

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 26 February 2024 7.00pm

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

Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

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	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
1.4 MINUTES	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 29 January 2024	
1.5 DEFERRED / ADJOURNED ITEMS	
Nil	
2. PETITIONS/DEPUTATIONS	
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3. REPORTS OF COMMITTEES	
To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	
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4. REPORTS OF OFFICERS

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5. MOTIONS AND QUESTIONS

5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.2 MOTIONS WITHOUT NOTICE

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

5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.4 QUESTIONS WITHOUT NOTICE

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

6. MEMBER'S COMMUNICATION

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6.4 CORRESPONDENCE

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7. CONFIDENTIAL ITEMS

Nil

SUGGESTED ITEMS FOR NEXT AGENDA

Unley Parking Implementation Plan 2023-2033
Unley Road Streetscape Renewal
Waste Management and Resource Recovery Plan 2021-2025 Implementation

NEXT MEETING

Monday 25 March 2024 - 7.00pm

Council Chambers, 181 Unley Road Unley

DEPUTATION

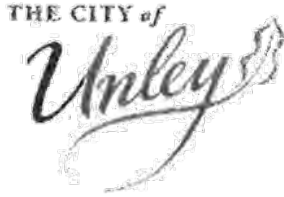
REPORT TITLE: DEPUTATION RE: DRAFT PARKING
MANAGEMENT PLAN

ITEM NUMBER: 2.1

DATE OF MEETING: 26 FEBRUARY 2024

ATTACHMENTS: 1. DEPUTATION

1. Mark Ashby, Hyde Park
Re. Item 2.1 Draft Parking Management Plan
 2. Geoff Butterworth, Hyde Park
Re. Item 2.1 Draft Parking Management Plan
 3. Andrew Brunt, Hyde Park
Re. Item 2.1 Draft Parking Management Plan
-



DEPUTATION REQUEST FORM

Approved [Signature]

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

To: The Chief Executive Officer

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

Representor Name: Mark Ashby
Telephone Number: 0439905869
Email: m.ashby@bigpond.com
Address: 82 Opey Ave, Hyde Park

I will be speaking:

On my behalf: [checkbox]

As a Spokesperson: [checkbox] Group:

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

Representor 2 Name: GROSS BUTTERWORTH
Telephone Number: 042715550 0413998600
Email: geoffsbutterworth@gmail.com
Address: 65, OPEY AVE, HYDE PARK 5061

Representor 3 Name: Andrew Brant
Telephone Number: 0431 691 098
Email: andrew.brant@me.com
Address: 75 Opey Ave, Hyde Park SA.

This Deputation relates to the following subject matter:

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

- Draft Parking Management Plan.

- I request that ratepayers with no off-street parking (at the Western end of Opey Ave.), retain their current "Resident Only" parking (with appropriate signage) in front of their homes.

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

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

Signed:

M. L. Kelly

Date:

31 / 1 / 24

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email pobox1@unley.sa.gov.au

City of Unley Use Only

Received (date and time): ____ / ____ / ____ at ____ am/pm

Acknowledged by Presiding Member

Signed: _____

Dated: ____ / ____ / ____

Acknowledged by OCEO

Signed: _____

Dated: ____ / ____ / ____

Approved: Yes No

Meeting Date: ____ / ____ / ____ at ____ am/pm

Representor Notified: Yes No

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF AUDIT AND RISK COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	26 FEBRUARY 2024
ATTACHMENTS:	1. MINUTES OF AUDIT AND RISK COMMITTEE - 13 FEBRUARY 2024

1. **PURPOSE**

The minutes and recommendations of the Audit and Risk Committee meeting held on Tuesday 13 February 2024 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit and Risk Committee meeting held on Tuesday 13 February 2024, be received and the following recommendations contained therein be adopted by Council:

- (a) Item 2.1 - Draft Long Term Financial Plan 2024-2034 for Community Consultation

This report presented the Draft Long Term Financial Plan, that was prepared for the purpose of community consultation. The Committee considered the contents of the Plan, with the recommendations below to be presented for Council's consideration. A report will be prepared for Council's consideration at its March meeting.

MOVED Independent Member A Martin
SECONDED Councillor M Broniecki

That:

1. The report be received.
2. The Draft 2024-25 to 2033-34 Long-Term Financial Plan, as set out in Attachment 1 to this report (Item 2.1, Audit and Risk Committee Meeting 13/02/2024), be recommended to Council for community consultation.
3. The key financial targets, as set out below, for the 2024-2034 Long-Term Financial Plan be recommended to Council for adoption.
 1. The *Operating Surplus Ratio* target be an annual range of 4% to 6% with a 5% average over the life of the Plan (excluding equity accounted businesses).
 2. The *Net Financial Liabilities Ratio* target be set at less than 80%.
 3. The *Asset Renewal Funding Ratio* target be set at equal to 100% year average over the life of the Plan.

4. The Audit and Risk Committee advise the following, that:
 - The Committee has reviewed the assumptions contained within the Plan and believe that they are reasonably based.
 - The proposed LTFP for consultation indicates that the City of Unley will remain financially sustainable across the 10 years of the LTFP. In particular that:
 - Current service levels can be maintained with rate stability, and the minimum target operating surplus ratio will be achieved.
 - The Asset Management Plans are fully funded to undertake the asset renewals required by the Plans. Sufficient funding capacity has also been provided to progressively deliver new and upgraded infrastructure.
 - Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.
 - Council should be mindful of generating operating surpluses over the life of the Plan without a strategic purpose.
5. The Chief Executive Officer be authorised to make minor editorial and formatting changes as required to finalise the document.

CARRIED UNANIMOUSLY

Resolution No. AC0133/24

- (b) Item 2.2 - Internal Audit Report Payroll - Overtime and TOIL (February 2024)

This report provided the Committee with the findings of the review. Based on the testing undertaken, and the evidence collated and reviewed, the audit provided a good level of assurance that the policies, procedures, and arrangements are adequate and effective in the management of overtime and time off in lieu in the payroll system.

MOVED Councillor J Gaffey
SECONDED Independent Member P Lee

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0134/24

(c) Item 2.3 - Quarterly Risk Report (February 2024)

This report informed the Committee of the review undertaken in January 2024 by the Executive Management Team (EMT). The EMT identified the following emerging risk as part of their quarterly review: Sourcing of appropriate labour and skills to deliver an accelerated approach to the delivery of various Council adopted plans. Treatment plans will be considered and reported at their next review.

MOVED Councillor J Gaffey
SECONDED Councillor M Broniecki

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0135/24

(d) Item 2.5 - Proposed 2024 Audit and Risk Committee Workplan (February 2024)

This report presented the Committee with a proposed Workplan for the 2024 calendar year.

MOVED Councillor M Broniecki
SECONDED Independent Member P Lee

That:

1. The report be received.
2. The proposed 2024 Audit and Risk Committee Workplan as set out in Attachment 1 to this report (Item 2.5, Audit and Risk Committee Meeting, 13/02/2024), with the below amendments, be endorsed.
 - The draft Governance Framework be presented at the August 2024 meeting; and
 - An updated proposed Internal Audit Plan be presented at the November 2024 meeting.

CARRIED UNANIMOUSLY

Resolution No. AC0137/24



**Minutes of the City of Unley
Audit Committee Meeting
Tuesday, 13 February 2024, 6:30pm
Council Chambers
181 Unley Road Unley**

1 PRESENT

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

2 OFFICERS PRESENT

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

3 GUESTS

Councillor J Bonham
Eastern Waste Management Authority, Mr R Gregory

4 ACKNOWLEDGEMENT

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

5 1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 A presentation by Mr R Gregory, Eastern Waste Management Authority

The City of Unley is a member of the Authority. The Authority provides Council with a waste collection service. The purpose of the presentation was to provide the Committee with an overview of their business structure and identify any financial risks that the Committee should be aware of.

1.5 MINUTES

ITEM 1.4.1

MINUTES OF THE ORDINARY AUDIT AND RISK COMMITTEE MEETING HELD TUESDAY, 14 NOVEMBER 2023

MOVED Independent Member A Martin

SECONDED Independent Member P Lee

That:

1. The minutes of the Ordinary Audit and Risk Committee held on Tuesday, 14 November 2023 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0132/24

1.6 DEFERRED / ADJORNED ITEMS

Nil

6 2. REPORTS

ITEM 2.1

DRAFT LONG TERM FINANCIAL PLAN 2024-2034 FOR COMMUNITY CONSULTATION

This report presented the Draft Long Term Financial Plan, that was prepared for the purpose of community consultation. The Committee considered the contents of the Plan, with the recommendations below to be presented for Council's consideration. A report will be prepared for Council's consideration at its March meeting.

MOVED Independent Member A Martin
SECONDED Councillor M Broniecki

That:

1. The report be received.
2. The Draft 2024-25 to 2033-34 Long-Term Financial Plan, as set out in Attachment 1 to this report (Item 2.1, Audit and Risk Committee Meeting 13/02/2024), be recommended to Council for community consultation.
3. The key financial targets, as set out below, for the 2024-2034 Long-Term Financial Plan be recommended to Council for adoption.
 1. The *Operating Surplus Ratio* target be an annual range of 4% to 6% with a 5% average over the life of the Plan (excluding equity accounted businesses).
 2. The *Net Financial Liabilities Ratio* target be set at less than 80%
 3. The *Asset Renewal Funding Ratio* target be set at equal to 100% year average over the life of the Plan
4. The Audit and Risk Committee advise the following, that:
 - The Committee has reviewed the assumptions contained within the Plan and believe that they are reasonably based.
 - The proposed LTFP for consultation indicates that the City of Unley will remain financially sustainable across the 10 years of the LTFP. In particular that:
 - Current service levels can be maintained with rate stability, and the minimum target operating surplus ratio will be achieved.
 - The Asset Management Plans are fully funded to undertake the asset renewals required by the Plans. Sufficient funding capacity has also been provided to progressively deliver new and upgraded infrastructure.
 - Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.

- Council should be mindful of generating operating surpluses over the life of the Plan without a strategic purpose.
4. The Chief Executive Officer be authorised to make minor editorial and formatting changes as required to finalise the document.

CARRIED UNANIMOUSLY

Resolution No. AC0133/24

ITEM 2.2

INTERNAL AUDIT REPORT PAYROLL - OVERTIME AND TOIL (FEBRUARY 2024)

This report provided the Committee with the findings of the review. Based on the testing undertaken, and the evidence collated and reviewed, the audit provided a good level of assurance that the policies, procedures, and arrangements are adequate and effective in the management of overtime and time off in lieu in the payroll system.

MOVED Councillor J Gaffey
SECONDED Independent Member P Lee

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0134/24

ITEM 2.3

QUARTERLY RISK REPORT (FEBRUARY 2024)

This report informed the Committee of the review undertaken in January 2024 by the Executive Management Team (EMT). The EMT identified the following emerging risk as part of their quarterly review: Sourcing of appropriate labour and skills to deliver an accelerated approach to the delivery of various Council adopted plans. Treatment plans will be considered and reported at their next review.

MOVED Councillor J Gaffey
SECONDED Councillor M Broniecki

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0135/24

ITEM 2.4
2024 INTERNAL AUDIT PLAN (FEBRUARY 2024)

This report proposed the Internal Audit Plan for the 2024 calendar year. Following the first audit conducted by Council's new external auditors, this program of work will be extended further than one year. A revised Plan will be presented to the Committee at its November 2024 meeting.

MOVED Independent Member P Lee
SECONDED Independent Member A Martin

That:

1. The report be received.
2. The Internal Audit Work Plan as set out in Attachment 1 to this report (Item 2.4, Audit and Risk Committee Meeting, 13/02/2024) be endorsed.

CARRIED UNANIMOUSLY

Resolution No. AC0136/24

ITEM 2.5
PROPOSED 2024 AUDIT AND RISK COMMITTEE WORKPLAN
(FEBRUARY 2024)

This report presented the Committee with a proposed Workplan for the 2024 calendar year.

MOVED Councillor M Broniecki
SECONDED Independent Member P Lee

That:

1. The report be received.
2. The proposed 2024 Audit and Risk Committee Workplan as set out in Attachment 1 to this report (Item 2.5, Audit and Risk Committee Meeting, 13/02/2024), with the below amendments, be endorsed.
 - The draft Governance Framework be presented at the August 2024 meeting; and
 - An updated proposed Internal Audit Plan be presented at the November 2024 meeting.

CARRIED UNANIMOUSLY

Resolution No. AC0137/24

7 3. OTHER BUSINESS

8 NEXT MEETING

Tuesday 14 May 2024 - 6:30pm

9 CLOSURE

The Presiding Member closed the meeting at 8.48pm.

.....
PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	UNLEY PARKING MANAGEMENT PLAN 2023-2033
ITEM NUMBER:	4.1
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	TANYA BACIC, TRANSPORT LEAD
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. UNLEY PARKING MANAGEMENT PLAN 2023-2033 2. UPDATES TO DRAFT UPMP

1. **PURPOSE**

This report seeks Council's adoption of the Unley Parking Management Plan 2023-2033 (Plan) following the undertaking of community consultation regarding the draft Plan in late 2023.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The Unley Parking Management Plan 2023-2033 as set out in Attachment 1 to this report (Item 4.1, Council Meeting, 26/02/2024) be adopted.
3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the adoption of the Unley Parking and Management Plan 2023-2033.

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

1. Community Living
 - 1.1 Our Community is active, healthy and feels safe.
 - 1.5 Our City is connected and accessible.

The Plan is a key strategic document that outlines Council's commitment to improve its management of on-street parking in a more sustainable and equitable manner and strategically aligns with Council's:

- Community Plan 2033
- Four-Year Delivery Plan 2021-2025
- Unley Integrated Transport Strategy

- Active Ageing Strategy
- Disability Access and Inclusion Plan 2022-2026
- A Smart Plan for the City of Unley 2023-2027

4. **BACKGROUND**

The Parking Management Plan was developed to:

- Provide a holistic and strategic framework to guide Council decision-making relating to the management of on-street parking, including permits.
- Provide a better balance of parking provision for residents, businesses, shoppers, commuters and visitors.
- Optimise existing parking facilities to their full potential and implement new ones as needed.
- Better manage changing parking demands over time.

The Plan was developed in two stages:

- **Stage 1** - Development of an overarching framework and decision-making principles, utilising the Shaping Unley process.
- **Stage 2** - Development of the document, taking into account the overarching framework and principles endorsed in Stage 1.

Stage 1

Stage 1 involved an extensive community engagement process, using a new and innovative active participation framework named Shaping Unley.

Two Elected Member workshops were also held throughout the process, in March and April 2023, to discuss eight specific parking issues that were not discussed in detail as part of Shaping Unley.

Stage 1 outcomes, including the parking decision-making principles and ideas, were endorsed by Council at its meeting held on the 22 May 2023 (*Resolution No. C1028/23*).

Stage 2

The development of the Plan was undertaken between June and August 2023 based on Council's endorsed outcomes from Stage 1.

An early draft of the Plan was presented to Elected Members at a briefing session held 21 August 2023, whereby refinements to some of the parking management directions were made.

At its meeting held on the 25 September 2023, Council resolved that the document be released for community consultation, and a further report be presented to Council summarising feedback and presenting the final plan for endorsement (*Resolution No. C1135/23*).

5. **DISCUSSION**

Overview of the Plan

The Plan outlines the key parking management decision-making principles and directions which will be used to guide Council decisions regarding on-street parking.

The Plan comprises six key parking decision-making principles, developed by the Shaping Unley engagement process, to guide Council.

The Plan also comprises 13 parking management directions, grouped into six themes (as presented in Table 1), which are considered essential for achieving the aims of the Plan.

Each parking management direction is supported by *actions* for Council to implement over a 10-year period that aims to enhance parking management within the City of Unley.

Operational directions are also provided for some parking management directions to assist in clear and consistent decision making and implementation regarding common parking matters, such as implementing time limit parking controls, driveway access and narrow street issues, permits etc.

Table 1: Parking themes and parking management directions

Parking Themes	Parking Management Directions
Local streets	1. Parking congestion 2. Narrow streets 3. Driveway access
Precinct parking	4. Retail and entertainment precincts 5. School precincts 6. Accessible parking
Parking technology	7. Smart parking 8. Parking information 9. Pay for use
Permits	10. Parking permits: residents, businesses, and events
Temporary parking	11. Temporary parking: construction and events
Advocacy	12. Sustainable travel 13. Planning and building design

The Plan is contained in Attachment 1.

Attachment 1

Community Consultation

Community consultation on the draft Plan was undertaken between 3 October 2023 and 3 November 2023. There was strong community interest in the Draft Plan with 2,420 visits to the Your Say page, and 1,659 document downloads. A total of 145 submissions were received, comprising of 139 responses to the Your Say survey, 5 emails and a letter from the Unley Bicycle User Group (Unley BUG).

