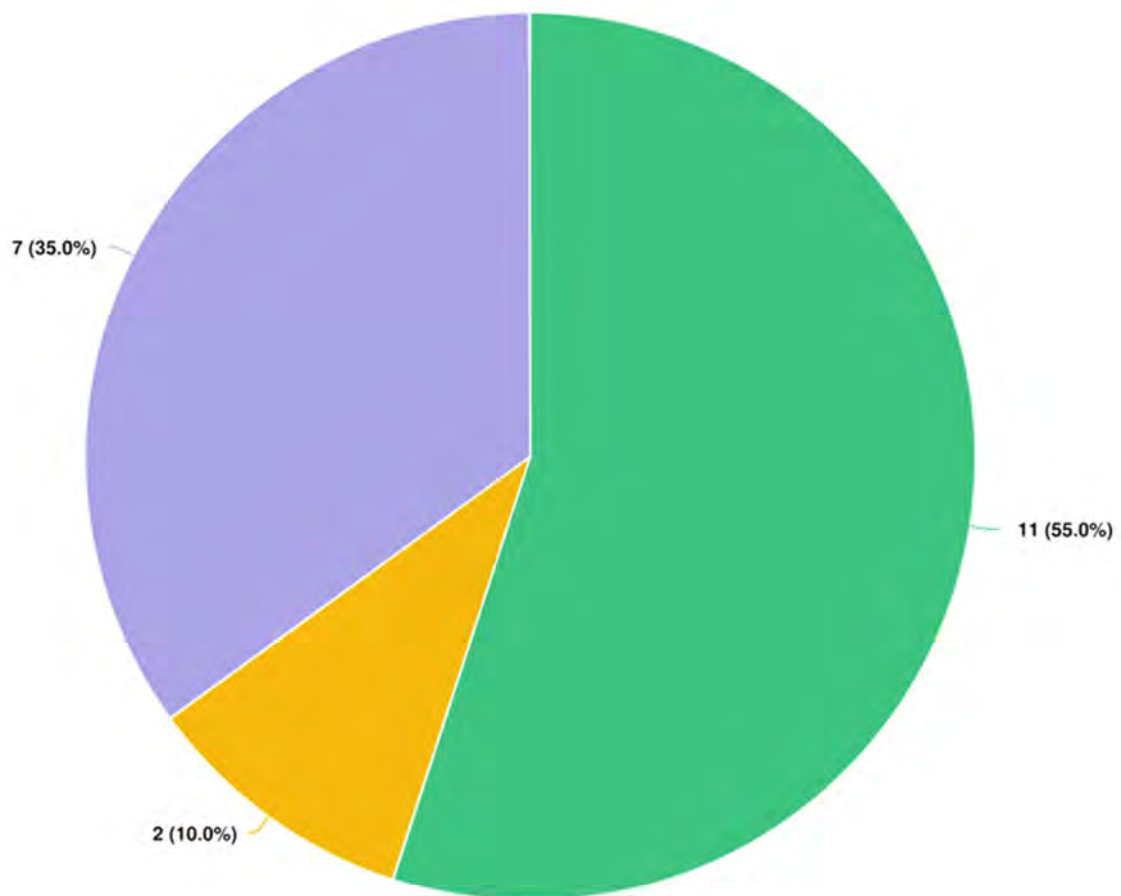
[REDACTED]  
6/06/2023 09:44 AM

the reasonable opinion of an authorised person shall not oppose the opinion of the person who is generally impacted by.

**Optional question** (2 response(s), 18 skipped)

**Question type:** Essay Question

**Q5** Do you support the amendment to the Ablutionary Facilities Clause? Ablutionary Facilities 10.1.5 enter any ablutionary facility unless the person is of the gender indicated in writing or on a sign located on that facility except: 10.1.5.1 in the case...



**Question options**

Yes No Partially

Mandatory Question (20 response(s))

Question type: Radio Button Question

**Q6** Please provide comments on your answer.

  
6/02/2023 10:09 AM

I believe a better solution would be unisex, single cubicle toilets as is the case in new builds within schools

  
6/02/2023 10:48 AM

I am concerned about 10.1.5.3. As a female I don't feel comfortable with the idea of sharing bathrooms except with other females. To date there are obvious issues with the idea of 'intersex, transgender or gender diverse.' Is it sufficient to be a big burly chap and say you identify with being female in order to go to the women's toilets? Etc etc.

  
6/02/2023 02:26 PM

Appropriate. Although I do wonder whether there is a need for any by-law. I.e. how often do your authorized officers find themselves having to direct people to the other toilet?

  
6/02/2023 03:28 PM

It is essential that vulnerable people are protected from potential predators and this must over-rule any rights of any other individual or group

  
6/02/2023 04:31 PM

Current thinking about gender renders the old wording ('the opposite gender') problematic. I agree that that wording needs to change. The new wording is heading in the right direction but the more you specify, the more you exclude. Be careful there is not any unintended pitfall in specifying 'if the person is intersex, transgender or gender diverse'. I am not sure what I'd recommend instead, though. On the whole, I AGREE more than disagree. (I might also say that the whole matter of who uses which toilet is overheated, if you ask me. Why not put in more unisex toilets so our only consideration is whether it's vacant?)

  
6/04/2023 09:35 AM

Unclear to me why a person with a disability (10.1.5.4) should be exempt. The term disability is broad and I imagine there would be many cases where it would be inappropriate, say, for a disabled man to access women's toilets.

  
6/04/2023 03:15 PM

I do not support new clauses 10.1.5.1, 10.1.5.3 and 10.1.5.4 10.1.5.1 - What defines a genuine emergency? Could be used as an excuse. 10.1.5.3 - Definitely do not support the idea that a person with male genitalia who believes they are female using a female toilet. By all means have unisex individual toilets with lockable door which can be



Local Government Land Amendment Survey : Survey Report for 02 June 2023 to 26 June 2023

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use by any person. 10.1.5.4 - What is to stop a male with a recognised but relatively small disability from using a female toilet

██████████  
6/05/2023 05:00 PM

Inclusive, my only reservation is that it does pose a small risk for predators (and I exclude gender diverse people) to use this amendment to hide their activities. For example an adult male in a womens toilet is currently highly visible but this amendment could reduce that visibility

██████████  
6/05/2023 06:25 PM

Yes, and great that the by-law has been updated to be more inclusive.

██████████  
6/07/2023 12:53 PM

Ref : amendment 10.1.5.3 Please delete. I am in support of my wife's response to this amendment, which follows : "As a woman (Adult Human Female), I need to stand up for my own, my daughters and granddaughters rights to safety, of having safe MALE FREE toilets and changing rooms. DO NOT EVER ALLOW MALES INTO OUR ONLY SAFE PLACES". Please find alternative solution.

██████████  
6/10/2023 11:57 PM

intersex, transgender or gender diverse is contentious. A person with a penis should not be able to go into a "shared" female toilet block, irrespective of their gender identity or transitioning. A 12 or 14 year old girl may be alone in such a toilet block. Council should work immediately and urgently towards ONLY having single unisex toilet cubicles with shared wash basins. in this case then intersex, transgender or gender diverse is not an issue as an adult can accompany a 12 year to the cubicle door.

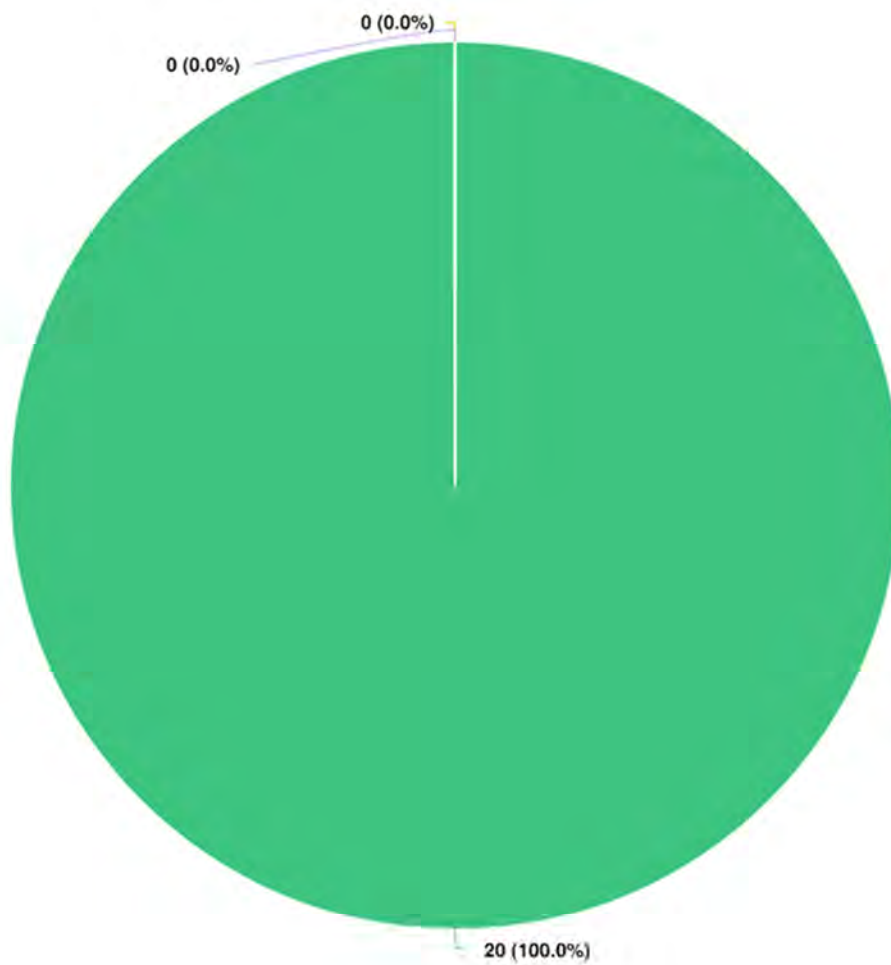
██████████  
6/26/2023 11:21 AM

I'm supportive of all the amendments put forward in the proposed Local Government Land Amendment By-law No. 6 but query the definition of "vulnerable" in subclause 10.1.5 , and I cannot see it defined anywhere in the current or proposed new By-law? I feel strongly it needs to be defined to avoid ambiguity and reduce the risk of challenge and misinterpretation.

**Optional question** (12 response(s), 8 skipped)

**Question type:** Essay Question

**Q7** Do you support the amendment to the Directions Clause? Directions 11.2 A person who, in the opinion of an authorised person (acting reasonably), is likely to commit or has committed, a breach of this By-law must immediately comply with a reasonable ...



**Question options**

Yes No Partially

Mandatory Question (20 response(s))

Question type: Radio Button Question

**Q8** Please provide comments on your answer.

[REDACTED]  
6/02/2023 04:31 PM

Once again, the addition of 'reasonably' and 'reasonable' opens the matter to appeal, and places clearer onus on 'authorised persons' to keep up with current community thinking and current Council policy. I would hope that staff training and staff recruitment and selection procedures would take account of matters pertaining to this.