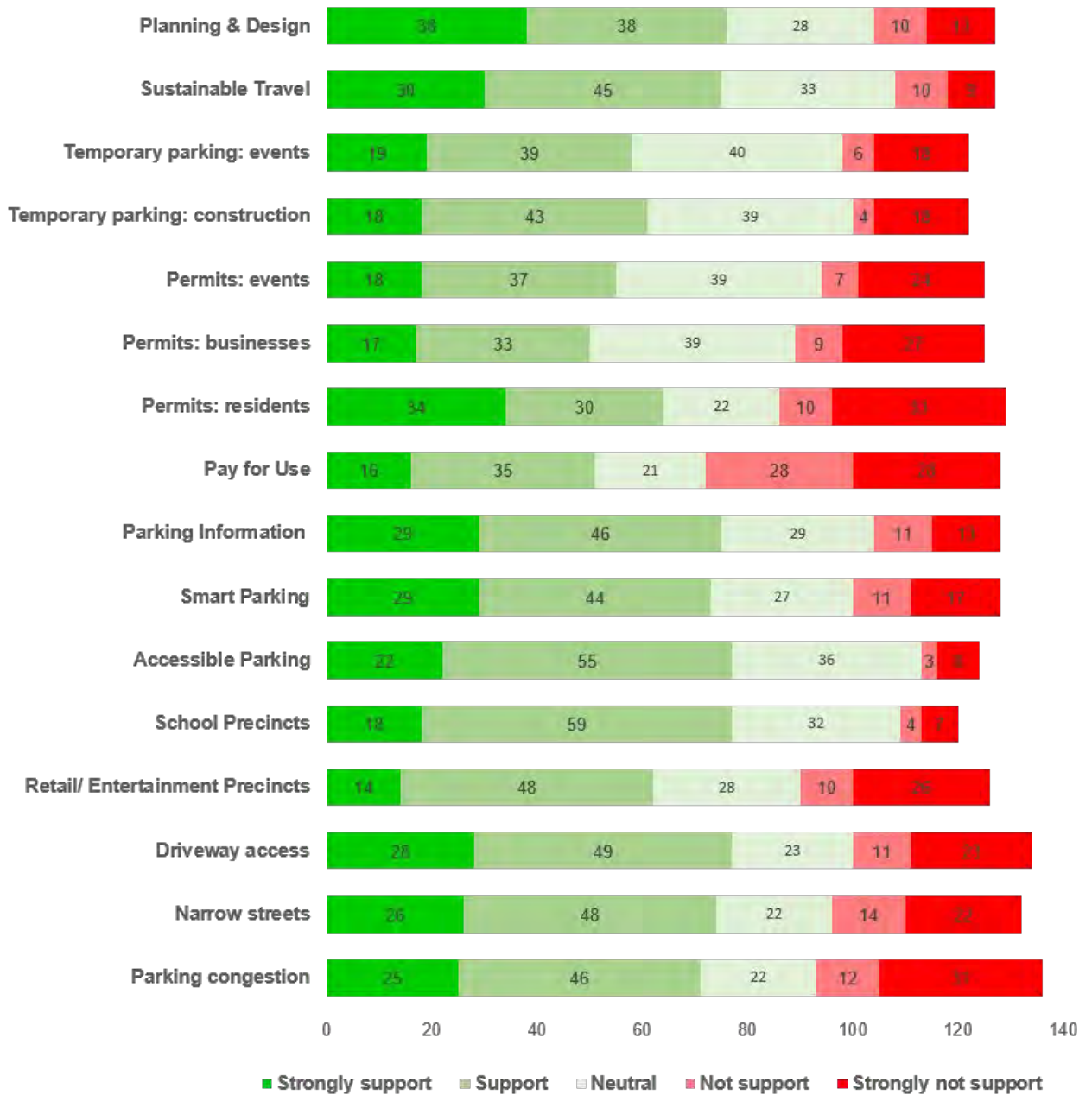
All feedback received was considered in detail, with a summary *Community Engagement Report* prepared, which was provided to Elected Members in December 2023 to help inform subsequent discussions at an Elected Members workshop held on the 22 January 2024.

The *Community Engagement Report* is available on Council's website unley.sa.gov.au/Unley-Parking-Management-Plan, and highlights the feedback received by comment type, grouped within the six parking management themes, and includes staff responses to the issues that received four or more comments.

The following outlines the key highlights from the community consultation:

- 81% of survey respondents were residents and/or property owners, whilst 7% represented businesses (owner and/or staff).
- All age groups between 18 and over 65 were represented, with the 55 to 64 (22%) and over 65 (32%) age groups being the highest.
- 68% of people who responded to the survey either strongly supported, supported or were neutral to the Plan.
- Figure 1 shows the level of support for the 13 parking management directions, with all directions receiving 56% or more support (i.e. a response of strongly support, support or neutral).
- The least supported parking management direction is *Pay for Use Parking* with 44% of respondents choosing to either not-support or strongly not support.

Figure 1 Summary of the level of support received for the 13 Parking Management Directions within the Plan (145 submissions)



From the community feedback received, four topics were identified for further discussion with Elected Members at the workshop held on 22 January 2024. These topics were:

1. Driveway access (further measures).
2. Removal of Action 2.2 regarding increasing road width.
3. Business permits.
4. Resident Only Permit Zones.

No other topics from the community feedback received were raised by Elected Members for further discussion.

The key outcomes from the Elected Member workshop for each of the four topics are summarised in Table 2 below.

Table 2 Summary of the Elected Member workshop outcomes

Community Feedback (summary of key comments)	EM Workshop Outcomes
1. Driveway access (further measures)	
<ul style="list-style-type: none"> • Yellow lines should be considered automatically where: <ul style="list-style-type: none"> - there is an adjacent stobie pole, sign pole or street tree impacting on driveway sight lines. - parking demand is high in commercial, business, retail and entertainment precincts. - there is an event space and visitor parking is common. • Yellow line 0.5m either side of driveway is not enough, and conditions should not be placed on its installation. • Residents have a right to have easy access to/from their driveway. • Parking opposite driveways should be restricted to improve access/egress from driveways. • Driveway crossovers should be reconstructed by Council to ensure they comply with current standards, it should not be the responsibility of residents. 	<p>Elected Members recommended no further changes be made to the parking management direction 3 <i>Driveway Access</i>. It was considered that the operational directions contained in the Plan provided a sustainable and balanced outcome and aligned with decision-making principle P1 (i.e. <i>Many of the issues faced around parking in Unley are either one, or a combination of, safety/access, convenience, and productivity, and need to be considered in the context of the Australian Road Rules.</i>)</p>
2. Remove Action 2.2 regarding increasing road width	
<ul style="list-style-type: none"> • The idea of widening streets at the expense of green space/nature strips just so that people can store their private property (cars) in public space (streets) is ludicrous. • Not supportive of the part where roads are widened. • Please do not reduce verge width, particularly where there is an opportunity to plant trees or gardens. • Narrow streets should not be widened. Instead, they should be considered for transformation into slow-speed, safe, shared spaces. These narrow streets are a hugely important part of the character of our city. 	<p>Elected Members recommended to delete Action 2.2 regarding increasing road width on narrow streets (< 7 metres) to facilitate on-street parking on both sides of the street at locations where footpath and verge width permits.</p>

3. Business permits

- Business parking permits is supported; however, you need to assess how many people work at a business and how many onsite parks they have. For some businesses with 20 staff and 5 onsite parks, two permits will not be enough (x4).
- Two parking permits per business is completely insufficient (x 3).
- Concerns raised regarding business parking permits not being able to be used in parking spaces with a time limit control < 2 hours.
- Support the idea of business permits, but not along main streets or within 100 metres of the main street, taking up customer/visitor on-street parks.
- Permits for Goodwood Primary School is required.
- Business permits could be viewed as a luxury to attract good staff who only support the area, they work in. Businesses could be more inclined to interact with the council if they are supported with permits.

Elected Members recommended making some changes to the *Business Parking Permits* operational directions including:

- Delete the following subjective assessment statements:
 - *The number of permits issued within a defined precinct and/or street will be limited to 10% of available on-street parking.*
 - *Additional permits may be issued, subject to an assessment by Council staff including a review of the business needs, employee numbers, parking demand and parking control types within a 400-metre walking catchment.*
- Extend the Business Parking Permits to *All Unley-registered businesses*, not just to businesses with no off-street parking.

Elected Members did not support increasing the number of Permits that can be issued from the initial proposed two (2).

It was recognised by Elected Members that the purpose of the business permits was not to solve business staff parking but is aimed to provide some support to businesses that need it.

The Plan aims to manage business parking concerns through a multi-faceted approach, including:

- *Reviewing time-limit controls* in commercial and business precincts to provide a balanced outcome between resident and business parking, including schools and childcare centres.
- *Extending pay-for-use parking* near commercial and business precincts, to cater for short-term and all-day parking.
- *Providing a Simplified Business Parking Permit* for business use.

4. Resident Only Permit Zones

- Resident-only parking permits are essential for any single-dwelling property with no off-street parking. It is ridiculous to limit this to off peak times (e.g. 6pm to 7am) as not all residents work and they may need to access their property during the day (this is particularly important for parents of young children, the elderly or disabled people) (x3).
- If you're worried about Resident Only Permit Zones not being used, then allow other residents to use these spaces during the day.
- Support reduction of underutilised resident only parking zones, especially in North Unley and Wayville. These are not considered fair or equitable (x2).
- Increasing of permit fees is not equitable for residents who have no off-street parking.
- Resident Only Permit Zones should be provided to residents who live in parking congested areas e.g. Greenhill Road precinct.
- The plan disincentivises residents from retaining old character buildings and encourages demolishing them and building new structures with car parks or garages.
- Resident only parking controls are useless if not available to use in the day.

Elected Members recommended no further changes to be made to the operational directions for *Resident only parking permits*.

It was recognised by Elected Members that the purpose of the Resident Only Parking Permit zones is *to provide residents that live in properties with no off-street parking provisions closer access to their property in the evening and night only*.

Elected Members supported a three phase approach to addressing the existing legacy Resident Only Permit zones to facilitate the change over a 2 to 3 year period and ensure the appropriate parking controls are installed on-street to manage parking congestion during the day, including:

- *Phase 1* – address legacy Resident Only Parking Permit zones for properties that have off-street parking.
- *Phase 2* – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and time limit controls on the street.
- *Phase 3* – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and no time limit controls located on their street (until a parking review along the street is undertaken to manage day-time parking congestion).

It is recognised that legacy permits are a valued service to residents, and Council staff will work with residents to assist in the transition away from the historic arrangements.

Updates to the Plan

A number of updates were made to the Plan in response to the community feedback received, internal stakeholder discussions and Elected Member workshop outcomes. The key updates are summarised in Attachment 2.

Attachment 2

Other minor editorial updates have been made to the Plan, to improve language and consistency across the document.

Next Steps

Subject to adoption by Council, the final version will be made available on Council's website and all respondents to the consultation process notified.

The delivery of the Plan will be supported by a 10-Year Implementation Plan and an updated On-Street Parking Policy, which are planned to be presented to Council seeking endorsement at the March 2024 meeting.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The cost to implement the actions within the Plan will be considered by Council annually over the life of the Plan, as part of its Annual Business Plan and Budget process.
- A budget bid will be presented to Council as part of the 2024-25 Annual Business and Budget process to commence implementation of the actions.

6.2 Risk Management (identification and mitigation)

- The Plan has been developed with consideration given to the relevant Australian Road Rules and Australian Standard for Parking Facilities Part 5: On-Street Parking (AS 2890.5:2020).
- The Plan has been developed applying a robust and innovative Shaping Unley engagement process and has involved significant community involvement including three city-wide community engagements and four Community Panel workshops.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Plan will be supported by a 10-Year Implementation Plan, to be presented to Council in March 2024.
- The Implementation Plan will prioritise actions and set out tasks to be delivered annually. For each financial year a budget bid will be developed to support the delivery of the actions and Council staff workplans will be updated each year accordingly.

6.4 Climate/Environmental Impact

- The Plan seeks to provide a balanced approach of optimising the availability of existing on-street parking provisions for all users within the City of Unley.
- The Plan has a key parking management direction ‘sustainable travel’ which recognises the need to support sustainable transport choices. Encouraging alternatives such as public transport, cycling, and walking helps reduce traffic congestion, minimise the need to ‘store’ cars in our local streets and reduce environmental impacts of private car trips.

6.5 Social/Economic

- The Plan aims to improve parking management (availability and turnover) in a fair and equitable manner, supporting the social and economic needs of businesses, employees, and visitors within key precincts, as well as the needs of surrounding residents.
- The Plan considers the parking needs of its retail and entertainment precincts (parking management direction 4) and accessible parking (parking management direction 6).

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Unley Parking Management Plan 2023-2033 as set out in Attachment 1 to this report (Item 4.1, Council Meeting, 26/02/2024) be adopted.
3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Unley Parking and Management Plan 2023-2033.

This option provides for the Plan to be adopted by Council.

Option 2 –

- 1 The report be received.
- 2 The Unley Parking Management Plan 2023-2033 as set out in Attachment 1 to this report (Item 4.1, Council Meeting, 26/02/2024) be adopted subject to the following amendments:
 - *Amendments to be determined by Council*
- 3 The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Unley Parking and Management Plan 2023-2033.

Council may wish to request amendments and/or additions to the Plan.

This option allows for changes to the Plan to be made, and for the Plan to be finalised without Council needing to see the amended version of the document. Any changes will be articulated as part of the resolution.

Option 3 –

1. The report be received.
2. The Unley Parking Management Plan 2023-2033 as set out in Attachment 1 to this report (Item 4.1, Council Meeting, 26/02/2024) be further amended as outlined below and returned to Council for consideration.
 - Amendments to be determined by Council
 - Etc

Council may wish to request more substantive changes be made to the Plan, with a revised version to return to Council for adoption.

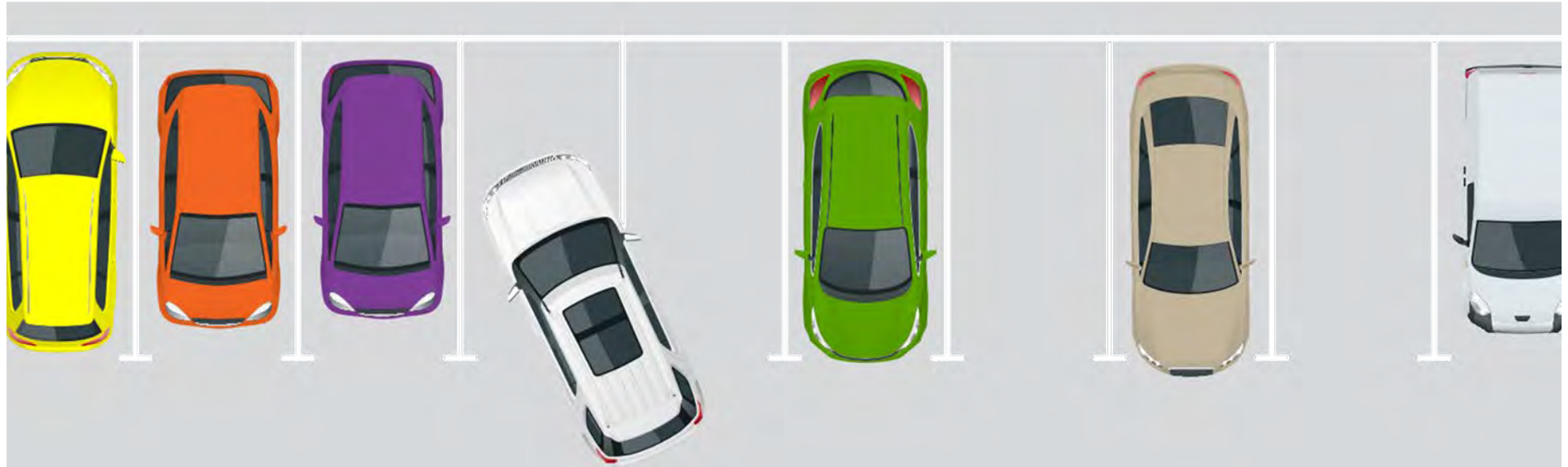
This option enables the Plan to be amended as per Council specific amendments and then for the Plan to be returned to Council for review and subsequent consideration in 2024.

8. RECOMMENDED OPTION

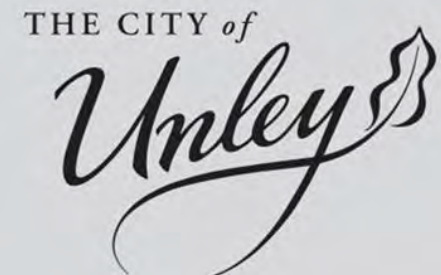
Option 1 is the recommended option.

9. REPORT AUTHORISERS

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Unley Parking Management Plan 2023-2033



Kaurna Acknowledgment

We acknowledge that the City of Unley is part of the traditional lands of the Kaurna people and we respect their spiritual relationship with their country. We 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.

Prepared by Intermethod in collaboration with the City Design Team for the City of Unley

Document history and status				
Revision	Date	Authors	Review	Details
Draft vA	15/09/2023	Natalya Boujenko & Tanya Bacic	Ben Willsmore	First draft
Final v1	20/02/2024	Natalya Boujenko & Tanya Bacic	Ben Willsmore	Final

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Introduction

The Unley Parking Management Plan (the Plan) aims to:

- ▶ Provide a holistic and strategic framework to guide Council decision-making relating to the management of on-street parking, including permits
- ▶ Provide a better balance of parking provisions for residents, businesses, shoppers and visitors
- ▶ Optimise existing parking facilities to their full potential and implement new ones as needed
- ▶ Better manage changing parking demands over time.

The Plan acknowledges the dynamic and evolving nature of parking requirements within a thriving and growing inner-metropolitan area such as the City of Unley. These continuously evolving needs drive an on-going assessment of parking provision and adaptation of how parking is managed on the local street network.

Parking management is a complex undertaking that requires striking a delicate balance to address various competing considerations.

This Plan establishes the primary principles for parking decision-making and outlines 13 parking management directions to assist the Council in making equitable and well-informed decisions regarding parking provision and management within the City of Unley, ensuring a fair and balanced approach.