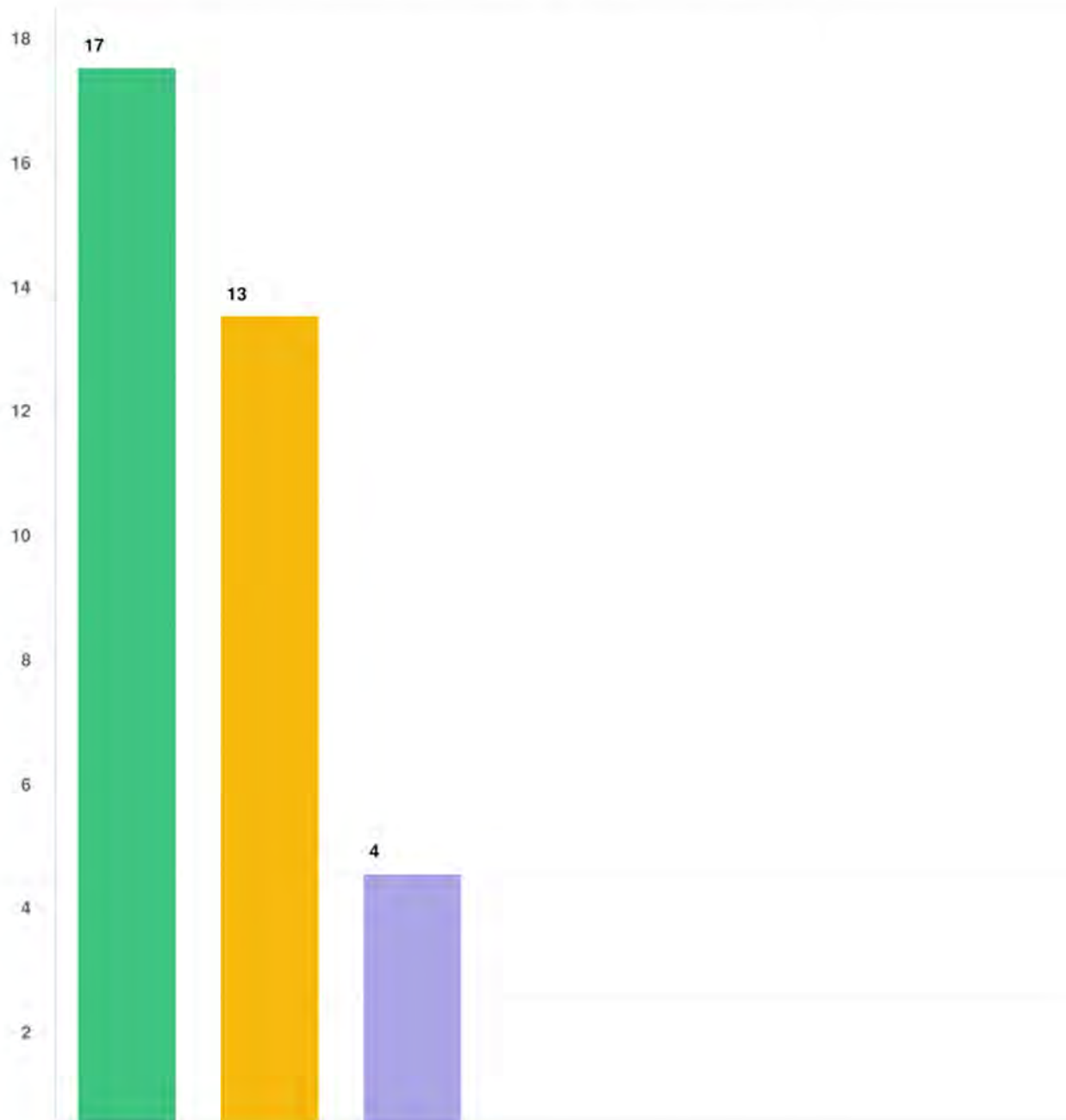
[REDACTED]  
6/05/2023 05:00 PM

The person 'acting reasonably' would ideally carry the burden of accountability for any action and those authorised should have appropriate training

**Optional question** (2 response(s), 18 skipped)

**Question type:** Essay Question

**Q9 What is your connection to the City of Unley area? (select all that apply)**



**Question options**

- I am a ratepayer in the Council area
- I live in the Council area
- I regularly visit the Council area
- I work in the Council area
- I study in the Council area
- I own a business in the Council area
- Other (please specify)

Mandatory Question (20 response(s))

Question type: Checkbox Question





SECTION 249 LOCAL GOVERNMENT ACT 1999

**CERTIFICATE OF VALIDITY**

I, CIMON ANGELA BURKE care of Level 6, 19 Gilles Street, Adelaide in the State of South Australia, being a legal practitioner within the meaning of the *Legal Practitioners Act 1981*, declare that I have examined the following By-law:

**City of Unley**

**By-law No 6 – Local Government Land Amendment By-law 2023**

*A By-law to amend the Local Government Land By-Law of the City of Unley to address matters raised by the Legislative Review Committee;*

and do certify that in my opinion:

City of Unley

has the power to make the By-law by virtue of the following statutory provisions:

*Local Government Act 1999*: sections 246 and 249(6)(d);

and the By-law is not in conflict with the *Local Government Act 1999*.

**DATED** the 5 day of July 2023



.....  
Cimon Burke, Legal Practitioner



**CITY OF UNLEY**

**LOCAL GOVERNMENT LAND AMENDMENT BY-LAW 2023**

**By-law No. 6 of 2023**

*A By-law to amend the Local Government Land By-Law of the City of Unley to address matters raised by the Legislative Review Committee*

**CONTENTS**

<b>PART 1 – PRELIMINARY .....</b>	<b>2</b>
1. Title.....	2
2. Authorising Law.....	2
3. Purpose.....	2
4. Commencement, Revocation and Expiry.....	2
5. Interpretation.....	2
<b>PART 2 – AMENDMENT TO LOCAL GOVERNMENT LAND BY-LAW .....</b>	<b>2</b>
6. Amendment to ‘Donations’ clause.....	2
7. Amendments to ‘Overhanging articles’ clause .....	2
8. Amendments to ‘Ablutionary facilities’ clause.....	2
9. Amendments to ‘Directions’ clause.....	3

**PART 1 – PRELIMINARY****1. Title**

This By-law may be cited as the '*Local Government Land Amendment By-law 2023*' and is By-law No. 6 of the City of Unley.

**2. Authorising Law**

This By-law is made under sections 246 and 249 of the *Local Government Act 1999*.

**3. Purpose**

The objective of this By-law is to make minor amendments, as requested by the Legislative Review Committee and as set out in Part 2, to various provisions of the Council's Local Government Land By-law that was made by the Council on 27 June 2022 and published in the *Government Gazette* on 21 July 2022.

**4. Commencement, Revocation and Expiry**

4.1 Pursuant to section 249(6)(d) of the *Local Government Act 1999*, this By-law will take effect on the date that it is published in the *Government Gazette*.

4.2 This By-law will expire on 1 January 2030.

**5. Interpretation**

In this By-law, unless the contrary intention appears:

5.1 **Act** means the *Local Government Act 1999*;

5.2 **Council** means the City of Unley; and

5.3 **LGL By-law** means the *Local Government Land By-law 2022* made by the Council on 27 June 2022 and published in the *Government Gazette* on 21 July 2022.

**PART 2 – AMENDMENT TO LOCAL GOVERNMENT LAND BY-LAW****6. Amendment to 'Donations' clause**

As and from the date that this By-law takes effect, subclause 9.13 of the LGL By-law is deleted and substituted with the following:

**9.13 Donations**

*Ask for or receive or indicate that the person desires a donation of money or any other thing.*

**7. Amendments to 'Overhanging articles' clause**

As and from the date that this By-law takes effect, subclause 9.24 of the LGL By-law is deleted and substituted with the following:

**9.24 Overhanging Articles**

*Suspend or hang an article or object from a building, verandah, pergola, post or other structure on Local Government land where, in the reasonable opinion of an authorised person, it might present a nuisance or danger to a person using the land, or be unsightly.*

**8. Amendments to ‘Ablutionary facilities’ clause**

As and from the date that this By-law takes effect, clause 10.1.5 of the LGL By-law is deleted (inclusive of the note that follows it) and substituted with the following:

- 10.1.5 *enter any ablutionary facility unless the person is of the gender indicated in writing or on a sign located on that facility except:*
  - 10.1.5.1 *in the case of a genuine emergency; or*
  - 10.1.5.2 *where a vulnerable person is being assisted by the vulnerable person’s caregiver, parent or guardian; or*
  - 10.1.5.3 *if the person is intersex, transgender or gender diverse; or*
  - 10.1.5.4 *if the person is a person with a disability; or*
  - 10.1.5.5 *if the person is assisting a person with a disability.*

**9. Amendments to ‘Directions’ clause**

As and from the date that this By-law takes effect, subclause 11.2 of the LGL By-law is deleted and substituted with the following:

- 11.2 *A person who, in the opinion of an authorised person (acting reasonably), is likely to commit or has committed a breach of this By-law, must immediately comply with a reasonable direction of an authorised person to leave that part of Local Government land.*

This By-law was duly made and passed at a meeting of the City of Unley held on **28 August 2023** by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

.....  
PETER TSOKAS  
Chief Executive Officer

## INFORMATION REPORT

<b>REPORT TITLE:</b>	PROGRESS REPORT - CENTENNIAL PARK CEMETERY AUTHORITY JUNE 2023
<b>ITEM NUMBER:</b>	4.14
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>AUTHOR:</b>	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO AND MAYOR
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. CEO PROGRESS REPORT - CENTENNIAL PARK CEMETERY AUTHORITY TO 30 JUNE 2023

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### 1. **PURPOSE**

This report provides Council with an update on the performance of Centennial Park Cemetery Authority (CPCA), for the period ending 30 June 2023.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

### 3. **RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN**

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, via the CPCA Owners Executive Committee, a progress report on the activities and financial performance of the Authority. The progress report for the period ending 30 June 2023 is included for the information of Council as Attachment 1.

*Attachment 1*



**5. DISCUSSION**

The Centennial Park Cemetery Authority has provided the final Report for the financial year, summarising the performance of the Authority for the period ended 30 June 2023, together with providing insights into matters or activities that may be of interest.

**6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer



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

## CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT To 30 JUNE 2023

This report contains information in relation to the performance of the Centennial Park Cemetery Authority for the period ended 30 June 2023, as well as other matters or activities that may be of general interest to the constituent councils.

### Financial Performance FY2023

We achieved a pleasing result for the financial year ended 30 June 2023, with unaudited Accounts showing an overall net surplus of \$920k after payment to our constituent councils of \$690k for the Liability Guarantee Fee. The result was almost \$1.8M better than budget and is attributable to growth in revenue that was much better than anticipated, and which was due primarily to strong Interment Right sales, particularly in premium areas, and including a number in perpetuity.

### Budgets FY2024

Draft operating and capital budgets were provided to the constituent councils for feedback in May and have now been finalised and approved by the Board.

We are anticipating further growth in revenue and will continue to invest in the delivery of the strategic plan, while ensuring we remain on track with our Asset Management Plan. As well as continuing with our Beam Replacement Program, this year we intend to develop a second premium burial area and complete further works in the Jubilee Complex to enable relocation of customer-facing team members.

### Strategic Plan 2022 - 2026

Implementation of the strategic plan, approved by the constituent councils in February 2022, is well underway. Some of our key milestones for year one (FY23) were as follows.

- Environment

A comprehensive Environmental Sustainability Plan was developed in FY2023 and presented to the Board in June; a summary will be shared with the Owners Executive Committee at its August meeting. This plan will form an important input into the new Cemetery Master Plan, which will be developed in FY24.

In anticipation of the completion of the Environmental Sustainability Plan, we replaced two of our three petrol passenger vehicles (overdue for replacement) with EVs. These are in addition to the three electric buggies that are used to take families to potential memorial sites during the sales process, and to sometimes move our elderly visitors around the Park. Most of our hand tools are now battery operated.

- Customer and Visitor Experience

An analysis of various customer journeys was undertaken, with a view to identifying areas that could be improved. From this, we completed several projects related to pricing and process improvement.

Stage One of the Jubilee Complex (JC) upgrade was completed. This created additional office space that enabled colocation of our JC and Bookings Teams; teams that work closely together. It also reflects changes in customer behaviour with an increasing number of families booking directly with us and many wanting to view facilities beforehand. Stage Two of the JC upgrade will be undertaken in FY24 and will allow for the relocation of our customer service and sales teams to the same area, creating a true central visitor hub in the heart of the Park.

Our transitional memorial area, Contemplation Court, has been updated, with the demolition of the original niche walls which were constructed in the 1990s, and were no longer fit for purpose due to their condition. The new wall and surrounding landscaping create a beautiful contemporary memorial area that is reflective of the standard of our more permanent memorial gardens.

- Cyber Security & Business Continuity.

Already a strong area of focus for Centennial Park we have further mitigated risk in this area through an additional cyber audit, ongoing phishing tests, staff training, and a further Essential 8 assessment. We conducted an externally facilitated mock ransomware attack with the Board and Executive Team, with learnings feeding into a new Business Continuity Plan. The BCP was recently endorsed by Centennial Park's Audit & Risk Committee and Board.

- Workforce

A review of Leadership Team capability was undertaken, and the findings are being used to prepare a clear succession plan for the CEO and Executive Team

Changes were made to the Operations team to reflect the evolution of the team from being predominantly task focussed, to being focussed on stakeholder relationships. This included the creation of a new role specifically to liaise with families and funeral directors in matters related to burials, ash interments, and witness of cremation.

- Governance

We held an externally facilitated risk workshop with the Board and Executive Team to identify and discuss enterprise level risks and their link to current strategy. The next step is the development of a risk appetite matrix and enhanced risk reporting.

Implementation of the strategic plan is being monitored closely by the Board through a dashboard provided to each meeting, which covers specific measures (impact) as well as milestones (progress).

### **Community Engagement**

With the effective end of COVID-19 related restrictions, we have been rebuilding our community engagement activities and events. During FY2023, we hosted the following:

- SALA in the Park
- Fathers' Day lunch in the Function Rooms
- Make-Your-Own Terrarium Workshop
- All Souls Memorial Mass (x 2)
- Remembrance Day Service
- Christmas Carols in the Park
- Catholic Blessing of the Jubilee Complex
- Guided History Walk as part of the History Festival
- Mother's Day High Tea
- Tours and Seminars, including:
  - Six organised Group Tours
  - Three Wills & Estate-Planning Seminars with a total of 85 registered attendees
  - Ten behind-the-scenes public tours attended by a total of 247 people

All activities are aimed to create or strengthen a connection with members of our community.

**Janet Miller**

Chief Executive Officer  
July 2023

## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.15  
**DATE OF MEETING:** 28 AUGUST 2023  
**AUTHOR:** LARA GREGORY, EXECUTIVE ASSISTANT  
TO THE CEO AND MAYOR  
**DIVISION:** OFFICE OF THE CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION REPORT