It is essential to also recognise the need to support sustainable transport choices. Encouraging alternatives such as public transportation, cycling and walking helps reduce traffic congestion, minimise the need to 'store' cars in our local streets, and reduce environmental impacts of private car trips.

Development of this Plan

This Plan is based on:

- ▶ Extensive community engagement in the City of Unley, applying a new and innovative five-step 'Shaping Unley' engagement process shown in Figure 1
- ▶ Recommendations made by Community Panel sessions, comprised of up to 20 resident and business representatives who actively engaged in a series of four workshops
- ▶ Recommendations made by the Elected Members during three workshops
- ▶ Review of best practice
- ▶ Review of trends relating to parking management customer requests in recent years
- ▶ Technical survey and data analysis of current parking trends in the City of Unley.

Community engagement process

Parking management affects all residents, businesses and visitors in the City of Unley, making it essential to incorporate the community's perspectives and experiences into shaping this Plan. Over the course of one year, concluding in May 2023, the Council conducted an extensive five-step, community-led engagement process named 'Shaping Unley', shown in Figure 1. This engagement process provided opportunities to listen to Unley's community, exchange technical insights derived from Council's research and experience, and collaborate with a diverse panel of community representatives.

Together, these efforts generated parking decision-making principles and ideas that have directly shaped the directions and actions outlined in this Plan.

Early feedback highlighted that in addition to concerns related to the availability and accessibility of parking spaces in the City of Unley, especially in its bustling commercial and business areas, there were access and safety concerns arising from parked vehicles on Council's narrow local streets, as well as across driveways, and a perceived lack of compliance and enforcement.

Figure 1. Five-step 'Shaping Unley' engagement process



Understanding the issues and ideas

The initial step, Issues and Ideas, of the 'Shaping Unley' engagement process, held in April and May 2022, was carried out via 'Your Say Unley', the Council's online platform for engagement initiatives. This platform offered various opportunities for the community to have their say, including a brief survey, a map-based tool for sharing location-specific feedback and an ideas board. The engagement efforts were widely promoted through methods including flyers delivered with the rates notice, social media campaigns, digital messaging and city-wide on-street signage.

During the Issues and Ideas step of engagement, the Council collected feedback from **261 individuals**. This stage of engagement identified the scope of the Plan and key issues that required consideration.

A key comment from the Issues and Ideas engagement that resonated with the Panel was:

'On-street parking is a great luxury, and we should cherish and protect it. A lot of suburbs and cities around the world would love such a luxury.'

Work by the Community Panel

The Council, in partnership with community engagement consultant democracyCo, used a random selection process to conduct Community Panel sessions comprising up to 20 individuals from diverse backgrounds, including Unley residents, business owners and employees, property owners, landlords, regular and occasional visitors. This inclusive representation guaranteed a broad spectrum of opinions and experiences.

The Community Panel was entrusted with the responsibility of formulating principles and ideas that served as the foundation for this Plan. For instance, the Plan incorporates 'Key parking

management decision-making principles', 'Parking user-type considerations', and numerous ideas for actions and directions, that were initiated by the Panel.

The Panel initially convened for three facilitated discussion sessions, during which it:

- ▶ Reviewed and assessed the issues and ideas presented by the community in the first engagement step
- ▶ Engaged in discussions about research presented by Council staff and opinions surrounding the key issues that had been raised
- ▶ Formulated recommendations to address the key parking issues raised by the community.



The Panel sessions collectively acknowledged the need for the Council to adopt more efficient strategies and seek innovative solutions to enhance access and availability of on-street parking spaces.

In addition, it recognised the importance of taking a holistic approach and working with the community to shape expectations regarding parking. This consideration took into account the constraints of the historical layout of the City of Unley, its narrow streets, and the growing demand for parking as its population increases.

With the assistance of Council staff and democracyCo, the Community Panel created a 'Shaping Unley Parking Conversation Guide'. This guide served as the basis for testing the Panel's recommendations with the community.

'Shaping Unley' Parking Conversation Guide



Community Testing

In August 2022, the community was invited to offer feedback on the 'Shaping Unley Parking Conversation Guide' by participating in a community poll.

Responses were received from **78 individuals**.

- ▶ 68% and 90% of survey respondents to the community poll definitely agreed or somewhat agreed respectively with the parking decision-making principles developed
- ▶ 69% and 72% of survey respondents to the community poll respectively definitely agreed or somewhat agreed with the proposed parking ideas.

Several comments and concerns were raised about certain parking principles and ideas. These comments were further deliberated with the Community Panel during a fourth panel session in October 2022. As a result, some adjustments were made to the final 'Shaping Unley Engagement Outcomes' report, which received the Council's endorsement in May 2023.

Draft Plan

The Draft Plan was endorsed by Council for the purpose of community consultation in September 2023, with community consultation held for a four-week period in November 2023.

Responses were received from **145 individuals**, with 81% of respondents being residents/property owners and 7% being businesses (owner/staff).

68% of people who responded to the survey either strongly supported, supported or were neutral to the Draft Plan.

Feedback from the community consultation was discussed with Elected Members at a workshop in January 2024. This led to some adjustments in parking management directions, and the Plan was endorsed by the Council in February 2024.

Key challenges

There are many challenges in managing parking in the City of Unley, due to constraints of existing street space, competing demands, increasing traffic and higher population density. These were explored during the development of this Plan and are summarised below.

► Too much traffic

The City of Unley wasn't built or designed for the amount of traffic it now experiences. It was designed before cars existed, and the way the streets and house blocks have been built does not lend itself to the number of cars that currently traverse the city and park here.

► Too many cars

The numbers of cars on local streets is increasing. Households have more cars than ever before. There is greater affluence in the Unley area, with many high-density households having two or more cars. This, coupled with the number of small businesses, schools, aged care facilities and hospitals, in and near the Council area, has increased the number of cars in Unley, putting pressure on parking availability and making parking more congested.

► Increase in medium- to high-density developments

The number of medium- to high-density developments is growing in the City Unley. These developments are not always close to good transit, and/or walking and cycling

connections, putting more pressure on local streets from parking and traffic perspectives.

► Commuter parking

Unley is close to the City of Adelaide, the busiest employment hub in Greater Adelaide. The proximity to the CBD and the availability of trams, buses and trains makes Unley an attractive place for city commuters to park for the day, for free. The increasing cost of city-based parking is compounding this problem.

► Event parking

Unley hosts South Australia's largest event space, the Wayville Showgrounds, with numerous medium to large events held annually. Nearby residents expect Council to restrict access to parking for visitors to the showgrounds, but visitors expect easy and safe access to and from events staged at the

Showgrounds. Finding the balance is often challenging.

► Convenience, attitudes and behaviours

South Australians are accustomed to parking close to their desired destinations, regardless of whether they are a resident, commuter, or employee. Research shows that if parking is not available within 50 to 100 metres of a destination, it will be perceived to be a 'problem'.

► Parking types

The number of larger cars, such as SUVs, 4WDs and light commercial vehicles, has increased in Australia in recent years. This influences expectations around the size (width and length) of on-street parking spaces in cities, as well as impacts on driver sight lines, especially when accessing driveways.



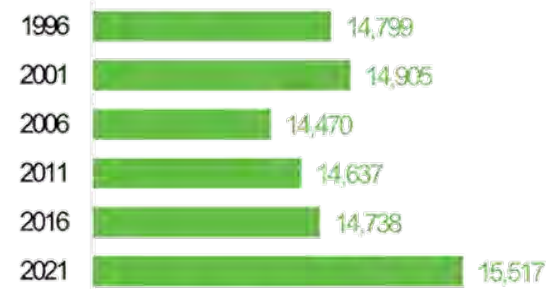
Trends in resident motor vehicle ownership in the Unley Local Government Area

Australians' way of living in urban environments has been undergoing consistent changes. A steadily growing population and rising land values, driven by a limited supply of housing, has led to infill development becoming an incremental response. Available Census Community Profiles spanning from 1996 to 2021, published by the Australian Bureau of Statistics, have been examined to analyse evolving trends.

Over the 25-year period from 1996 to 2021, within the Unley Local Government Area (LGA):

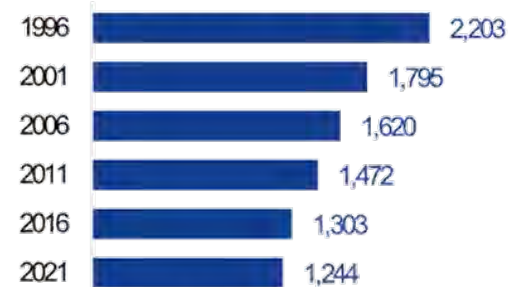
- ▶ The number of occupied households increased by 5% or 716 dwellings
- ▶ The number of households without motor vehicles decreased by 44% or 959 dwellings
- ▶ The estimated number of vehicles owned by individuals within occupied households increased by 29% or 5,590 vehicles.

The number of occupied households in the Unley LGA



The number of occupied households in the Unley LGA increased from 14,799 in 1996 to 15,515 in 2021 (5% increase or 716 dwellings).

The number of occupied households with no motor vehicles in the Unley LGA



The number of households with no motor vehicles in the Unley LGA decreased from 2,203 in 1996 to 1,244 in 2021 (44% decrease or 959 dwellings).

The estimated number of vehicles owned by the occupied households in the Unley LGA



The ABS Census survey includes the following descriptions regarding vehicle ownership by households:

- ▶ No motor vehicles
- ▶ One motor vehicle
- ▶ Two motor vehicles
- ▶ Three motor vehicles
- ▶ Four or more motor vehicles.

The chart above displays the estimated number of vehicles owned by households, assuming that households in the last category own four vehicles. It is noteworthy that the number of households with four or more vehicles increased from 307 in 1996 to 734 in 2021. In general, motor vehicle ownership in the Unley LGA has been steadily increasing, with a 29% rise over the analysed time period.

Strategic alignment

The Unley Parking Management Plan 2023-2033 responds to a range of current strategic directions across a suite of Council strategies and plans.

The following is a summary of relevant insights from key strategic Council documents.

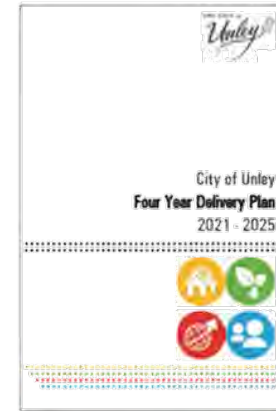


**City of Unley
Community
Plan 2033**

The Community Plan is the Council's leading strategic document and identifies priorities for the City to 2033. The Plan is underpinned by a shared vision for the City, which is 'recognised for its enviable lifestyle, environment, business strength and civic leadership'. The Community Plan provides the vision, strategies, and framework for the future of the City of Unley.

Objectives in the Plan's Community Living theme that relate to parking are:

- ▶ 1.1 Our community is active, healthy and feels safe
- ▶ 1.3 Our City meets the needs of all generations
- ▶ 1.5 Our City is connected and accessible.



**City of Unley
Four Year
Delivery
Plan 2021-2025**

The Four Year Delivery Plan outlines how Council will deliver the vision, strategies and framework set out in the City of Unley Community Plan 2033. To achieve the key objective (1.5) 'Our City is connected and accessible' it identifies as a key strategy:

Manage parking supply and turnover through development control, enforcement, smart solutions and working with private property owners.

Key initiatives and projects include:

- ▶ Implement traffic management and smart parking upgrades (including King William Road)
- ▶ Investigate pay-for-use parking.



Unley Integrated Transport Strategy

Unley's Integrated Transport Strategy aims for a transport system that is safe, accessible, sustainable, and effective. 'Parking' is one of the four focus areas of this Strategy.

Objectives

Unley is recognised for its proactive, innovative, and customer centric approach to parking management.

Equitable and convenient parking options are delivered throughout the City.

Targets

Percentage reduction in parking related customer complaints.

Increase parking solutions and infrastructure that provides for all modes of transport and people with disabilities.

Key programs

- ▶ Invest in producing data to ascertain parking behaviours and 'problem areas'
- ▶ Invest in smart parking solutions that will meet current and future parking management demands
- ▶ Undertake precinct based parking reviews of the existing parking controls and use the data collected to inform future parking management
- ▶ Undertake a business parking needs analysis for customer and staff parking. Include findings in policy reviews
- ▶ Implement technology based solutions that provide simple and economical systems for users.

Outcomes

- ▶ Parking options are optimised and the mix of residential and business parking needs is met
- ▶ Commuter parking only occurs in appropriate areas
- ▶ Parking systems are simple and user-friendly.



Active Ageing Strategy

The Active Ageing Strategy guides Council's approach in all of its activities to promote active ageing by becoming an Age-friendly City and to meet the changing needs of the City's population throughout people's lives.

Focus Area 2, 'Transportation', includes 'Strategy 4: Driving and Parking' with ongoing objectives:

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

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



Disability Access and Inclusion Plan 2022-2026

The Disability Access and Inclusion Plan has been developed to ensure improved access and inclusion for citizens of all ages who are living with disability. The City of Unley will lead the way in creating a community that is accessible and inclusive for all who live, work, and visit the City of Unley.

Theme 1, 'Inclusive Communities for All', states that social inclusion is a priority for the City of Unley. There is one action in this theme directly relevant to parking:

- ▶ 1.4.4 Accessibility principles embedded in event permit application process, ensure event organisers consider disability parking at event sites.

Theme 3, 'Accessible Communities', aims to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation, and the community.

All new Council streetscape infrastructure is designed using Universal Design Principles. Actions directly relevant to parking management are:

- ▶ 3.3.5 Conduct regular reviews of accessible on- and off-street car parking
- ▶ 3.4.1 Create a register of all accessible playgrounds, parking and public amenities and place on Council website. Investigate new technology options such as apps
- ▶ 3.5.3 Ensure that Universal Design Principles are included and adherence to the Commonwealth Disability (Access to Premises-Building) Standard 2010 in all new Council buildings and renovations to existing buildings, including consideration of indoor and outdoor furniture and consider minimum two wheelchair parking spaces per building.



Economic Development Growth Strategy 2021-2025

The Economic Development Growth Strategy sets out a whole-of-city approach to economic growth to influence a vibrant and successful local economy that reflects the quality of life, environmental principles and values of the community. A key focus for the strategy is a holistic approach to increase the population and number of jobs within the City and to support sustainable business growth. Strategy 3.4 states:

Optimise transport and parking solutions in and around key business precincts.

Underpinning priorities include:

- ▶ 3.4.1 Identify opportunities to increase parking accessibility around business precincts
- ▶ 3.4.2 Develop and implement an on-street Business Parking Permit program
- ▶ 3.4.3 Review the current Car park Contribution Policy and opportunities to strengthen the requirement to contribute or increase parking efficiency through the planning process

- ▶ 3.4.4 Use smart technology to deliver parking solutions and educate the community to change parking perceptions around business precinct
- ▶ 3.4.5 Consider and advocate for alternate transport solutions to improve access to business precincts.



A Smart Plan for the City of Unley 2023-2027

The Smart Plan establishes clear and collaborative objectives and principles to facilitate the city's transformation into a smart and intelligent urban environment. It describes how Council will use technology and data to enhance the lifestyle of residents, better manage the environment, support the local economy, and continuously improve the delivery of Council services. Within the Smart Plan there are five areas of focus. The focus areas that consider parking and are relevant to the this Plan include:

Safe, connected spaces and vibrant, creative places with a key action:

- ▶ 1.2 Expand smart options for parking management including use of sensors and the intelligent analysis of parking data to identify parking trends and improve parking accessibility and compliance.

An empowered and engaged community with a key action:

- ▶ 3.2 Develop a Smart Unley insights portal to share real time data with the community from business systems and sensors, providing access to information about our cities, activities, disruptions, parking availability, facilities and organisational performance.

Parking user-type considerations

Parking types and needs often compete as residents, workers, shoppers, tradespeople and commuters vie for limited spaces. Some of the user considerations are summarised below.

Residents

- ▶ Residents often consider the space in front of their property to be theirs, rather than for the use of local workers or commuters
- ▶ The increasing number of subdivisions with off-street parking not catering for the number of vehicles in households
- ▶ Expectation that if timed parking is introduced, residents should be issued free parking permits
- ▶ On-street parking can obstruct bin collection and street cleaning opportunities
- ▶ Concerns with vehicles parked too close to intersections and driveways.

Local workers

- ▶ Most small- to medium-sized businesses, schools and childcare centres do not have off-street parking capacity to satisfy worker demand. This often results in:
 - ▶ Staff parking in residential streets, displacing the issue
 - ▶ Staff regularly shifting their vehicles (two to three times) throughout the day
 - ▶ Businesses relocating to other areas where parking availability is better.

Schools and childcare centres

- ▶ Parents and caregivers rely on nearby short-term parking when dropping children at and collecting them from schools and childcare centres
- ▶ Operational hours of schools and to a lesser degree childcares result in a burst of parking demand during short periods. This often results in illegal parking and local congestion
- ▶ High-school students (years 11 and 12) often drive to school when they get their licenses, adding to the demand for on-street parking.

Shoppers and customers

- ▶ Convenient and easily accessible parking locations close to shopping precincts
- ▶ Sufficient parking spaces to accommodate peak shopping hours and ensure availability
- ▶ Clear signage indicating parking controls, time limits, and any fees or restrictions
- ▶ Safe and well-lit parking facilities to enhance customer security and confidence
- ▶ Utilisation of smart parking technology to provide real-time information on available parking spaces.

A 2021 parking analysis study found that 24% of vehicles parked in 30 surveyed streets were those of tradespeople attending local construction or maintenance projects.



Tradespeople

- ▶ Ability to park adjacent to a property where works are carried out to minimise distance across which equipment, materials and waste are carried
- ▶ Sufficient space to accommodate larger vehicles and equipment.

Commuters

- ▶ General perception by the Unley community is that there is a large number of people who park all day on Unley streets, many of them commuters from outside Unley accessing the City of Adelaide
- ▶ Desire to park a car at little or no cost for a long period, close to public transport, bicycle routes or final destinations
- ▶ Good lighting and walking accessibility at parking location.

People with disabilities

- ▶ Designated accessible parking spaces close to entrances and amenities
- ▶ Adequate space for wheelchair accessibility and easy maneuverability, often difficult to provide due to the City's narrow footpath network
- ▶ Clear and visible signage indicating accessible parking spots and accessibility features
- ▶ Ensuring that accessible parking spaces are not blocked or occupied by unauthorised vehicles.

Figure 2 on the following page shows the different land uses and destinations in the City of Unley, and their associated parking 'walking' catchments, including:

- ▶ Commercial/business precincts
- ▶ Retail/entertainment precincts
- ▶ Popular parks and ovals
- ▶ Schools
- ▶ Aged care facilities
- ▶ Tram/train stations/stops.

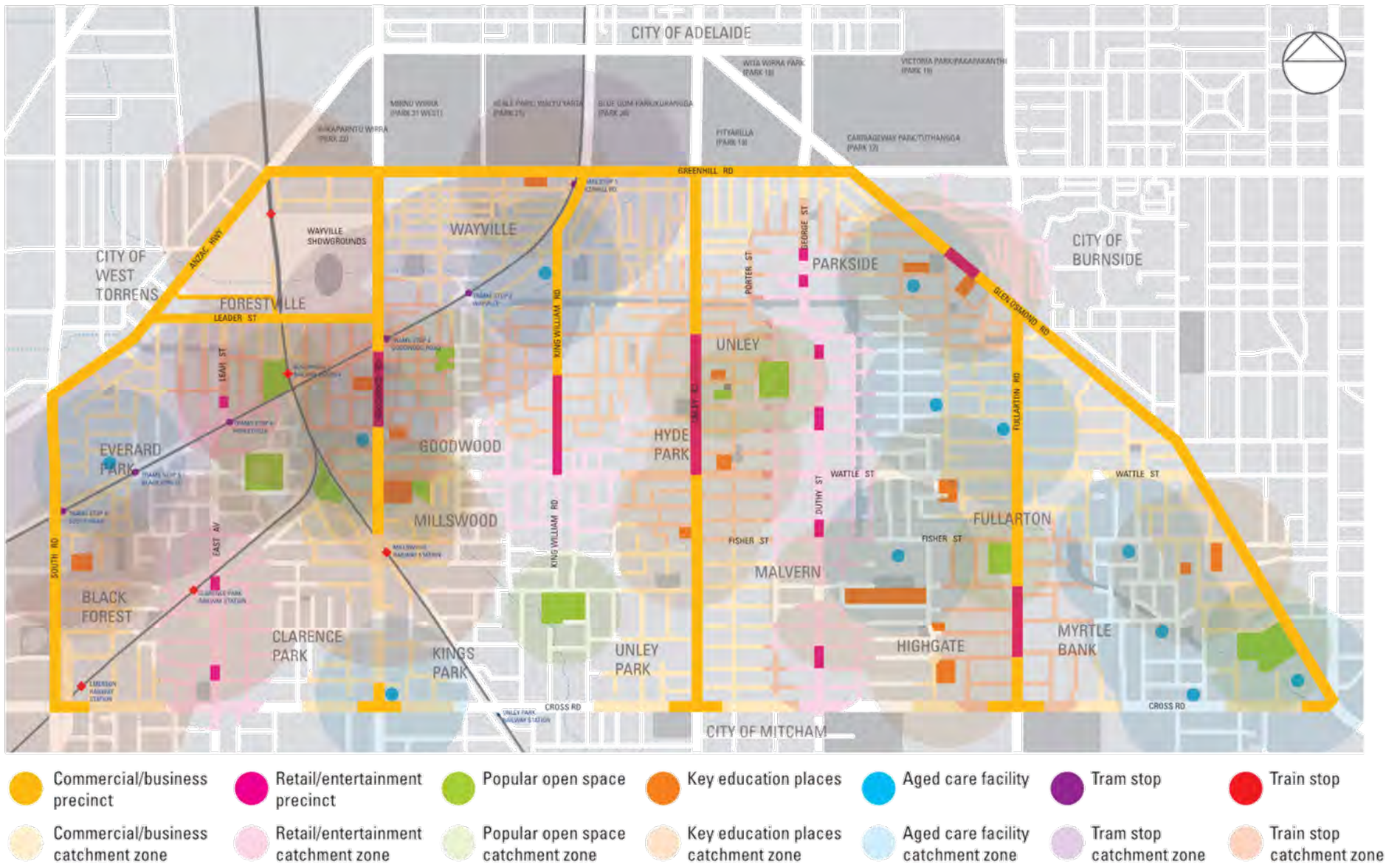
The figure only considers current land uses and not proposed new future developments.

Parking 'walking' catchments refer to the likely distance that someone may be willing to walk between their parked vehicle and destination. A 200 metre walking distance takes about 2.5 minutes, 400 metres is about 5 minutes and 600 metres is about 7.5 minutes.

The figure highlights the mixed-use nature of the City and the difficulty that Council has in managing all user needs, noting that the many land uses and associated parking 'walking' catchments overlap, often with conflicting user considerations.

The key parking management principles and parking management directions outlined in this Plan will help manage the different parking user considerations in a more balanced, fair and sustainable manner.

Figure 2. City of Unley - key current lands uses/destinations and associated parking 'walking' catchments



Local insights: On-street parking analysis, 2021

The City of Unley conducted a comprehensive study¹ on 30 streets to ascertain the reasons for on-street parking.

The study involved face-to-face discussions with 425 individuals who parked their vehicles on the streets, as well as vehicle counts to assess parking availability.

The study found that:

- ▶ 41% of Unley residents parked in surveyed streets, while 59% of people who parked lived outside Unley but had a purpose in Unley, for work, shopping, education, visiting family etc
- ▶ 65% of people who parked in the study streets parked there regularly, as many as several times per week
- ▶ Parking occupancy varied greatly among the study streets
- ▶ At least 69% of parking spaces were unoccupied between 7 am and 8 am with the proportion of unoccupied spaces reducing to 60% after 9 am.

¹ 'On-street car parking analysis', Intermethod, 2021

Key reasons for visiting for on-street parking users

Four dominant reasons for visiting, for on-street parking users were: residents parking next to their home (25.6% of all survey respondents), tradespeople working in adjacent houses (23.5%), people working in local businesses (20.7%) and visitors to local businesses (16.2%). All other reasons for parking amounted to less than 14% of the survey sample. Commuters made up 3.5% of the 425 surveyed people parking on-street.



Parking control types

Parking restrictions are not considered necessary when street occupancy is below 80-85% and/or parking turnover does not significantly impact retail, entertainment, commercial, and business activities.

When **applying** parking controls there are four broad types that can be applied to effectively manage on-street parking: user-based, safety-based, time-controlled and pay-for-use. Choosing the correct parking control type is important in addressing the specific parking issues at hand. The following description of each parking control type will guide Council in determining when and where each type should be applied.

When **installing** parking controls:

- ▶ Ensure that all signs are installed in compliance with the Australian Standards
- ▶ Implement clear, uniform and continuous signage throughout a street, street section or area. Avoid excessive variations in restrictions, start and finish times, as this can cause confusion for drivers and escalate disputes regarding infringements
- ▶ Minimise signage clutter, for example by using area-wide parking signage, existing stobie poles and light poles.

User-based

Example:



User-based parking restrictions ensure parking spaces are reserved for particular zone uses, including loading, bus, motorcycle, accessible parking, permit and taxi.

Generally, user-based parking restrictions are introduced to address a specific user need or provide a service for an area/precinct.

Safety based

Example:



Safety-based restrictions, like No Parking and No Stopping zones, improve safety and access around schools, popular open spaces and parks, bikeway routes, and in narrow streets, especially during waste collection. They typically apply during peak traffic hours and times of higher on-street parking demand.

Time-controlled: short term

Example:



Short-term parking restrictions, with time limits of one hour or less, are commonly implemented in entertainment, business, and school areas to support drop-off and pick-up activities, as well as a quick turnover outside entertainment and retail precincts, allowing for easy access to purchases.

Time-controlled: medium term

Example:



Medium-term parking restrictions include time limits of more than one hour but less than four hours. They are primarily used to alleviate parking congestion and encourage parking turnover. If no restrictions are in place on certain streets, the Council should first implement higher controls like 3P or 4P parking. Only if parking congestion persists, should they consider lower limits of 1P or 2P.

Pay-for-use parking

Example:



Pay-for-use parking is suitable when time-based controls are ineffective in improving parking congestion. Pay-for-use parking is appropriate in the following scenarios:

- ▶ Near popular transit stops to generate revenue from known all-day commuter parking locations
- ▶ Adjacent to busy business and commercial precincts to generate revenue from known all-day staff parking locations
- ▶ Within key retail or entertainment precincts to increase parking turnover and availability.



Parking management: decision-making principles

The following six parking decision-making principles outline how Council makes parking-related decisions. The principles were developed by Community Panel sessions of up to 20 residents and businesses, and supported by Council.

P1. Many of the issues faced around parking in Unley are either one, or a combination of, safety/access, convenience, and productivity, and need to be considered in the context of the Australian Road Rules. Therefore, it is fair and reasonable:

- ▶ To ensure that the Australian Road Rules comes first in all decisions made about parking
- ▶ That Council does not install unnecessary line-marking and signs to reiterate Australian Road Rules, except at locations where repeated poor parking behaviours are observed and a safety warrant is established
- ▶ That behaviour change initiatives are considered first (education and enforcement) to address an on-street parking issue, and, if the issue continues, Council implements infrastructure measures (lines and signs) and/or restricts parking

- ▶ That on-street parking is not removed to facilitate easier and faster manoeuvring of vehicles, or vehicle access into a property and/or along a street.

P2. Many people have individual issues that they may want solved; the Council's role is to serve the entire community. Therefore, it is fair and reasonable:

- ▶ To try and put in place parking solutions that serve all the people of Unley, not just some. No one should have exclusive rights to public on-street parking spaces.
- ▶ To try and put in place parking solutions that optimise the use of available on-street parking spaces
- ▶ That Council considers parking issues holistically in the context of the street, not just in hotspots or localised sites.

P3. Unley largely comprises a mixed-use area, including residents, retail/business, commercial, schools/education, community/open space, and aged care, and hence on-street parking management needs to consider all users, not just some.



Therefore, it is fair and reasonable:

- ▶ For Council to facilitate some parking for business-related staff and visitors on local residential streets that are located near a mixed-use area, and where there is on-street parking capacity
- ▶ For council to actively engage with all stakeholders before changing on-street parking control, to ensure it is understood who is parking on-street and why.

P4. Council needs to work with all stakeholders collaboratively to address and solve parking dilemmas; they can't do it alone. Therefore, it is fair and reasonable:

- ▶ That parking problems and solutions should be solved by community, business and Council working together
- ▶ That Council should collaborate further with neighbouring Councils and State Government agencies with the aim of improving and resolving the core on-street parking issues, rather than displacing the issues.

P5. Many people view the parking in front of their business or house to be their own parking space, when in fact this space is public space. Therefore, it is fair and reasonable:

- ▶ To view all on-street parking to be public parking, and not for the exclusive use of the property bounding the on-street park
- ▶ Where a resident has mobility issues, Council is to work with them to ensure they have equitable access to their residence.

P6. Many people view that the provision of more parking spaces (on and off-street) will improve parking congestion issues, but managing parking needs a holistic approach. Therefore, it is fair and reasonable:

- ▶ That Council, in partnership with the State Government, invest more in providing the community with more attractive and reliable transport choices/end-of-trip facilities to help reduce the reliance on the car.



This Plan outlines 13 parking management directions, grouped into six themes, essential for achieving the aims of this Plan.

Table 1. Parking themes and parking management directions

Parking themes	Parking management directions
Local streets	<ol style="list-style-type: none"> 1. Parking congestion 2. Narrow streets 3. Driveway access
Precinct parking	<ol style="list-style-type: none"> 4. Retail and entertainment precincts 5. School precincts 6. Accessible parking
Parking technology	<ol style="list-style-type: none"> 7. Smart parking 8. Parking information 9. Pay-for-use parking
Permits	<ol style="list-style-type: none"> 10. Parking permits: residents, businesses and events
Temporary parking	<ol style="list-style-type: none"> 11. Temporary parking: construction and events
Advocacy	<ol style="list-style-type: none"> 12. Sustainable travel 13. Planning and building design

Each parking management direction is supported by recommended **actions** for the Council to implement, aimed at enhancing parking management in the City of Unley area.

Operational directions are provided to guide Council in making decisions concerning parking matters that necessitate additional information, such as the implementation of parking restrictions, management of narrow streets, driveway access and permits.

Funding will be sought each financial year through the Annual Business Plan to deliver on the **actions** identified in this Plan.

1. Parking congestion

Manage parking congestion to reach the desired level of parking availability

Managing parking congestion is a complex task that may not fully meet the preferences of all community users. Therefore, adopting a clear, transparent, and evidence-based approach is essential to effectively address and handle this issue.

Parking occupancy is used to determine how well a street is functioning from an on-street parking perspective. Parking occupancy describes the percentage of spaces occupied at any given time.

Example of a congested street where on-street parking is 80-85% occupied



Industry standards define **parking congestion** as when parking spaces along a street or street section are 80-85% or more occupied in peak times. Parking management practices should aim to achieve parking availability where 1 in 7 to 8 spaces are available for use within a 400-metre walking catchment zone.

Introducing parking restrictions

Parking congestion in the City is typically managed through the use of parking restrictions. With the increase in demand for on-street parking Council has seen an increase in the number of requests to introduce parking restrictions.

Installing parking restrictions requires careful consideration, as it may resolve one issue but create new problems, particularly if the chosen restriction is not the appropriate control type. Issues include:

- ▶ Displacement of the on-street parking issue to nearby streets
- ▶ Increased vehicle shifting and associated traffic movements
- ▶ More requests for resident permits to exceed the specified time limit
- ▶ Increased complaints from business staff regarding lack of close on-street parking options near where they work
- ▶ More enforcement requests to ensure compliance of the control type.

The **desired level** of parking occupancy when parking restrictions are installed within a 400-metre walking catchment of key retail, entertainment, business, commercial and school precincts, as well as popular parks and open spaces, is between 65% and 85%.

In locations where parking occupancy falls below 65%, Council may review existing parking restrictions, particularly if parking is causing undue impact on the surrounding local streets.

Council may also implement parking restrictions without community consultation:

- ▶ To address traffic safety-related issues
- ▶ To enhance safety and accessibility around schools during peak drop-off and pick-up times
- ▶ To provide access to accessible parking.

For all other situations, Council will adhere to a **three-step process** for any changes to parking control types, as detailed on the following page.

Council's approach to introducing or altering parking restrictions

Step 1: Request

Receive a customer request to review parking controls

To request a change to parking restrictions, residents or businesses will be required to complete a Parking Change Request Form, which should include the following:

- ▶ A description of the parking issue
- ▶ The proposed changes to parking regulations they would like Council staff to investigate
- ▶ The names and addresses of four different property owners/occupiers in the street who support the parking proposal.

Step 2: Analysis and options

Analyse the average parking occupancy and formulate parking proposals if congestion is identified

Upon receiving a completed Parking Change Request Form, Council will conduct up to 10 parking occupancy surveys during peak demand times (typically between 9am and 5pm) over a two- to three-week period. The proposal will proceed to community consultation only if the observed average parking occupancy during peak demand times along the street, or street section, exceeds 80-85% (i.e., the street is deemed to be congested).

The parking proposal will then be reviewed. Collaborative efforts with the applicant will be made to develop amendments or alternatives to the parking proposal, with the aim to achieve the desired level of parking occupancy along the street.