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### 1. **PURPOSE**

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 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/10/22	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: INVESTIGATE OPTIONS FOR HARD TO RECYCLE MATERIAL INCLUDING MEDICATION BLISTER PACKS</b></p> <p>1. Administration investigate options for recycling hard to recycle materials by:</p> <p>a. considering the results of the RecycleSmart scheme currently being trialled by the City of West Torrens and the merits of adopting this program;</p> <p>b. exploring options for recycling medication plastic foil blister packs and other significant hard to recycle items not covered by the RecycleSmart scheme; and</p> <p>c. that a report be presented to Council for its consideration following the conclusion of the current investigations being undertaken into the various initiatives as contained within Council's Waste Management and Resource Recovery Plan for 2022/23.</p> <p>2. A letter be sent to pharmaceutical and recovery industries including Green Industries SA, the Waste Management and Resource Recovery Association, and the Australian Packaging Covenant Organisation, advocating for changes to blister packaging to improve the ability to recycle these items and also provide alternative options to this type of packaging to reduce the amount of plastic entering landfill or requiring costlier recycling.</p> <p>3. Until Council considers the report regarding the RecycleSmart scheme and options for hard to recycle material not covered by the scheme, considers incorporating information for the community on recycling that is consolidated and easily accessible, about where all materials can be recycled, including hard to recycle items, as part of Council's current education programs and initiatives.</p>	GM City Development	The Administration will present a report for Council's consideration at its meeting to be held in September 2023. This report will be prepared following completion of the current priorities that have been set by Council in implementing the Waste Management and Resource Recovery Plan.	September 2023
				The Administration sent letters in December 2022, as resolved by Council. A letter has been received from GISA in response to Council's letter sent Dec 2022. A copy of the letter has been provided to Elected Members.	Completed
				The Administration has completed a review of the information contained on Council's website. Information regarding hard to recycle items has been updated on Council's website as part of this review.	Completed
23/01/23	4.1	<p><b>E-SCOOTER EXTENDED TRIAL EVALUATION</b></p> <p>2. The outcomes of the extended six-month trial (July to November 2022) as outlined in this report be noted.</p> <p>3. A further extension to the e-scooter trial for a further 12-month period (from 14 February 2023 to 14 February 2024) be approved, whilst the State Government review on e-scooters is being undertaken, and for the terms of conditions of the current permits to be retained.</p> <p>4. The CEO is authorised to write to the Department for Infrastructure and Transport, requesting approval to extend the e-scooter trial gazettal for the City of Unley up to (and including) 14 February 2024.</p> <p>5. The Administration continues to work with the e-scooter operators to address complaints and concerns raised during the further extended trial period from 14 February 2023 to 14 February 2024, and a report be presented to Council prior to 14 February 2024 to determine the next steps for e-scooter use within the City of Unley based on the State Government review outcomes.</p>	General Manager City Development	Completed	Completed
				Approval has been provided by the State Government for the extension of the trial by 12-months.	Completed
				Completed	Completed
				A further report will be presented to Council for its consideration to determine next steps for e-scooter use within the City of Unley.	January 2024
27/03/23	7.5	<p><b>MANAGEMENT OF GOODWOOD COMMUNITY CENTRE</b></p> <p>4. A review of the Goodwood Community Centre operations in terms of hours of service and programs offered be undertaken in 2023/24.</p>	General Manager City Services	Negotiation of the transition of the Community Centre is currently underway. A review of Community Centre arrangements will only occur once centre management is returned to Council and adequate time has passed to assess the existing operation and determine opportunities for Council's consideration.	TBA

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/04/23	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR G. HART RE: COMMUNITY CONSULTATION REGARDING PROPERTY ACCESS TO THE FORESTVILLE RESERVE</b></p> <p>1. In the event that the State Government decides to proceed with an infrastructure project (such as the Mike Turtur Bikeway Overpass) that impacts the Forestville Reserve, that:</p> <p>1.1 Community consultation be undertaken by Council regarding any proposed amendments to the Forestville Reserve Community Land Management, and the License Agreement which is to be granted to the Minister for Infrastructure and Transport.</p> <p>1.2 The Administration be authorised to negotiate the terms and conditions for the granting of the License Agreement (Forestville Reserve) and Permit (Railway Terrace and TBA), pursuant to Section 202 and Section 221 of the Local Government Act 1999, respectively.</p> <p>1.3 A further report be presented to Council outlining the results of the community consultation processes for the amendment to the Forestville Community Land Management Plan and issuing of the License Agreement.</p>	General Manager City Development	The State Government has not confirmed the way forward with this project and as such, no further action is required by the Administration at this time.	TBC
22/05/23	4.5	<p><b>CITY-WIDE PARKING STRATEGY STAGE 1 OUTCOMES</b></p> <p>2. The Shaping Unley Engagement Outcomes including the parking decision-making principles and ideas, as set out in Attachment 3 to the report (Item 4.5 Council Meeting 22/05/2023) be endorsed for the purpose of developing the draft City-wide Parking Strategy.</p> <p>3. A further report be presented to Council outlining the details of the draft City-wide Parking Strategy, to seek Council's endorsement of the document for community consultation.</p>	General Manager City Development	<p>Report presented to Council in May 2023.</p> <p>The Administration will hold an Elected Member briefing on 21 August 2023, to present the Draft City Wide Parking Strategy. Following this, a report will be presented to Council for its consideration at its meeting to be held in September 2023 seeking endorsement for community consultation</p>	<p>Completed</p> <p>September 2023</p>
22/05/23	4.6	<p><b>STAGE 5 WOOD STREET TO CROSS ROAD CONNECTION CONCEPT DESIGN STUDY OUTCOMES</b></p> <p>2. Option A (Northgate Street / Whistler Avenue), as set out in Attachment 3 to this report (Item 4.6, Council Meeting 22/05/2023), be endorsed by Council as its preferred concept design for Stage 5 of the Wood-Weller Bikeway, subject to the following changes.</p> <p>- An amendment to the concept design to improve the path be investigated by administration to enable connection within Heywood Park to better connect Whistler Avenue to the north west corner of the Park to direct people bike riding towards the Wood-Weller bikeway, rather than King William Road, and separate bike riders from pedestrians.</p> <p>3. A further report be considered by Council following the completion of investigation.</p>	General Manager City Development	<p>Endorsed by Council at its meeting in May 2023.</p> <p>The Administration has arranged for an engineering survey to be undertaken to assist in undertaking the investigation which has been requested by Council.</p> <p>Report presented to Council in August 2023.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
22/05/23	4.7	<p><b>RAILWAY TERRACE SOUTH COMMUNITY CONSULTATION OUTCOMES AND NEXT STEPS</b></p> <p>2. The Railway Terrace South Streetscape Improvements Concept Plan, as set out in Attachment 5 to this report (Item 4.7, Council Meeting, 22/05/2023) be endorsed as the final concept design and for the project to progress to detailed design and documentation.</p> <p>3. The Administration be authorised to establish a draft agreement with the Department for Infrastructure and Transport (DIT), to enable some of the on-ground works associated with the project to be delivered on State Government owned railway land.</p>	General Manager City Development	<p>Endorsed by Council at its meeting in May 2023.</p> <p>The Administration will commence the drafting of the agreement in discussions with representatives of the Department of Infrastructure and Planning (DIT).</p>	<p>Completed</p> <p>November 2023</p>