Step 3: Consultation

Engage with the community to gauge their support

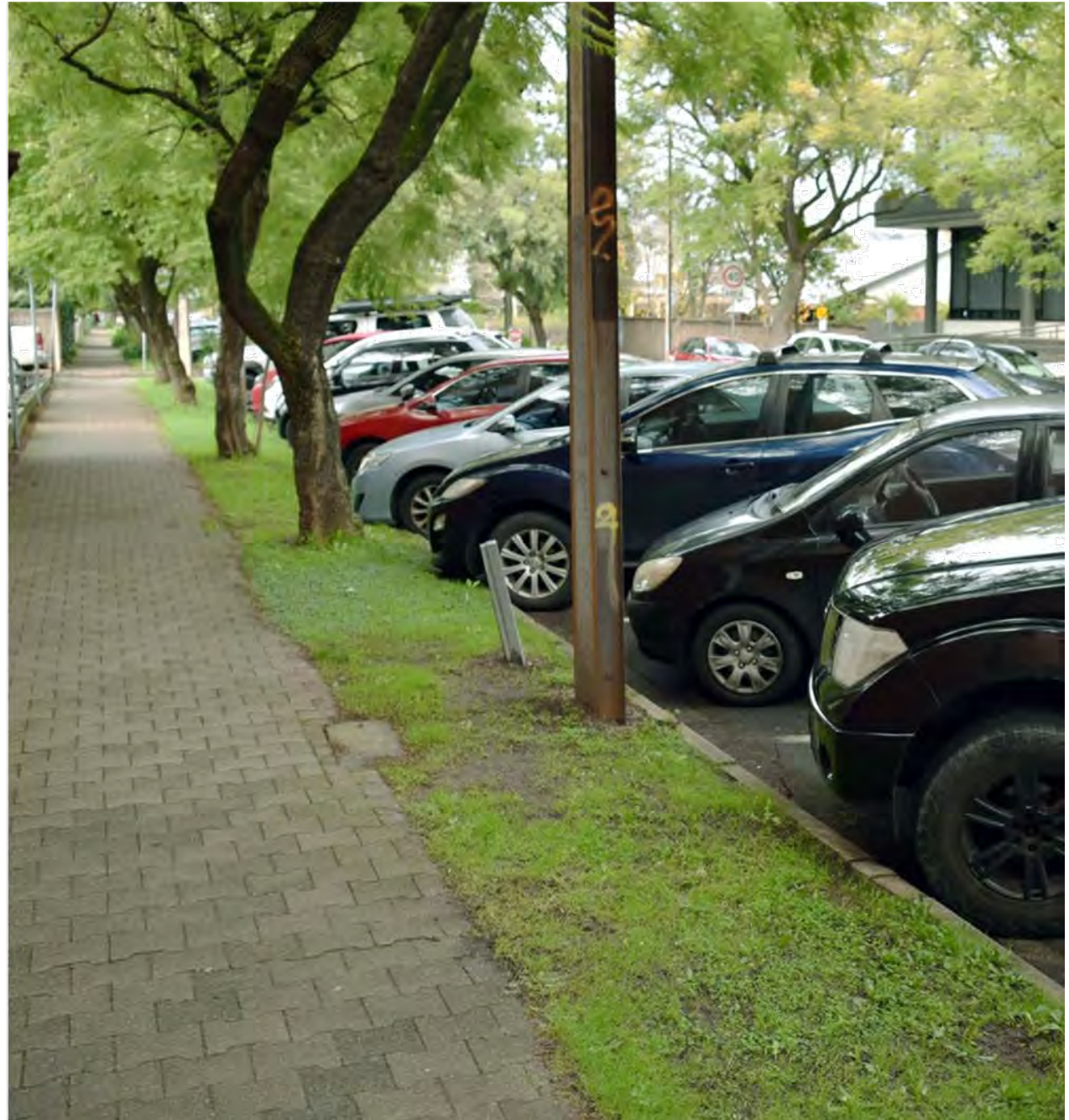
Council will notify every rateable property about the parking proposal and seek occupants' feedback. Council will consider one response from each eligible rateable property occupant, and will proceed with the installation of the parking proposal only if at least a 33% response rate to the parking survey is received and 66% of people who do respond are in favour of the parking proposal.

Actions

- ▶ **1.1** Revise the Council webpage to offer a concise definition of parking congestion and establish a simple and transparent process for requesting or altering parking restrictions.
- ▶ **1.2** Review existing parking restrictions to ensure they align with best practice and achieve the desired level (65% to 85%) of parking occupancy.

Operational directions

- ▶ Parking restrictions within a 400-metre walking catchment of key retail, entertainment, business, commercial and school precincts, as well as popular parks and open spaces, will aim to achieve the desired level (65% to 85%) of parking occupancy.
- ▶ Every community-led parking restriction change request must follow 'Council's approach to introducing or altering parking restrictions'.



2. Narrow streets

Manage accessibility in narrow streets

Key considerations in managing 'narrow' and 'small yield' streets

- ▶ The Council often receives complaints about inadequate spacing between parked cars, resulting in potential issues such as vehicle damage, blocked driveways, difficulties in navigating past parked vehicles while driving, and hindrance to emergency and waste vehicles' access.
- ▶ The Australian Road Rules outline minimum distances that drivers should maintain between parked vehicles (Figure 3). However, enforcement can only occur when there is evidence indicating which vehicle arrived later than the first.
- ▶ The Council frequently receives requests to limit on-street parking on the 'small yield' street network for better access and traffic flow. However, on-street parking serves as a successful traffic calming measure, supporting the City's 40 kilometre per hour local street speed limit. It encourages more attentive driving, reduces rat running, and ultimately contributes to safer streets.

Obtaining community consensus on parking restrictions has proven challenging, primarily because most individuals are resistant to having restrictions implemented in the area directly in front of their property.

Technical insights

The technical definition of a '**narrow**' street is any street that is less than 7 metres wide, based on the Australian Standard 'ASNZ 2890.5 2020 Parking Facilities - On-street Parking'.

There is a common perception that it is difficult for two cars to pass each other on streets with a width between 7.1 metres and 9 metres when vehicles are parked on both sides of the street. These streets are what Council terms as '**small yield**' streets.

As many as 12% of local streets in the City of Unley fall under the category of 'narrow' streets, and up to 55% fall under the category of 'small yield' streets, which is a reflection of the City's historic street layout.

Figure 3. Australian Road Rules relating to narrow streets

Australian Road Rule 208 (8)

You must position the vehicle so your vehicle does not unreasonably obstruct the path of other vehicles or pedestrians.



Australian Road Rule 208 (7)

You must position the vehicle so there is at least 3 metres of the road alongside your vehicle, enabling other vehicles to pass.



Expiation notices may be given to vehicles that park too close to another vehicle.

Parking restrictions in Whittam Street, 5.5 metres in width, that falls into a category of a 'narrow' street.



Actions

- ▶ **2.1** Create Unley-specific educational materials on parking 'do's and don'ts' for 'narrow' and 'small yield' streets, to raise community awareness about appropriate parking practices (and send to all properties that bound a narrow street).
- ▶ **2.2** As part of the Council's annual road and kerb renewal program, consider opportunities to reduce existing wider road widths to 7.6 metres and allow for increased footpath and verge widths.

Operational directions

- ▶ Parking is prohibited on streets narrower than 5 metres in width.
- ▶ A stepped approach will be taken to manage on-street parking on narrow streets (between 5 and 7 metres wide):
 - ▶ **1. Educate** - Install signs along the street to emphasise its narrowness and discourage parking opposite other vehicles. Provide residents with educational material on the Australian Road Rules (ARR) and proper parking practices for narrow streets.
 - ▶ **2. Enforce** - Increase proactive and regular enforcement of non-compliant narrow street parking.
 - ▶ **3. Restrict** - If education and enforcement (steps 1 and 2) are not effective, the Council will seek input from local residents on potential parking restrictions, prioritising minimal loss of on-street parking capacity.

If most residents support the restrictions, they will be implemented. In cases of insufficient support, parking restrictions may still be enforced on waste collection days to ensure safe access for waste trucks and bin collection.

- ▶ On 'small yield' streets, on-street parking will not be restricted to enhance traffic flow and public access. However, targeted restrictions may be considered at specific locations, such as near busy community facilities, bikeways, parks, or schools, during peak demand times when both parking and traffic volumes are high. Any such restriction decisions will be based on evidence such as a road safety audit or traffic impact assessment.

'Narrow' street information signage in Moore Street





3. Driveway access

Manage driveway access to properties

Key considerations in managing parking near driveways

- ▶ Unley's character is defined by historic cottages and bungalows with narrow driveways (less than 3 metres in width) and occasionally obstructed sightlines due to high fences.
- ▶ The increasing popularity of larger vehicles, such as 4WDs and SUVs, is affecting sightlines and access to driveways.
- ▶ New developments tend to have smaller garages, leading to more challenging access and egress for vehicles.
- ▶ Unley's ageing demographic raises issues including reduced driver confidence and mobility limitations, making driveway access and egress more difficult.
- ▶ Some driveways still have historic 'L' shaped line-marking, installed before 1999 when parking controls were regulated through the 'Local Government (Parking) Regulations 1991' in South Australia. Residents often request renewal of the current faded line-marking.

Figure 4. Australian Road Rules relating to parking near driveways

Australian Road Rule 198 (2)

You can park to the edge of a driveway, however you must not park your vehicle on or across a driveway (even partially), even if this driveway is to your own property.

You are permitted to stop across a driveway only if you are dropping off or picking up passengers, do not leave the vehicle unattended and complete the dropping off or picking up within two minutes of stopping.



Actions

- ▶ **3.1** As part of road renewal projects, review and remove all existing driveway line marking that does not comply with the directions outlined in this Plan.
- ▶ **3.2** Develop educational materials specific to Unley that outline parking 'do's and don'ts' adjacent to driveways, aiming to increase community awareness regarding appropriate parking practices.

Figure 5. Illustration of yellow line-marking across the driveway



Operational directions

A stepped approach will be taken to manage parking near driveways:

- ▶ **1. Educate** - Consider installing temporary warning signs to educate people about driveways on streets where repeated instances of illegal parking or blocking have been observed.
- ▶ **2. Enforce** - Boost proactive and regular enforcement of vehicles parked too close to driveways.
- ▶ **3. Introduce line-marking** - Install yellow line-marking across a driveway to improve access, as shown in Figure 5, subject to meeting all the following conditions:
 - ▶ The street is less than 8.5 metres wide
 - ▶ The driveway is less than 3.5 metres wide
 - ▶ There is no shared driveway immediately next to or opposite the driveway.

Under the circumstances described above, yellow line-marking will be considered only if repeated enforcement and educational efforts have failed to yield results and there is evidence, as reported by Council's enforcement team, of persistent illegal parking or driveway blockage.
- ▶ **4. Re-configure driveway** - Residents with narrow driveways and obstructed sightlines caused by fence lines or buildings should consider redesigning their driveways and/or fence, at their cost, to resolve these problems.

4. Retail/entertainment precincts

Manage parking in key retail/entertainment precincts to support the local economy

The City of Unley features a number of vibrant retail and entertainment areas along some of its main streets, with shopping strips exceeding 500 metres along Goodwood Road, King William Road, Unley Road and Fullarton Road. There are also smaller pockets of activity on streets such as East Avenue, Duthy Street and Glen Osmond Road. Refer to Figure 6 for a map outlining these key activity zones and their corresponding 400-metre parking walking catchments.

The accessibility of retail and entertainment areas is crucial for their economic vitality and growth, which includes having enough on-street parking. Each precinct will have its own parking needs; however the target parking occupancy rate should range from 65% to 85%. The following **guidelines** are recommended to achieve this:

- ▶ Loading zones should be available along the main street or nearby side streets to ensure efficient delivery of goods and services.
- ▶ Accessible parking spaces should be clearly marked and located on the main street or nearby side streets to ensure easy access for

all community members.

- ▶ Short-term parking spots should be situated on the main street or nearby side streets to help customers find parking quickly and encourage smooth turnover of visitors.
- ▶ Medium-term parking spots should be within a 200 to 400-metre walking distance (about a 2.5 to 5-minute walk) from the main street to make it easy for customers to park and encourage turnover.
- ▶ Long-term parking spots should be located beyond a 400-metre walking distance to accommodate customers and business staff who need to stay in the precinct for longer periods.
- ▶ Motorcycle, bicycle and e-scooter parking should be provided and situated on the main street or nearby side streets to support sustainable transport options to the precinct.
- ▶ Pay-for-use parking is an appropriate parking management tool, when there are time limits in place and parking within the precinct remains congested with limited turnover.

Key considerations in managing parking in key retail/entertainment precincts

- ▶ Each precinct presents a distinct blend of uses, resulting in diverse parking requirements due to the varied business types and operational hours of the businesses involved.
- ▶ In retail/entertainment precincts, effective parking management should promote vehicle turnover and discourage prolonged storage, thereby attracting a higher volume of customers to these areas. This is often challenged by businesses also wanting close and easy parking for their staff.
- ▶ Most of Unley's retail/entertainment precincts are encircled by residential and/or school areas that have different and competing parking user considerations.
- ▶ Most businesses depend on convenient and dependable access to loading areas situated near their storefronts.
- ▶ Efficient wayfinding and signage, including the use of smart parking signs, plays a vital role in improving access to key retail/entertainment precincts, as proven with the King William Road main street upgrade project.
- ▶ The flexible design of parking spaces is an important consideration for retail/entertainment precincts, allowing kerbside parking to be re-purposed during events or for alternative uses as demand arises.
- ▶ Developing secure and convenient bicycle parking and easily reachable and appealing

public transport waiting areas will encourage alternative modes of travel to retail/entertainment precincts, thereby reducing parking requirements.

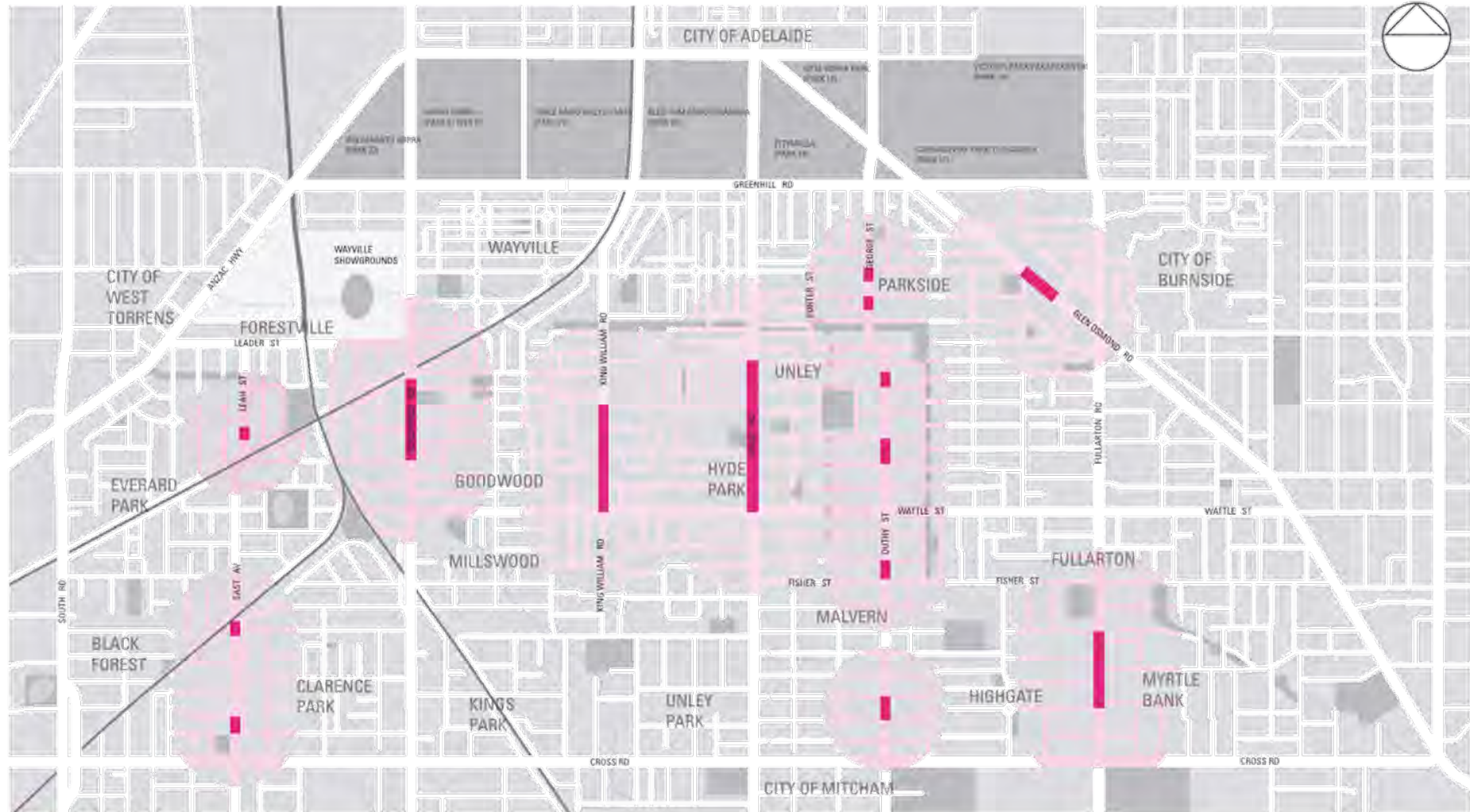
- ▶ Ensuring parking availability for emergency vehicles and providing accessible parking options for visitors with mobility challenges remains vital to ensure overall safety. These user groups often require guaranteed access to nearby parking at key destinations.
- ▶ The dynamic nature of businesses entering and exiting a scene will likely cause shifts in demand, necessitating a constant reassessment of the approach to parking management.
- ▶ It is acknowledged that when more than 80-85% of parking spaces within short walking distances are consistently occupied the community might perceive a precinct as challenging to access, potentially impacting local businesses.

Actions

- ▶ **4.1** Re-assess parking controls in key retail/entertainment precincts, extending the assessment to encompass nearby side streets, with the objective of aligning them to the *guidelines* outlined on page 28. Involve local businesses, and nearby impacted residents, in the assessment process to ensure specific parking requirements, unique to the precinct, are well-understood and considered.
- ▶ **4.2** Identify opportunities to expand smart parking technology within key retail/entertainment precincts to better understand parking occupancy and turnover, improve parking compliance, and enhance parking access for customers through on-street real-time signs and mobile applications.
- ▶ **4.3** Reevaluate and, if necessary, enhance the strategy for enforcing parking limits within retail/entertainment precincts to improve compliance and parking turnover.
- ▶ **4.4** Collaborate with private business property owners in key retail and entertainment precincts to enhance off-street parking availability by using or expanding rear lots for public use, thus improving overall parking support for the precinct.



Figure 6. Key current retail and entertainment precincts and corresponding parking 'walking' catchments



- Retail/entertainment precinct
- Retail/entertainment catchment zone



5. School precincts

Manage parking around schools to improve safety and access

Unley has 14 schools within its Council area. These schools and other key places of education are shown in Figure 7. Ensuring the safety of school children takes precedence in the Council's management of street considerations.