Document Set ID 3075117

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
		4. A further report be presented to Council for its consideration, outlining the terms and conditions of the draft agreement, which is to be established with DIT and to seek Council's endorsement of the document to formalise the arrangements.		The Administration will present a report to Council for its consideration at its meeting to be held in March 2024. This is subject to DIT being able to endorse the agreement by this time.	March 2024
22/05/23	4.9	<b>CITIZENSHIP CEREMONY - AUSTRALIA DAY</b> 2. Council's citizenship ceremony and Australia Day awards be held on the evening of 25 January. 3. A workshop be held to discuss an associated free community event on the evening of 25 January with a report to be presented to council at its July 2023 meeting.	General Manager City Services	Report presented to Council in August 2023.	Noted  Completed
26/06/23	4.5	<b>REFLECT RECONCILIATION ACTION PLAN</b> 2. The draft Reflect Reconciliation Action Plan be considered at a Workshop for Elected Members for further discussion. 3. Administration will provide additional information at this Workshop to assist the Elected Members' understanding of the Plan and its potential organisational and financial impact on the City of Unley. 4. Administration will seek feedback at this Workshop from Elected Members and use this opportunity to develop the draft Reconciliation Action Plan. 5. Administration will seek endorsement from Council of a draft Reconciliation Action Plan that includes Elected Members feedback. 6. The draft Reconciliation Action Plan be brought back to the 25 September 2023 Council Meeting.	General Manager City Services	Workshop scheduled for 7 August 2023.	Completed  September 2023
24/07/23	4.4	<b>REQUEST TO FLY PRIDE FLAG - CELEBRATING DIVERSITY MONTH NOVEMBER 2023</b> 2. The Progress Pride Flag be flown from the fifth flagpole situated at the Civic Centre on Unley Road for the month of November 2023 (excluding 10am 17 November to 10am 20 November) as per Council's approval to fly the Latvian Flag) in support of the "Pridevember" initiative of the Feast Festival.	Manager Governance	Progress Pride Flag to be flown for November 2023.	November 2023



## MAYOR'S REPORT

<b>REPORT TITLE:</b>	MAYOR'S REPORT FOR MONTH OF AUGUST 2023
<b>ITEM NUMBER:</b>	6.1.1
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>ATTACHMENTS:</b>	1. LETTER UNLEY PRIMARY SCHOOL RE: SCHOOL GROUNDS

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Some functions attended (19/07/23 to 22/08/23)

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
20/07/23	Meeting with Sue Dewing CEO Sturt Football Club – Sturt F/C	Mayor
21/07/23	Buddies at Breakfast – Unley Park Sports Club	Speaker
21/07/23	Meeting with SA Bangladeshi Community Assoc	Host
21/07/23	2023 Wilks Oration – Wayville	Attendee
22/07/23	Toasty Tunes Winter Series – Village Green	Mayor
24/07/23	Council Meeting	Mayor
25/07/23	Unley Road Business Awards 2023	Mayor
27/07/23	Concordia College School Excursion to Council Chambers	Speaker
27/07/23	Meet the Mayor	Host
27/07/23	Community Alliance Meeting (online)	Attendee
28/07/23	SALA Festival Opening Event – Art Gallery	Attendee
29/07/23	Resident Mr Freak's Birthday Celebration	Attendee
03/08/23	Meeting with RAHS CEO and City of Unley CEO	Mayor

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
03/08/23	SALA Launch – Hey George	Speaker
04/08/23	ERA Mayors Breakfast	Mayor
04/08/23	Masterclass: Meeting Procedures for Presiding Members – KelledyJones Lawyers	Attendee
07/08/23	Meeting Principal Unley PS	Mayor
07/08/23	EM Briefing: Reconciliation Action Plan	Attendee
10/08/23	Economic Development discussion – Mayor’s Parlour	Mayor
12/08/23	Playford Mayor’s guest for Luncheon and Central v Sturt Football Match	Mayor
13/08/23	Unley Symphony Orchestra	Mayor
14/08/23	Meeting Procedures Workshop	Attendee
17/08/23	Centennial Park Owners Executive Committee Meeting	Mayor
17/08/23	ERA Mayors & CEOs Group Meeting	Mayor
18/08/23	Citizenship Ceremony	Speaker
19/08/23	Luncheon and Sturt v Adelaide Football Match	Host
20/08/23	Millswood Croquet Club AGM	Attendee
20/08/23	The Liberal Story Book Launch – Wayville	Mayor
21/08/23	Meeting of City of Unley and City of Burnside Mayors and CEOs re Improving Glen Osmond Road	Mayor
21/08/23	EM Briefing: City-wide Parking Strategy	Attendee

<b>Date</b>	<b>Radio Interview</b>	
27/07/23	5AA re. Citizenship Ceremony and Australia Day	Interview



## Mayors Report August 2023

The Principal of Unley Primary school, Amy Reid, met with me to introduce herself, and to find out about Council's work with local schools and children.

The impact of a growing population in High and Medium Density housing on our public open space was a focus of our meeting and an opportunity to discuss the problems caused by the increased use of the school grounds since the construction of the multi-storey buildings opposite the Cremorne.

We have across Unley an increasing population in some areas, with new high-rise apartments and also in medium density areas. This impact has resulted in heavier use of the school grounds which are by shared agreement open to our community after school hours. Amy shared the following:

*"At Unley Primary, we take great pride in being a community-minded school that fosters a sense of belonging and collaboration. We warmly welcome members of the public to utilise our school grounds during weekends and after school hours, noting that this offers numerous benefits for both our school and the wider community.*

*In recent times, we have observed an increase in the number of people accessing our school grounds, particularly since the construction of the multi-story development on Unley Road which is just a short walk away from the school. While we wholeheartedly welcome community engagement, this uptick in foot traffic is affecting our ability to maintain the school grounds within our allocated budget.*

*For example, there has been noticeable deterioration of the small patch of turf adjacent to Cremorne Street which our students use as an oval. We have also noticed that the bark chips in our playgrounds need to be replaced more frequently, along with the sand in sandpits. The soccer nets and basketball nets and backboards also experience significant wear and tear from frequent use.*

*It is important to highlight that our school grounds are accessed by a broad cross-section of the Unley community, which includes individuals from various backgrounds and age groups, extending beyond just our school families."*

Unley Primary and Unley Council have had a good working relationship over many years and I am tabling the correspondence from the school into our agenda.



UNLEY PRIMARY SCHOOL  
222 WATTLE STREET  
MALVERN SA 5061  
Tel: 8272 9323  
Email: [dl.0447.admin@schools.sa.edu.au](mailto:dl.0447.admin@schools.sa.edu.au)  
Website: [www.unleyps.sa.edu.au](http://www.unleyps.sa.edu.au)

Mayor Michael Hewitson AM  
Civic Centre  
181 Unley Road  
Unley SA 5061

Via email: [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

14 August 2023

Dear Mayor,

Thank you for the opportunity to meet with you last week and introduce myself. I enjoyed hearing about your career as an educator and school leader, and I look forward to working closely with you in service of the Unley community.

As requested, I am following up with some further information about the challenges associated with the out of hours use of Unley Primary School grounds by members of the wider Unley community. We value the strong relationship between our school and the broader community, and it is with this in mind that I bring these matters to your attention.

At Unley Primary, we take great pride in being a community-minded school that fosters a sense of belonging and collaboration. We warmly welcome members of the public to utilise our school grounds during weekends and after school hours, noting that this offers numerous benefits for both our school and the wider community.

In recent times, we have observed an increase in the number of people accessing our school grounds, particularly since the construction of the multi-story development on Unley Road which is just a short walk away from the school. While we wholeheartedly welcome community engagement, this uptick in foot traffic is affecting our ability to maintain the school grounds within our allocated budget.

For example, there has been noticeable deterioration of the small patch of turf adjacent to Cremorne Street which our students use as an oval. We have also noticed that the bark chips in our playgrounds need to be replaced more frequently, along with the sand in sandpits. The soccer nets and basketball nets and backboards also experience significant wear and tear from frequent use.

It is important to highlight that our school grounds are accessed by a broad cross-section of the Unley community, which includes individuals from various backgrounds and age groups, extending beyond just our school families.

I believe that we can find effective strategies to balance the benefits of community use of our school grounds with the need to maintain the quality and safety of our school facilities. Your leadership and support in this endeavour would be invaluable.

Thank you for your support and please let me know if I can provide any further information.

Yours sincerely,

Amy Reid  
Principal  
Unley Primary School

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF AUGUST 2023  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 28 AUGUST 2023  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (19/07/23 to 22/08/23)

Date	Function/Event Description
20/07/2023	Meeting with Mayor and CEO Sturt Football Club
24/07/2023	Council Meeting
25/07/2023	Unley Road Trader Association & Unley Rotary function
29/07/2023	DIT T2D community consultation
31/07/2023	Meeting with Mayor
1/08/2023	Unley Community Centre Ride
2/08/2023	Meeting with Cr Michael Rabbitt, Administration & ARTC Manager re fencing along rail line at Kings Park
3/08/2023	SALA Launch, First Choice
3/08/2023	SALA Launch, Goodwood Road
4/08/2023	Meeting Procedure training, Kelledy Lawyers
7/08/2023	Council Briefing: Reflect Reconciliation Action Plan
8/08/2023	Unley Community Centre Ride
8/08/2023	Audit Committee meeting
9/08/2023	Meeting with resident re Kings Park
9/08/2023	Unley Bicycle User Group meeting
12/08/2023	Unley Uniting Church opening of art exhibition by Colin Clarke
13/08/2023	Unley Symphony Orchestra performance at Walford
14/08/2023	Meeting with Mayor

<b>Date</b>	<b>Function/Event Description</b>
14/08/2023	Council Briefing: Meeting Procedures Workshop
15/08/2023	Unley Community Centre Ride
17/08/2023	Ward Briefing
18/08/2023	Citizenship Ceremony
18/08/2023	Meeting with Cr Michael Rabbitt & Mayor Hewitson
19/08/2023	Sturt Home Game, Unley Oval
21/08/2023	Council Briefing: City Wide Parking Strategy & Forestville Development
22/08/2023	Unley Community Centre Ride
22/08/2023	Dog & Cat Management Board Lunch & Presentation

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORTS OF MEMBERS FOR AUGUST 2023  
**ITEM NUMBER:** 6.3.1  
**DATE OF MEETING:** 28 AUGUST 2023  
**ATTACHMENTS:** 1. COUNCILLOR D PALMER

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Council to note attached reports from Members:

1. Councillor D Palmer
-



**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR D PALMER  
**DATE OF MEETING:** 28 AUGUST 2023

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**1. RECOMMENDATION**

That:

1. The report be received.
- 

**Functions attended (19/07/23 to 22/08/23)**

<b>Date</b>	<b>Function/Event Description</b>
21 Jul	Buddies Breakfast
22 Jul	Toasty Tunes in the Town hall
	Goodwood Saints v Tea Tree Gully Mental Health Round
24 Jul	Full Council meeting
25 Jul	T2D Community Forum @ Clovelly Park
	Unley Road Traders Awards night
26 Jul	CPCC Board of Management meeting
27 Jul	Glen Osmond Fullarton Upgrade Community Forum @ Fullarton Pk Community Centre
2 Aug	Liaison re North South Corridor (T2D): Cr Hart & Cathy Heptinstall)
3 Aug	Goodwood Road's SALA Festival Launch Party 2023 @ Hey George
4 Aug	Buddies Breakfast
7 Aug	EM Briefing
9 Aug	Event ROI using Economy ID briefing
	Economy ID Training
	Business and Economic Development Advisory Committee
11 Aug	Buddies Breakfast
	Community Planning discussion with CEO
13 Aug	Meet the Deputy Premier Community Forum
14 Aug	Meeting Procedures Workshop

<b>Date</b>	<b>Function/Event Description</b>
15 Aug	Clarence Park Ward Briefing
17 Aug	Greater Adelaide Regional Plan Discussion Paper Briefing Sessions (via Teams)
18 Aug	Buddies Breakfast
	Citizenship Ceremony
19 Aug	Goodwood Saints v Port Districts First Nations Round Smoking Ceremony
21 Aug	EM Briefing
22 Aug	Meeting with Dog and Cat Management Board
	Over the month met with numerous ratepayers to discuss concerns they have.

## **CORRESPONDENCE**

<b>REPORT TITLE:</b>	CORRESPONDENCE
<b>ITEM NUMBER:</b>	6.4.1
<b>DATE OF MEETING:</b>	28 AUGUST 2023
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. THE HON NICK CHAMPION MP</li><li>2. PREMIER PETER MALINAUSKAS</li><li>3. THE HON NICK CHAMPION MP</li></ol>

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The correspondence from:

- The Hon Nick Champion MP – Re. Congratulations to City of Unley for Winning Two Awards at the Landscape Architect Awards for Wilberforce Walk.
- Premier Peter Malinauskas – Re. Appreciation for Council’s Interest in Hosting Future Fixtures of the AFL Gather Round.
- The Hon Nick Champion MP – Re. Planning Matters in the City of Unley.

be noted.

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## Hon Nick Champion MP



Government  
of South Australia

Minister for Trade and  
Investment

Minister for Housing and  
Urban Development

Minister for Planning

GPO Box 11032  
ADELAIDE SA 5001

T: (08) 8235 5580

E: [ministerchampion@sa.gov.au](mailto:ministerchampion@sa.gov.au)

23MP143365

Mayor Michael Hewitson AM  
City of Unley

By email: [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

Dear Mayor Hewitson

I wish to congratulate the City of Unley for recently winning the following awards at the 2023 Landscape Architect Awards for the **Wilberforce Walk**.

- 'AILA 2023 SA Landscape Architecture Award for Small Projects'.
- 'AILA 2023 SA Healthy Parks Healthy People Commendation'.

The Wilberforce Walk is an example of an innovative and commendable open space solution, whereby its green and multifunctional design demonstrates a quality community outcome in a highly contested urban environment.

Once again, congratulations on this well-deserved win.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nick Champion'.

**Hon Nick Champion MP**  
Minister for Planning

28 / 7 / 2023









CITY OF UNLEY  
09 AUG 2023  
REF:

THE HON PETER MALINAUSKAS MP  
PREMIER OF SOUTH AUSTRALIA

Mr Michael Hewitson AM  
Mayor  
The City of Unley  
PO Box 1  
UNLEY SA 5061

FB342726

Dear Mayor

Thank you for your letter in relation to the correspondence regarding the AFL Gather Round.... A Festival of Footy.