In recent years, the Council has collaborated with the Department for Infrastructure and Transport (DIT) to implement the Way2Go program. The Council has also assessed on-street parking regulations around schools to enhance safety and accessibility during peak drop-off and pick-up times (usually 8-9am and 2.30-3.30pm).

School parking reviews aim to:

- ▶ Enhance Kiss and Drop zones, strategically located near school entrances, through signage improvements
- ▶ Provide short-term parking to help parents who need to pick up their children from school or have discussions with teachers
- ▶ Enhance safety and accessibility on 'narrow streets' (see direction 2) by establishing No Stopping zones on one street side during peak drop-off and pick-up times
- ▶ Ensure uniform and easily understandable signage on all streets adjacent to schools.

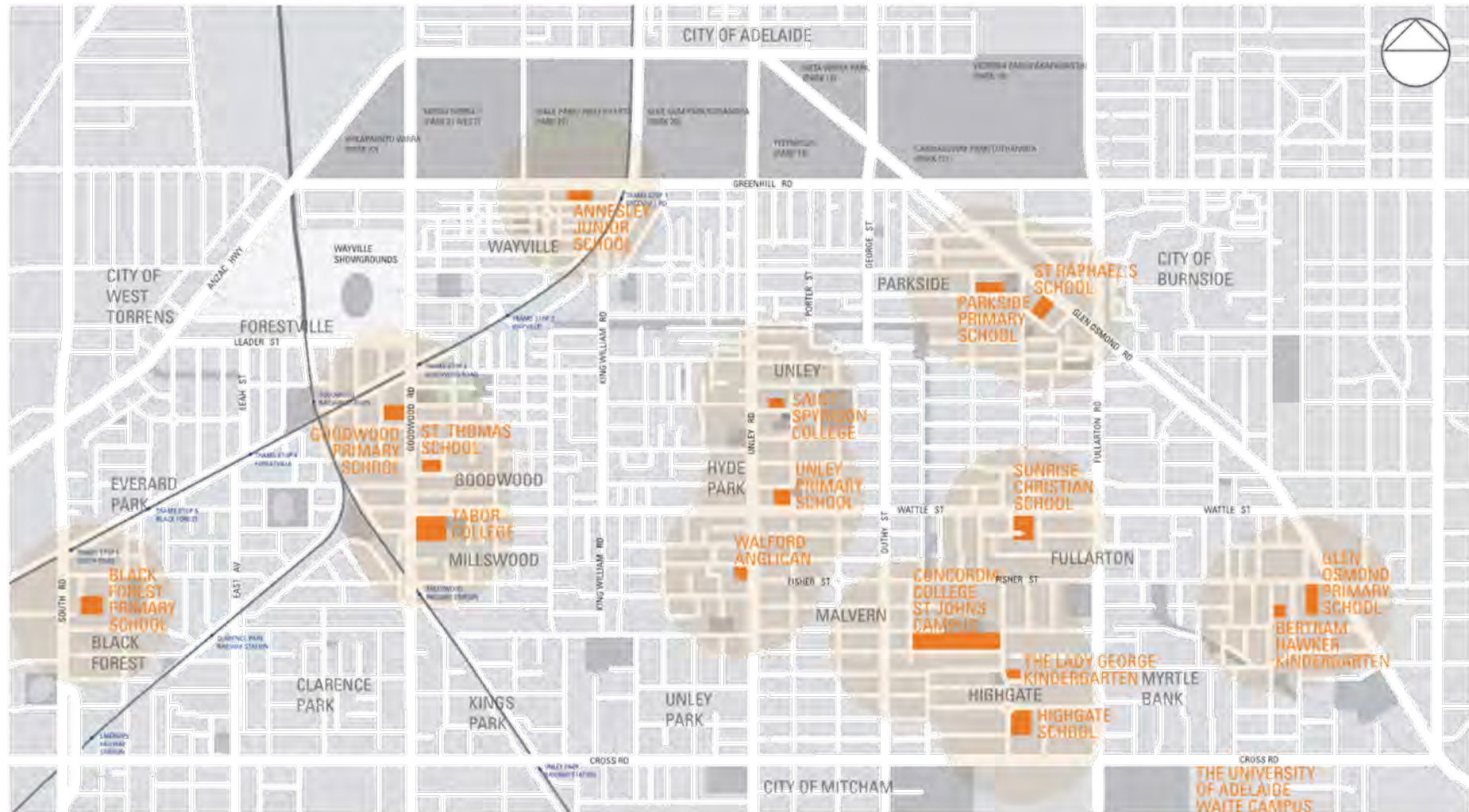
- ▶ Prevent illegal parking obstructing driveways
- ▶ Improve parking compliance through the measures listed above, combined with enforcement.
- ▶ Identify opportunities to install bicycle parking in proximity to the school, to encourage sustainable transport options for students and staff.

Alongside parking control assessments, the Council is creating information brochures for parents and caregivers of the school community, aiming to enhance parking behaviours.

Actions

- ▶ **5.1** Continue the school parking reviews in the Unley area, in alignment with the aims, with the objective of conducting a minimum of one school parking review annually.
- ▶ **5.2** Continue developing, enhancing and publicising Unley's educational resources tailored to foster road safety in school environments.
- ▶ **5.3** Continue collaboration with DIT for the Way2Go program's implementation in Unley schools, aiming to reduce car dependency for school drop-offs and pick-ups.
- ▶ **5.4** Explore options for school staff parking in nearby underused private lots to meet the needs of schools with limited or no off-street parking, reducing the impact on local residential streets.

Figure 7. Key places of education and corresponding parking 'walking' catchments



- Key education place
- Key education place catchment zone



6. Accessible parking

Manage accessible parking to support an inclusive City

Council is dedicated to enhancing accessible parking for individuals with disabilities within the City of Unley. However, it acknowledges that there are limited designated Accessibility Parking Zones available. Those that do exist are mainly clustered around retail and entertainment areas, community facilities, and popular parks and ovals, and can be difficult to locate.

Council has supported residents with mobility challenges by providing Accessibility Parking Zones in front of residential properties. However, many of these zones do not meet current accessibility standards and have not been adequately monitored or managed over the years.

In light of identified challenges, Council will initiate a thorough review and explore opportunities for improvements to support a more accessible and inclusive City.

Actions

- ▶ **6.1** Conduct an audit of current public Accessibility Parking Zones on-street and in Council's off-street car parks to evaluate compliance with current accessibility standards. Develop an improvement plan as needed.
- ▶ **6.2** Identify opportunities for more Accessible Parking Zones in Council's commercial, business, retail, and entertainment precincts, aiming to double the number of public Accessibility Parking Zones in the City by 2033.
- ▶ **6.3** Engage in continuous consultation with disability advocacy groups to gain a deeper understanding of parking needs for individuals with disabilities within the City.

See also actions **10.4** and **10.5** related to the development of the 'Resident - Mobility Access Permit'.



7. Smart parking

Expand the use of smart technology to optimise existing parking supply

What is smart parking?

Smart parking refers to an advanced and integrated technology that uses real-time data, sensors, cameras and data analytics aimed at improving parking efficiency. It provides real-time information about available parking spaces, making it easier for drivers to find parking.

In Australia, smart parking technology is advancing rapidly and gaining widespread adoption by Councils. Smart parking offers the highest benefits in high-demand parking areas where non-compliant parking is commonplace.

The rapid progress of parking sensors and camera technology, coupled with the increasing popularity of smart devices and apps (phone applications), presents Council with a valuable opportunity to maximise the use of existing parking facilities. By leveraging technology advancements, a deeper understanding of parking demand and patterns on City streets can be gained, leading to more informed and efficient parking management

Expansion of smart parking technology within the City may assist in:

- ▶ Optimising existing on-street parking assets, rather than focusing on adding more parking bays
- ▶ Enhancing compliance and enforcement of our time limit controls
- ▶ Enhancing the customer experience by providing easily accessible information on parking availability through smart parking signage and mobile applications.

Parking meters

Council is considering replacing its parking ticket machines with smart parking meters. This comes in the context of Telstra's expected shutdown of the 3G network in June 2024 and the need to upgrade all existing ticket machines from 3G to 4G technology.

Smart parking meters have many benefits in comparison with existing ticket machines, including:

- ▶ Opportunities for payment with credit card and digital wallet options (note that cashless transactions already account for 95% of ticket machine payments in the City of Unley)
- ▶ Greater efficiency in operating and maintaining
- ▶ A more compact meter design to minimise physical and visual clutter on the footpaths
- ▶ Improved customer experience, as physical tickets do not need to be placed within the vehicle.

Case study: Implementation of smart parking in Hyde Park

In 2019, as part of the King William Road main street and Heywood Park upgrade projects, Council successfully implemented smart parking technology. The technology incorporated in-ground sensors and real-time signage to inform visitors about parking availability, resulting in enhanced parking turnover, improved customer experience, deeper insights into parking behaviours, and heightened parking compliance at these busy City destinations.

Smart parking information sign in King William Road



Other smart technology opportunities include improving the enforcement approach through the use of smart technology. Lack of enforcement and non-compliance was collectively one of the top 10 parking issues identified by the community.

Actions

- ▶ **7.1** Investigate the feasibility of converting existing ticket machines to smart parking meters.
- ▶ **7.2** Investigate the feasibility of expanding smart parking technology to other high-demand parking locations, including:
 - ▶ Goodwood main street precinct
 - ▶ Unley Civic Precinct
 - ▶ Fullarton Park Community Centre off-street car park
 - ▶ Unley Swimming Centre.
- ▶ **7.3** Explore new technology that enables more efficient enforcement of time-limited parking.
- ▶ **7.4** Collaborate with other councils and learn from their smart-parking solutions to enhance the City of Unley's parking initiatives.

8. Parking information

Provide up-to-date detailed parking information

In alignment with direction 7 'Smart Parking', sharing parking inventory and data in online platforms will help customers plan their car journeys and reduce the time spent searching for parking.

Council is working to enhance the customer experience by improving the provision of publicly available parking information.

As part of the implementation of smart parking technology on King William Road main street and the Heywood Park off-street car park, Council recognised the opportunity to enhance the customer experience by:

- ▶ Installing smart parking displays to provide real-time visibility of parking availability in public areas
- ▶ Collaborating with the City of Adelaide to extend the coverage of its Park Adelaide App by incorporating the smart parking sensors of the City of Unley.

Council has also started developing a comprehensive, city-wide, on-street parking database, displaying all the various parking controls along each street. This database aims to provide a better understanding of the existing parking regulations within the City's streets.

Actions

- ▶ **8.1** Through the expansion of smart parking technology (action 7.2) identify opportunities to:
 - ▶ Expand the Park Adelaide App
 - ▶ Expand the installation of on-street smart parking signs.
- ▶ **8.2** Ensure the ongoing accuracy and relevance of Council's city-wide, on-street parking database through continuous updates and maintenance.
- ▶ **8.3** Develop an Unley Parking Map to publicly share Council's on-street parking database online, thereby displaying all parking controls in the City of Unley area.
- ▶ **8.4** Improve and maintain Council's website as a publicly available information source on parking regulations and processes to apply for permits, parking restrictions and work zones.

Information campaign for Unley's Smart Park App





9. Pay-for-use parking

Expand pay-for-use parking

Pay-for-use parking in the City of Unley constitutes less than 1% of on-street parks. These parks are strategically positioned near tram and train stops to generate revenue from all-day, non-Unley commuters.

However, pay-for-use parking is typically employed as a tool to manage parking congestion. Implementing payment systems in high-demand areas can reduce parking demand, ensuring availability for those who genuinely require it.

Council has an opportunity to extend its approach to implementing pay-for-use parking to also:

- ▶ Manage parking congestion and encourage turnover in key retail and entertainment precincts
- ▶ Facilitate all-day business staff parking for a fee at appropriate locations.

As detailed in direction 7 'Smart Parking', the use of smart parking meters also provides opportunities to install ticket machines on residential streets, located within mixed-use residential and business precincts, without affecting footpath accessibility or the amenity of the street.

Council acknowledges the need for variable fees in pay-for-use parking across the City to ensure effective parking management. A demand-responsive approach allows fees to be customised according to location and user types (commuters, business staff and visitors) to achieve desired (65% to 85%) parking occupancy levels.

Actions

- ▶ **9.1** Conduct a comprehensive review of pay-for-use fees and charges by location or precinct, and adjust fees to achieve an optimal occupancy rate of 65% to 85%.
- ▶ **9.2** Initiate a trial of pay-for-use parking in a designated section of the Greenhill Road mixed-use business precinct to evaluate its effectiveness in providing all-day parking options for business staff at a reasonable cost.
- ▶ **9.3** Explore possibilities to extend pay-for-use parking as a measure to regulate commuter parking in proximity to train and tram stations.
- ▶ **9.4** Collaborate with the local community to identify suitable locations for pay-for-use parking in busy retail and entertainment precincts. This approach aims to effectively manage parking congestion and enhance parking turnover, ultimately supporting local businesses.

Operational directions

- ▶ Pay-for-use parking may be used to:
 - ▶ Generate revenue from all-day, non-Unley commuter parking
 - ▶ Manage parking congestion in key retail/entertainment precincts
 - ▶ Facilitate all-day business staff parking at specific locations.
- ▶ Pay-for-use parking should only be used at locations where:
 - ▶ Parking demand is sufficient to justify the cost of the ticket machine
 - ▶ Time-limit controls have not been effective in managing parking congestion
 - ▶ Restrictions in surrounding streets will support the use of pay-for-use parking and not simply encourage vehicles to park in 'free', less restricted or unrestricted areas.
- ▶ Residents who display valid Time Limit Exemption Permits will be exempt from paying fees in residential streets where pay-for-use parking is installed to manage non-Unley commuter and all-day business staff parking.
- ▶ Council endorsement of all pay-for-use parking locations will be required before installation.
- ▶ Fees for on-street, pay-for-use parking will be determined by Council and detailed in the annual 'Fees and Charges Schedule'.



10. Parking permits: residents, businesses and events

Manage parking permits

Council offers a range of parking permits to help residents, businesses and their visitors access on-street parking.

Permit types include the following.

Residents

- ▶ Resident parking permits, including time-limit exemption parking permits and resident-only parking permits
- ▶ Temporary parking permits
- ▶ Mobility access permits
- ▶ Temporary caravan/trailer exemption permits

Businesses

- ▶ Business parking permits

Events

Royal Adelaide Show permits.

Figure 8. Parking permit types



Residents: Resident parking permits

Resident parking permits may be provided for residential properties that are in streets with time-limit controls or do not have off-street (on-property) parking.

Council provides two types of resident parking permits:

- ▶ **Time-limit exemption parking permits** that are issued to residents, allowing their specified vehicles to exceed time limits in restricted parking areas should a time-limit parking control be installed in front or opposite their property.
- ▶ **Resident only parking permits** that are issued to residents, enabling their specified vehicles to park in a designated zone(s) or exceed time limits in the areas covered by permits. The Resident Only Parking Permit zone significantly restricts parking access for neighbouring residents and other community users. Its continued installation will be subject to specific conditions, for the purpose of *providing residents that live in properties with no off-street parking provisions closer access to their property in the evening and night only.*

Key residential-permit issues that Council aims to address as part of this Plan include:

- ▶ **Legacy resident-only parking permits** - Council recognises that numerous Resident Only Parking Permit zones have been

established in high-demand areas over time. These legacy zones may no longer align with Council's operational directions for resident parking permits. The low utilisation of these zones in high-demand parking areas has caused contention among neighbouring properties, making the use of public space appear inequitable.

- ▶ **Permit fees** - over the past several years, permit fees for different resident parking permit types have remained consistently low, regardless of the benefits they provide to applicants. This pricing approach does not reflect the true value of the permit, and does not encourage residents to use their private property for parking or consider alternative transportation options.
- ▶ **Permit issuing process** - the current system for issuing residential permits involves a manual process, requiring physical permits to be displayed in vehicles to avoid penalties. This method is inefficient from an administrative and enforcement standpoint, especially with the anticipated increase in time-limit controls and residential parking permits across the city.

Actions

- ▶ **10.1** Review legacy Resident Only Parking Permit zones to align with the operational directions outlined in this Plan.

It is recognised that legacy permits are considered important to residents, and Council staff will work with residents to assist in the

transition away from the historic arrangements. A three-phase approach in addressing legacy parking will be applied, including:

- ▶ Phase 1 – address legacy Resident Only Parking Permit zones for properties that have off-street parking
- ▶ Phase 2 – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and day-time time limit controls on their street
- ▶ Phase 3 – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and no time limit controls located on the street, until a parking review along the street is undertaken to manage day-time parking congestion.
- ▶ **10.2** Review resident parking permit fees, with the aim of increasing fees to encourage the use of private parking by residents and better reflect the benefit that the permits provide. This review will encompass all permit types, not just resident parking permits.
- ▶ **10.3** Explore the potential for a Digital Permit System to enhance the efficiency of processing and administering permits for customers, administrators and regulatory services. This investigation will encompass all permit types, not just resident parking permits.

Operational directions

- ▶ Resident parking permits will not be issued to residents of community or strata-titled dwellings or other multi-dwelling buildings if granted development approval on or after 1 November 2013.
- ▶ Resident parking permits will not be issued for residential properties that bound an arterial road owned and operated by State Government.
- ▶ Resident parking permits will not be issued for residential properties that have no on-street parking provision along its length (e.g., a lane way).
- ▶ The holder of a resident parking permit is not guaranteed a parking space in the street for which the permit is issued.
- ▶ The fee for each resident parking permit issued will be determined by the Council and detailed in the annual 'Fees and Charges Schedule'.

Time-limit exemption parking permits

- ▶ Time-limit exemption parking permits may be issued to eligible residents based on off-street parking availability and the number of registered vehicles at their property.
- ▶ Subject to meeting the eligibility criteria, a maximum number of time-limit exemption parking permits will be issued as shown in Table 2.



- ▶ Time-limit exemption parking permits cannot be used in parking zones of less than one hour's duration and cannot be used in Loading Zones, No Parking Zones, No Stopping Zones, Bicycle Lanes or pay for use parking (except if located along a residential frontage).
- ▶ A resident who requires more time-limit exemption parking permits than the entitlement outlined in Table 2 may apply for **excess to entitlement permits**, up to a maximum of two permits per residential property.

Resident only parking permits

- ▶ Resident Only Parking Permit zones will:
 - ▶ only be installed in front of a residential property if the property has no off-street parking, and
 - ▶ only apply between 6pm and 7am. During daytime hours, parking congestion will be managed through the installation of time-limit controls, if required.
- ▶ Resident Only Parking Permit zones are only accessible to residents along the street who has access to a resident only parking permit.

Table 2. Guidelines for maximum number of permits to be issued by Council

Number of off-street car parks on the property	Number of vehicles registered at this property	Maximum number of and type of permits
0	0	1 transferable
0	1	1 fixed and 1 transferable
0	2+	2 fixed and 1 transferable
1	0	0
1	1	1 transferable
1	2	1 fixed and 1 transferable
1	3+	2 fixed and 1 transferable
2	0	0
2	1	0
2	2	1 transferable
2	3+	1 fixed and 1 transferable
3+	0	0
3+	1	0
3+	2	0
3+	3+	1 transferable

Table 2 notes:

- ▶ A transferable permit is not tied to a specific vehicle registration and can be used by visitors to the residential property.
- ▶ A fixed permit must be associated with a specific vehicle registration, which should be registered to the respective property.
- ▶ A permit must be located within the vehicle and in an observable position, and can only be used in the street specified.

Residents: Temporary parking permits

Temporary parking permits are available to exempt applicants from time-limit parking controls for brief periods. These permits are generally issued to tradespeople engaged in house repairs or renovations and to family members or friends who may be house-sitting or caring for someone who is ill.

Operational directions

- ▶ Temporary parking permits can be issued for streets only where time-limit parking controls are implemented.
- ▶ Temporary parking permits will be granted for a maximum duration of three months.
- ▶ The holder of a temporary parking permit is not guaranteed a parking space in the street for which the permit is issued.
- ▶ The fee for a temporary parking permit will be determined by the Council and detailed in the annual 'Fees and Charges Schedule'.

Residents: Mobility access permits

Council acknowledges the significance of providing Accessible Parking Zones in public spaces, including council services, community facilities, parks, and key commercial areas. However, Council has been receiving numerous requests for the installation of Accessible Parking Zones directly adjacent to residential properties. In recent years, several Accessible Parking Zones have been installed in front of residential properties to support individuals with accessibility or mobility needs, enabling them to access their homes safely. However, a significant number of these installations have proven to be inconsistent, non-compliant, and challenging to manage, monitor and remove when no longer needed.

To enhance the management of Accessible Parking Zones and review existing installations, a new 'Mobility Access Permit' will be introduced. A formal process will govern the installation of this new permit type.

Actions

- ▶ **10.4** Conduct a comprehensive review of all existing Accessible Parking Zones situated in front of residential properties to ensure alignment with the operational directions in this Plan.
- ▶ **10.5** Develop and implement a 'Mobility Access Permit' scheme in alignment with the operational directions in this Plan.



Operational directions

- ▶ Mobility Access Permit zones will be installed in front of a residential property if all the conditions listed below are met:
 - ▶ There is no publicly available Accessible Parking Zone within 50 metres of the property.
 - ▶ The applicant has a valid disability parking permit.
 - ▶ The applicant owns a motor vehicle registered to the property.
 - ▶ The applicant can demonstrate that the property either lacks off-street parking or that their existing off-street parking is unsuitable for accessing and egressing their property safely.
 - ▶ There is enough kerbside space adjacent to the property to accommodate the zone.
 - ▶ A nearby driveway access or kerb ramp, located within a distance of less than 6 to 10 metres, is available to ensure safe access to the footpath from the street.
- ▶ If all the above conditions are met, the Mobility Access Permit zone can be designated for exclusive use of the residential property and associated permit holder.
- ▶ The fee for a mobility access permit will be determined by the Council and detailed in the annual 'Fees and Charges Schedule'. Residents may incur a cost for the installation of any necessary infrastructure upgrades that may be required associated with the zone.

Residents: Temporary caravan/trailer exemption permits

Australian Road Rule (ARR) 200 specifically deals with parking regulations for heavy and long vehicles on streets within residential areas in South Australia.

According to ARR 200 (2 and 2a):

'The driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless throughout the time the vehicle is stopped the driver is engaged in dropping off, or picking up, goods.'

This ARR pertains to vehicles towing trailers, caravans, boats and motor homes, etc., with a combined length exceeding 7.5 metres or a gross vehicle mass of more than 4.5 tonnes.

In recent years, Council has experienced an increase in exemption requests for such vehicles by residents. Without a formal process in place, the review of these requests has been conducted on a case-by-case basis by Council staff.

Action

10.6 Develop and implement a Temporary Caravan/Trailer Exemption permit scheme.

Operational directions

- ▶ To park a long or heavy vehicle such as a caravan, trailer or boat on a residential street for more than one hour, individuals will need to

obtain a temporary caravan/trailer exemption permit.

- ▶ Temporary caravan/trailer exemption permits will not be issued for longer than five days (including weekends). The permit duration will be subject to a safety assessment undertaken by Council staff and will consider the characteristics of the street including width, parking demand and traffic volumes.
- ▶ A temporary caravan/trailer exemption permit will not be issued to an unregistered vehicle.
- ▶ Temporary caravan/trailer exemption permits will not be issued to any caravan or motor homes used for overnight sleeping while parked on the street.
- ▶ The fee for a temporary caravan/trailer exemption permit will be determined by Council and detailed in the annual 'Fees and Charges Schedule'.

Businesses: Business parking permits

Business staff often ask Council for business parking permits that exceed the time-limit controls near their place of business. These include schools and childcare centres.

Legacy trial business permits issued in 2016 intended to transition into a new business parking permit scheme. However, subsequent directions for business parking permits lacked clarity and required review.

Council acknowledges that it has a role in supporting business parking (staff and visitors) to facilitate its *Economic Development Strategy*. Council will aim to achieve this by:

- ▶ Reviewing time-limit controls in commercial and business precincts to provide a more balanced outcome between resident and business parking, including schools and childcare centres
- ▶ Extending pay-for-use parking near commercial and business precincts, to cater for short-term and all-day parking
- ▶ Providing a simplified Business Parking Permit for business use (refer to operational directions in this section).

Actions

- ▶ **10.7** Develop and implement a 'Business Parking Permit' scheme in alignment with the operational directions in this Plan.
- ▶ **10.8** Assist the participants of the 2016 trial business permits (including Goodwood Primary School) in transitioning to the new Business Parking Permit scheme.
- ▶ **10.9** Review the provision of the Joint Venture On-Street Parking Permit, which was established in 1996 with Business SA.

Operational directions

- ▶ Business parking permits will not be issued to any Unley-registered businesses located in buildings granted development approval on or after 26 February 2024.
- ▶ All other Unley-registered business owners or occupiers may obtain Business Parking Permits, allowing them to exceed the time-limit zones solely within a defined precinct and/or streets specified by the permit.
- ▶ Exclusive permit zones for businesses will not be established.
- ▶ Up to a maximum of two permits can be issued to an Unley-registered business (owner and/or occupier).

- ▶ Business parking permits cannot be used in parking zones of less than two-hour duration, and cannot be used in Loading Zones, No Parking Zones, No Stopping Zones, Bicycle Lanes and Clearways.
- ▶ A permit will be transferable for business staff use.
- ▶ The holder of a business parking exemption permit is not guaranteed a parking space in the street for which the permit is issued.
- ▶ The fee for a business parking permit will be determined by Council and detailed in the annual 'Fees and Charges Schedule'.



Events: Royal Adelaide Show

Since approximately 2010, Council has been implementing event parking restrictions for the Royal Adelaide Show on streets surrounding the Wayville Showgrounds.

The event parking restrictions are designed to:

- ▶ Ensure that a reasonable level of parking availability is maintained for residents and businesses throughout the nine-day Adelaide Royal Show.
- ▶ Encourage Show patrons to use off-street parking facilities and/or catch public transport.

Operational directions

- ▶ Each residential property in the designated event parking area will be issued with one (transferrable) show exemption permit up to one week before the Show starts.
- ▶ Residents can seek a maximum two additional (fixed) Show exemption permits on request only.
- ▶ Businesses cannot access Show exemption permits and must manage their parking requirements during the Show period.
- ▶ No fee will be charged for a Show exemption permit.

Duration of permits

Permits, excluding temporary parking permits and Royal Adelaide Show permits, are currently renewed biennially, expiring on 31 December of the biennial period. Given the challenges posed by the holiday season, limited staff resources and the increasing number of permits issued annually, a review is necessary to determine a more suitable timing for permit renewals.

Actions

- ▶ **10.10** Move the expiry of permits from 31 December to a more appropriate time of the year.

Operational directions

- ▶ Permits, excluding temporary parking permits and Royal Adelaide Show permits, can be issued at any time of the year and will remain valid until the end of the corresponding biennial period.
- ▶ Permits fees will be determined at the time of issue.
- ▶ Permit holders will be responsible for seeking permit renewals and replacing existing permits. A reminder notice will be sent to the permit holder within 4 to 6 weeks of the expiry date.
- ▶ In the case of non-renewed resident-only parking permits and mobility resident permits, all signage and related infrastructure will be removed. Residents may incur a cost for the removal of signage or infrastructure, associated with the respective zone.



11. Temporary parking: construction and events

Manage parking associated with major construction works

An increase in the number of high-rise developments in the City of Unley is leading to temporary impacts on local residential streets due to ongoing construction activities. Early planning of works and communication are essential to efficiently managing traffic and parking impacts during construction projects, minimising disruptions and enhancing the experience for the construction contractor and the local community.

Council mandates the submission of construction traffic and parking management plans for all major and/or medium- to high-rise developments as a requirement of the Development Planning Approval process. These plans are designed to address construction-related parking impacts. Council has also established a Major Development Coordinator role to facilitate communication between construction contractors and affected residents and businesses.

Key issues and considerations

- ▶ It can be challenging to obtain a well-considered construction traffic and parking management plan before or during construction. This hinders the effective management of traffic and parking impacts.
- ▶ Council staff frequently receive requests for construction work zones and traffic management road closures only two or three days before the implementation date, which does not allow time for processing or influencing outcomes.
- ▶ The existing fees for establishing construction work zones do not appropriately reflect zones' exclusivity and the effort involved in their establishment.
- ▶ Council staff often receive complaints from residents about increased parking demand near construction sites. Managing these impacts is challenging due to their temporary nature and the likelihood of displacing the issue to other streets if temporary parking restrictions are installed.
- ▶ Council staff's requests for additional information or requirements to improve access and safety for the local community are sometimes perceived as hindering development.

Actions

- ▶ **11.1** Review the process of establishing construction work zones, including the necessary supporting documentation, to enhance efficiency and results.
- ▶ **11.2** Update the publicly available information on the application process for a construction work zone.
- ▶ **11.3** Reevaluate fees for establishing construction work zones to reflect the exclusivity of provided spaces.
- ▶ **11.4** Reevaluate Council's enforcement approach to effectively address parking compliance issues near major construction sites.

Operational directions

- ▶ **Enhance construction-related parking management.** The developer of a medium to major high-rise development must create a traffic and parking management plan in consultation with Council staff before any permit related to the works is approved. The plan should:
 - ▶ Explore options for alternative off-street parking arrangements, including a shuttle bus service for areas beyond walking and/or biking distance
 - ▶ Consider incentives and subsidies to promote active and sustainable travel options, such as bike riding, public transport, and carpooling

- ▶ Consider flexible working hours to encourage off-peak access to the site.
- ▶ **Enhance construction-related communications.** The Major Development Coordinator will be the key contact person, and will be supported by Council's technical staff, to manage all concerns or issues raised by the developer or the local community before or during the construction of a major development.
- ▶ **Construction work zones** will be established adjacent to the development site to support safe and efficient loading and worker activities, for a fee determined by Council and detailed in the annual 'Fees and Charges Schedule'.
- ▶ **Shift the focus to enforcing existing parking restrictions** instead of implementing temporary timed-parking restrictions, to manage the impacts of construction workers' parking.



Manage parking associated with major events

Unley hosts South Australia's largest event space, the Wayville Showgrounds. The Showgrounds holds numerous medium-sized and large events each year, including the Royal Adelaide Show, which draws about 500,000 visitors in late August and early September.

During large events at the Wayville Showgrounds, the local street network is affected. To mitigate impacts on the community during the Royal Adelaide Show, Council has since 2010 implemented event-specific parking controls. These include Royal Adelaide Show exemption permits that enable residents to exceed parking restrictions in their streets (see also direction 10, Parking Permits).

For other medium to large events staged at the Wayville Showgrounds, parking impacts are addressed by permanent parking restrictions and event-specific temporary parking controls that enhance safety and access at the main Showground entrance points.

Apart from the Wayville Showgrounds, Council is responsible for parking controls at Unley Oval and Goodwood Oval, where parking is regulated using a combination of temporary event and permanent parking controls.

Other medium-sized to large events also require temporary event parking controls to ensure safety for participants and road users. These include the Tour Down Under, Unley Gourmet Gala, Cycling Criterium, community and business events. Council staff review and assess the need for temporary event parking controls when associated applications are received.

Actions

- ▶ **11.5** Review the process for requesting temporary event parking controls, including the required supporting documentation.
- ▶ **11.6** Reevaluate the fees for approving temporary event parking controls to align with the time and effort required for installation and removal of the signs.
- ▶ **11.7** Reassess the enforcement approach to effectively address parking compliance issues near major event sites, with a focus on evening and weekend events.
- ▶ **11.8** Identify opportunities to improve event parking communication through online and social media platforms, to better inform the community of the temporary traffic and parking controls related to medium-sized and large events.

Operational directions

- ▶ **Enhance event related parking management.** Organisers of a medium-sized to large event must create a traffic and parking

management plan in consultation with Council staff before a permit is granted. The event parking management plan will be reviewed to:

- ▶ Ensure adequate parking is available for the community during the event
- ▶ Encourage the use of off-street parking facilities
- ▶ Promote sustainable transportation options (public transport, cycling, walking, etc.)
- ▶ Facilitate event safety.

- ▶ **Install and/or review parking restrictions adjacent to event spaces to support the management of parking.** Except for the Adelaide Royal Show, Council will not install temporary event parking controls around event spaces (e.g., Unley Oval or Goodwood Oval) unless it is necessary to enhance safety and access to and from events. Instead, parking will be managed through permanent parking restrictions adjacent to these spaces. Where resident property access is directly impacted Council may issue temporary parking permits to assist with access to nearby on-street parking during the event.

- ▶ **Shift the focus to enforcing existing parking restrictions** rather than implementing temporary restrictions to manage event patron parking impacts.

12. Sustainable travel

Encourage travel by modes other than private car

The City of Unley can reduce the burden of car usage and parking demands by promoting sustainable transportation options such as public transit, cycling and walking. This will ease traffic congestion and reduce environmental pollution, contributing to improved air quality and a healthier urban environment. The City is determined to support and promote the allocation of kerbside space for bicycle parking, ride-share vehicles, e-scooters and other forms of transport that reduce reliance on travel by private vehicles.

Actions

- ▶ **12.1 Public transport:** Advocate to the State Government for major improvements to public transport, including but not limited to more frequent services, the introduction of bus priority measures on select priority routes, and better maintained stations/stops.
- ▶ **12.2 Active transport:** Continue delivering on actions of Unley's 'Walking and Cycling Plan', promoting active transportation as a viable and eco-friendly option for short trips.
- ▶ **12.3 Carpooling and ride-sharing incentives:** Advocate to the State Government to offer incentives and programs to encourage

carpooling and ride-sharing to reduce the number of single-occupancy vehicles on the roads.

- ▶ **12.4 Car-share schemes:** Work with car-share operators to introduce car-share schemes in the City of Unley, with a focus on mixed-use resident and business precincts and electric car-share vehicles.
- ▶ **12.5 Public electric-vehicle charging:** Expand public on-street and off-street electric-vehicle charging stations in the City of Unley where feasible and appropriate.
- ▶ **12.6 E-scooter and bike parking nodes:** Identify opportunities to create on-street parking facilities for e-scooter and bike parking to minimise the impacts on footpaths and continue to support active and sustainable transport modes.
- ▶ **12.7 Education and awareness campaigns:** Offer educational programs and awareness campaigns to inform the community about the benefits of sustainable travel and the impact of individual choices on the environment.
- ▶ **12.8 Workplace travel plans:** Collaborate with local businesses to develop workplace travel plans that promote sustainable commuting options for employees.



13. Planning and building design

Ensure planning and building outcomes that minimise demand for on-street parking

An increase in development proposals from renovations, sub-divisions and medium- to high-density developments in recent years has prompted community concerns related to the supply of and demand for on-street parking in the City's streets.