I am tremendously proud of the South Australian public for supporting this event in the way we did. This was a bold vision to bring a buzz that rivalled the excitement of the Adelaide Formula One Grand Prix. The success of the event could only have happened with South Australians fully embracing this concept.

Not only did the Gather Round prove we could make it a success, but it also proved that no other Australian state could deliver the event the way we did – selling out every single game, taking the AFL to the suburbs and regions, making our state accessible to the travelling public, and creating a festival atmosphere absorbed by everyone in the state.

Securing the event for the next three years means we can now look at making this event bigger and better with certainty.

I appreciate the City of Unley's interest in hosting a future fixture and will ensure this is raised with the AFL. The AFL will ultimately make the decision as to where future fixtures will take place in South Australia. The City of Unley would make an ideal location and I hope it will be strongly considered by the AFL.

Once again, thank you for taking the time to write to me.

Yours sincerely

Peter Malinauskas  
PREMIER

6/8/2023

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Hon Nick Champion MP



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23MP129097

Mayor Michael Hewitson AM  
City of Unley

By email: [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

Dear Mayor Hewitson

A handwritten signature in blue ink that reads 'Michael'.

Thank you for your follow up correspondence regarding our most recent meeting concerning several planning matters relating to the City of Unley (Council).

As you have indicated in your letter, I will provide you with advice in due course in relation to the additional housing opportunities in Unley at Mornington Flats, 10 Thomas Street and 88 Unley Road.

I note you have identified four development applications currently under assessment and Council's support of them, noting, however, Council's concerns in relation to ongoing traffic conditions and movements on Unley Road. I am advised that matters such as impact on main roads are considered as part of the overall planning assessment of such proposals. Depending on the location, the nature of the development and the current access opportunities of the allotment on Unley Road, the proposed development is referred to the Department for Infrastructure and Transport for their information and comments. Ordinarily, Council administration is also provided the opportunity to comment on technical aspects of an application, to aid the State Planning Commission (the Commission) in its assessment.

Council's support of the transfer of the Keswick Barracks into State Government ownership for future housing development is welcomed. The new Greater Adelaide Regional Plan (GARP) is likely to highlight actions for certain landholdings across the metropolitan area. These would be the subject of further study, and subsequently resulting in a structure and a masterplan in due course.

I acknowledge Council's desire to explore a Code Amendment of Goodwood Road, between Greenhill Road and the tramline, as well as the northern part of King William Road. A Code Amendment would be processed in the usual way, under the *Planning, Development and Infrastructure Act 2016* (the Act), starting with the 'Proposal to Initiate' outlining the scope of the proposed changes, and the investigations to be completed. Once this step has been undertaken, staff from Planning and Land Services (PLUS) of the Department for Trade and Investment would be in a position to discuss this potential Code Amendment with you.



OFFICIAL

For context, and in broad terms, the process for a council-led Code Amendment is as follows:

- The council seeks my agreement, as Minister for Planning, to initiate the Code Amendment. This involves identifying the scope of the amendment, the investigations that must be undertaken and the requirements for engagement. Subsequently, I seek independent advice from the Commission when deciding whether to allow a council to initiate a Code Amendment. Once initiated, the council responsible for undertaking the Code Amendment is referred to as the 'Designated Entity'.
- The Designated Entity undertakes investigations and is then responsible for running the public engagement process. Consultation must be undertaken in accordance with the Act and the Community Engagement Charter (the Charter).
- At the end of the process, the Designated Entity will be required to demonstrate compliance with the Charter, and to provide a response to all feedback received.
- As Minister for Planning, I then make a decision to either adopt the Code Amendment (with or without alterations) or decline it.
- Should I resolve to adopt the Code Amendment, it is then provided to the Environment, Resources and Development Committee of the Parliament of South Australia for review.

I note your comments in respect of pressures associated with open space within the council area. As you might be aware, a Discussion Paper on the GARP is soon to be released for public engagement. Feedback received during the Discussion Paper's engagement period will inform the drafting of the GARP. I encourage Council to participate in the consultation process, including in relation to the mechanisms and placement of open space and urban greening across the metropolitan area.

Yours sincerely



**Hon Nick Champion MP**  
Minister for Planning

21 / 8 / 2023

cc: Mr Peter Tsokas, Chief Executive Officer, City of Unley



## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - UNLEY OVAL  
TURF AND IRRIGATION REPLACEMENT

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 28 AUGUST 2023

**AUTHOR:** RUSSELL KING, SENIOR ASSETS &  
ENGINEERING LEAD

**DIVISION:** CITY DEVELOPMENT

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.2, except for the following persons:

- Peter Tsokas, CEO
- Megan Berghuis, General Manager City Services
- Claude Malak, General Manager City Development
- Nicola Tinning, General Manager Business Support & Improvement
- Mark Labaz, Manager Governance
- Lara Gregory, Executive Assistant to the CEO & Mayor
- Aaron Wood, Manager Assets and Operations
- Russell King, Senior Assets & Engineering Lead

To enable the Council to consider Item 7.2 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.2.

- tenders for the supply of goods, the provision of services or the carrying out of works.

**ITEM 7.2**

**Confidential – removed from the public agenda – pages 288-304**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE - UNLEY OVAL TURF AND  
IRRIGATION REPLACEMENT

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 28 AUGUST 2023

**AUTHOR:** RUSSELL KING, SENIOR ASSETS &  
ENGINEERING LEAD

**DIVISION:** CITY DEVELOPMENT

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.2 Unley Oval Turf and Irrigation Replacement, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(k).

- Minutes
- Report
- Attachment

- tenders for the supply of goods, the provision of services or the carrying out of works.

2. This order shall operate:

- Minutes: until such time as the the contract has been executed;
- Report and Attachments: for a period of 12 months and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration).

and not available for public inspection until the cessation of those periods.

3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive the power to revoke this order in whole or in part.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - TOUR DOWN UNDER MEMORANDUM OF UNDERSTANDING

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 28 AUGUST 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE - CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(b)(i) and (d)(i) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.5 , except for the following persons:
  - Peter Tsokas, CEO
  - Megan Berghuis, General Manager City Services
  - Claude Malak, General Manager City Development
  - Nicola Tinning, General Manager Business Support and Improvement
  - Mark Labaz, Manager Governance
  - Lara Gregory, Executive Assistant to the CEO and Mayor
  - Jane Roads, Events Coordinator

To enable the Council to consider Item 7.5 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.5.

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.

**ITEM 7.5**

**Confidential – removed from the confidential agenda – pages 307-350**



## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE - TOUR DOWN UNDER  
MEMORANDUM OF UNDERSTANDING

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 28 AUGUST 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE -  
CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.5 Tour Down Under Memorandum of Understanding, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3) (b)(i) and (d)(i).
  - Minutes
  - Report
  - Attachment
  - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. This order shall operate:
  - Until execution of contract.and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration).
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.