A development proposal should minimise any demand for on-street parking associated with the development and consider existing street capacity and usage issues.

This can be achieved by:

- ▶ Council staff discussing parking as a component of the development proposal with the designer and owner while plans are evolving.
- ▶ Council taking a holistic approach to the assessment of a proposal, giving due weight to the aspects of the design such as sufficient storage areas to prevent garages being used for storage, and the location and amalgamation of driveway crossovers to maximise the space available for on-street parking.

- ▶ Garage sizes meeting or exceeding Australian Standards.
- ▶ Including measures to ensure visitors can find and use individual driveways for parking.
- ▶ Master-planning housing estates to ensure designs cater for anticipated parking demand and that any road can accommodate expected traffic, service vehicles and a reasonable degree of on-street parking.

Actions

- ▶ **13.1 Planning and design code:** Advocate to the State Government, in partnership with the Local Government Association (LGA), for updated policies in the Planning and Design Code (P&D Code) that give greater consideration and weight to:
 - ▶ Garage sizes that better accommodate larger domestic vehicles such as 4WD vehicles (which may also require amendment to Australian Standards)
 - ▶ Providing adequate storage facilities in dwellings so garages can be used for vehicle-related purposes
 - ▶ The development of design standards for on-street parking and the location of and shared vehicle crossovers
 - ▶ Alternative transport options that minimise parking demand (e.g., end-of-trip bicycle facilities, car share schemes, and public or active transport).

▶ 13.2 Car-parking fund:

- ▶ Review its Car Parking Contributions Fund Policy.
- ▶ Seek the LGA to advocate for amendments to the PDI Act to give greater powers to councils in the exercise of imposing a contribution to car-parking funds (as opposed to being discretionary to applicants).

- ▶ **13.3 Design and building standards:** Ask the LGA to advocate to development industry bodies for improved design and building outcomes linked to more sustainable design principles.

- ▶ **13.4 Private off-street car parks:** Work with landowners in key retail/entertainment and commercial/business precincts to coordinate shared access to and the availability of existing off-street parking areas, as well as provide design advice on signage, paving and landscaping of areas. Seek opportunities to maximise existing assets.



Attachment 2 Unley Parking Management Plan Key Updates

The table below highlights the key updates made to the Unley Parking Management Plan (the Plan) based on community consultation feedback, and further internal stakeholder and elected member discussions. The red text highlights the new (and/or deleted) text within the Plan. It should be noted that other minor editorial updates have been made, which have not been documented below, as the edits have not changed intent/directions of the Plan.

Section	Page	Update	Reason
Development of this Plan	4	<p>Added new text to include the last phase of community consultation on the Draft Unley Parking Management Plan:</p> <p>Draft Plan</p> <p>The Draft Plan was endorsed by Council for the purpose of community consultation in September 2023, with community consultation held for a four- week period in November 2023.</p> <p>Responses were received from 145 individuals, with 81% of respondents being residents/property owners and 7% being businesses (owner/staff).</p> <p>68% of people who responded to the survey either strongly supported, supported or were neutral to the Draft Plan.</p> <p>Feedback from the community consultation was discussed with Elected Members at a workshop in January 2024. This led to some adjustments in parking management directions, and the Plan was endorsed by the Council in February 2024.</p>	Updated to reflect the full consultation process undertaken to develop the Plan.
2. Narrow Streets	25	<p>Deleted the following second bullet point in Action 2.2:</p> <p>"Increase the road widths to a minimum 7.3 metres where they are currently narrower, while reducing the width of the adjacent verge only in areas where street trees and accessible footpaths can be maintained.</p>	Deleted in response to community feedback received, and Elected Member workshop outcome.

Attachment 2 Unley Parking Management Plan Key Updates

<p>3. Driveway Access</p>	<p>27</p>	<p><i>Minor updates to operational directions, 3. Introduce line-marking, including:</i></p> <ul style="list-style-type: none"> Increasing driveway width from 3 metres to 3.5 metres to make the conditions less restrictive. Deleting last point “on-street parking occupancy along the street section is more than 50%” as this statement is subjective. 	<p>Updated to make the assessment conditions for driveway line-marking less restrictive and to remove subjective assessment statements.</p>
<p>4. Retail/entertainment precincts</p>	<p>28</p>	<p>Replace the below text:</p> <p>From:</p> <ul style="list-style-type: none"> The economic vitality of these precincts hinges on accessibility, which includes parking availability. While targeting a desired level of parking occupancy of 65% to 85% as a general guideline, tailoring the approach to each precinct is crucial to align with its unique local context. <p>To:</p> <p>The accessibility of retail and entertainment areas is crucial for their economic vitality and growth, which includes having enough on-street parking.</p> <p>Each precinct will have its own parking needs; however the target parking occupancy rate should range from 65% to 85%. The following guidelines are recommended to achieve this:</p> <ul style="list-style-type: none"> Loading zones should be available along the main street or nearby side streets to ensure efficient delivery of goods and services. Accessible parking spaces should be clearly marked and located on the main street or nearby side streets to ensure easy access for all community members. Short-term parking spots should be situated on the main street or nearby side streets to help customers find parking quickly and encourage smooth turnover of visitors. 	<p>New text added based on Elected Member feedback, recommending to provide improved guidelines as to the type of parking mix that should be provided to support a retail/entertainment precinct.</p>

Attachment 2 Unley Parking Management Plan Key Updates

		<ul style="list-style-type: none"> • Medium-term parking spots should be within a 200 to 400-metre walking distance (about a 2.5 to 5-minute walk) from the main street to make it easy for customers to park and encourage turnover. • Long-term parking spots should be located beyond a 400-metre walking distance to accommodate customers and business staff who need to stay in the precinct for longer periods. • Motorcycle, bicycle and e-scooter parking should be provided and situated on the main street or nearby side streets to support sustainable transport options to the precinct. • Pay-for-use parking is an appropriate parking management tool, when there are time limits in place and parking within the precinct remains congested with limited turnover. 	
	29	<p><i>Updated Action 4.1 to:</i></p> <ul style="list-style-type: none"> • Re-assess parking controls in key retail and entertainment precincts, extending the assessment to encompass nearby side streets, with the objective of aligning them to the guidelines outlined on page 28. Involve local businesses, and nearby impacted residents, in the assessment process to ensure specific parking requirements, unique to the precinct, are well-understood and considered. 	Minor updates to Action 4.1 to reflect the newly added retail and entertainment precinct guidelines for parking management, as well as to include impacted local resident input into any key retail and entertainment precinct parking review.
10. Parking permits: residents, businesses and events	40	<p><i>Added purpose of Resident Only Parking permit zones:</i></p> <ul style="list-style-type: none"> • Resident only parking permits that are issued to residents, enabling their specified vehicles to park in a designated zone(s) or exceed time limits in the areas covered by permits. The Resident Only Parking Permit zone significantly restricts parking access for neighbouring residents and other community users. Its continued installation will be subject to specific conditions, for the purpose of providing residents that live in properties with no off-street parking provisions closer access to their property in the evening and night only. 	Updated to reflect Elected Member workshop outcome, and to improve clarity of the purpose of Resident Only Parking Permit zones.

Attachment 2 Unley Parking Management Plan Key Updates

40	<p>Updated Action 10.1 to include the proposed three phase approach to address legacy Resident Only Parking Permit zones.</p> <p>10.1 Review legacy Resident Only Parking Permit zones to align with the operational directions outlined in this Plan.</p> <p>It is recognised that legacy permits are considered important to residents, and Council staff will work with residents to assist in the transition away from the historic arrangements. A three-phase approach in addressing legacy parking will be applied, including:</p> <ul style="list-style-type: none"> • Phase 1 – address legacy Resident Only Parking Permit zones for properties that have off-street parking • Phase 2 – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and day-time time limit controls on their street • Phase 3 – address legacy Resident Only Parking Permit zones for properties that have no-off street parking and no time limit controls located on the street, until a parking review along the street is undertaken to manage day-time parking congestion. 	<p>Updated to reflect Elected Member workshop outcome and to provide greater clarity as to how legacy Resident Only Parking Permit zones will be addressed in the short term.</p>
41	<p>Minor updates to operational direction for <i>resident only parking permits to:</i> Resident Only Parking Permit zones will:</p> <ul style="list-style-type: none"> • only be installed in front of a residential property if the property has no off-street parking, and • only apply between 6pm and 7am. During daytime hours, parking congestion will be managed through the installation of time-limit controls, if required. 	<p>Updated based on internal stakeholder feedback, and Elected Member workshop outcome, to confirm that new requests for After Hour Resident Only Parking Permit zones can be installed on streets with no time limit controls.</p>

Attachment 2 Unley Parking Management Plan Key Updates

43	<p>Minor updates to operational directions for <i>temporary parking permits</i> to delete point:</p> <ul style="list-style-type: none"> • Temporary parking permits are to be limited to <i>streets with an average parking occupancy exceeding 50%</i>. 	<p>Deleted based on internal feedback that including statements like <i>streets with an average parking occupancy exceeding 50%</i> is subjective and unnecessarily complicates the assessment process.</p>
	<p>Updates to operational direction for <i>business parking permits</i> to:</p> <ul style="list-style-type: none"> • Business parking permits will not be issued to any Unley-registered businesses located in buildings granted development approval on or after 26 February 2024. • All other Unley-registered business owners or occupiers without off-street parking provisions may obtain Business Parking Permits, allowing them to exceed the time-limit zones solely within a defined precinct and/or streets specified by the permit. • The number of permits issued within a defined precinct and/or street will be limited to 10% of available on-street parking. • Exclusive permit zones for businesses will not be established. • Up to a maximum of As many as two permits can be issued to an Unley-registered business. Additional permits may be issued, subject to an assessment by Council staff including a review of the business needs, employee numbers, parking demand and parking control types within a 400-metre walking catchment. 	<p>Updated based on internal stakeholder feedback, community consultation feedback and 22 January 2024 elected member workshop outcomes to facilitate access to business parking permits to all Unley-registered businesses, remove subjective assessment statements and similar to resident permits, limit access to permits for any new building developments.</p>
46	<p>Minor updates to operational direction for <i>Events: Royal Adelaide Show</i> (first and second bullet points) to:</p> <ul style="list-style-type: none"> • Each residential property Residents in the designated event parking area will be issued with one (transferrable) show exemption permits up to one week before the Show starts . • Residents can seek a maximum two additional (fixed) Show exemption permits on request only. 	<p>Internal stakeholder advice to provide clarity on the type of permits issued.</p>

Attachment 2 Unley Parking Management Plan Key Updates

	46	<p>Minor updates to operational direction for <i>Duration of permits</i> (third bullet point) to</p> <ul style="list-style-type: none">• Permit holders will be responsible for seeking permit renewals and replacing existing permits. A reminder notice will be sent to the permit holder within 60 days 4 to 6 weeks of the expiry date.	<p>Internal stakeholder advice is that 4 to 6 weeks is a more appropriate time frame than 60 days.</p>
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DECISION REPORT

REPORT TITLE:	CITY WIDE FLOOD MITIGATION PLAN
ITEM NUMBER:	4.2
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	RUSSELL KING, SENIOR ASSETS & ENGINEERING LEAD
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. CITY WIDE FLOOD MITIGATION PLAN REPORT2. FLOOD RISK WORK PACKAGE LOCATIONS MAP3. CITY WIDE FLOOD MITIGATION PLAN SUMMARY DOCUMENT

1. **PURPOSE**

This report presents the City-Wide Flood Mitigation Plan developed following the completion of a stormwater management review across Unley and seeks Council's endorsement of the Plan and a 10-year priority program developed to mitigate flood risk across the City.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The City-Wide Flood Mitigation Plan prepared by IntegratedPM, as contained in Attachment 1 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted.
 3. The 10-Year Stormwater Management & Drainage Priority Program, as contained in Attachment 3 to this report (Item 4.2, Council Meeting 26/02/2024), be adopted noting that implementation and funding of the proposed works is subject to Council's Annual Business Plan and Budget process.
 4. That an annual funding allocation of \$863,900, for the implementation of the 10-Year Stormwater Management & Drainage Priority Program, be included in the draft Long-Term Financial Plan (Draft LTFP), noting that this will be adjusted annually as part of the Annual Business Plan and Budget process.
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3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

4. Civic Leadership

4.2 Council provides best value services to the community.

4. BACKGROUND

Flooding issues associated with all creeks flowing through Unley are being managed and addressed via the Brown Hill Keswick Creek (BHKC) Stormwater Management Plan. These works are delivered by the BHKC Stormwater Management Authority with an annual contribution from all constituent councils including Unley. However, there are localised flooding issues across the City which need to be addressed as they are not incorporated within the scope of the BHKC Stormwater Management Authority and are therefore the responsibility of Council.

To consider this matter strategically, Council adopted a 2023/24 Chief Executive Officer KPI for the Administration to develop a City-Wide Flood Mitigation Plan (Plan) which identifies and prioritises the addressing of localised flooding. A review of stormwater across Unley has been undertaken and the Plan has subsequently been developed for Council to address this matter holistically and strategically across the City.

The Plan which has been developed includes a 10-year priority program which prioritises the proposed works based on levels of risk and flood damage. In terms of funding the works needed to address the flooding issues identified, Council's Long Term Financial Plan (LTFP) is currently being reviewed. Provisions have been included in the new draft LTFP for an annual (average) allocation to facilitate these works. The allocation of the funds will be the subject of Council's Annual Business Plan and Budget consideration process.

To assist in the development of the Plan, the Administration engaged IntegratedPM (consultant) to undertake the following:

- Review Council's existing stormwater assets and service levels.
- Review of stormwater catchments, their background and history.
- Review all previous stormwater investigations undertaken by Council.
- Review all previous strategies developed, consideration made by Council utilising contemporary flood mapping information and taking into account previous, current and future BHKC Stormwater Management Plan works.
- Consideration of the Sturt River Urban Catchment Stormwater Management Plan

The reviews undertaken by IntegratedPM in developing the Plan identified that since the 1980s, Council had undertaken several investigations to better understand stormwater drainage performance and flood risk across Unley. These investigations used hydrological and hydraulic modelling and high-level assessments of reported flooding 'hotspots' to identify opportunities for new and upgraded underground drainage systems.

Locations that were identified in previous reviews for new or upgraded drainage systems typically had the following characteristics:

- Were in areas where there is currently no drainage infrastructure and excessive gutter flows are experienced.
- Were in areas where stormwater modelling has indicated that the existing drainage system capacity would be exceeded at least once every five years.
- Were known flooding hotspots (based on Council's flood response records and anecdotal knowledge of Council staff).
- Were in service 'trapped low points' within the road network, where once the underground drainage system is exceeded, overflows would result in property inundation.

Whilst the performance of Council's existing stormwater drainage system was generally well understood based on the previous investigations that had been undertaken, the proposed drainage upgrades which were proposed to mitigate the flood risk:

- Had not been scoped to a sufficient level of detail to determine new drain sizes and their exact locations.
- Did not have their performance validated using contemporary floodplain modelling software,
- Had not been cost estimated.
- Had not been subject to a rigorous approach for prioritisation based on their performance benefits and value-for-money.

An Elected Member briefing was held on 11 April 2023 at which, IntegratedPM provided an overview of the previous investigations undertaken by Council and the associated upgrades that were proposed. The briefing also introduced general stormwater management principles and provided an outline of the current work being undertaken by IntegratedPM to ensure that the development of the Plan was heading in the right direction for Council.

The Plan which was developed aims to improve stormwater drainage across Unley. The findings and recommendations of the Plan have informed a review of Council's LTFP and Stormwater Asset Management Plan.

IntegratedPM in developing the Plan has undertaken the following:

- A detailed survey, flow modelling and completed/planned upgrades as part of the BHKC Stormwater Management Plan works.
- Considered the overland stormwater flows entering Unley in large storm events from the Cities of Mitcham and Burnside.
- Updated flood maps using advanced flood modelling software.
- Proposed new and upgraded systems designed using modern software systems.

- Prepared high level first order cost estimates of proposed works based on 2023 unit rates.
- Assessed the reduction in flood damages that could be achieved through proposed upgrade works using current valuation approaches and property values.

A further Elected Member briefing was held on 11 September 2023 at which IntegratedPM presented the outcomes of its review that included detailed flood mapping, overviews of the proposed drainage upgrades and their reduction in flood risk, first order cost estimates for the proposed upgrade works (in 2023 unit rates), prioritisation for the implementation of works and a 10-year priority program.

A copy of the Plan which has been developed by IntegratedPM is contained in Attachment 1.

Attachment 1

The Plan covers five key areas as summarised below:

- Detailed flood maps for current (2023) City wide flood risk and the likely future flood risk following the completion of all BHKC Stormwater Management Plan works.
- The design of proposed drainage upgrades to reduce flood risk to key locations including high level first order cost estimates.
- Quantifying the number of properties at risk of flooding and the damage estimates before and after proposed drainage upgrade works are completed.
- Prioritising the proposed drainage upgrades.
- Developing a 10-year priority program which has informed a review of Council's LTFP and Stormwater Asset Management Plan.

A third Elected Member briefing was held on 22 January 2024. At this briefing, information was provided by the Administration regarding the context of the review that was completed by IntegratedPM in 2023 and the major rain event which occurred on 28 November 2023 across the Adelaide Greater Metropolitan Area and the impact this had on Unley.

The information provided at the briefing outlined the storm event size, properties within Unley which were affected and their locations, and the context of the proposed upgrades contained within the Plan as well as the BHKC Stormwater Management Plan works with respect to these localised flooding locations.

The Plan and 10-year priority program are now presented to Council for its consideration and endorsement in this Report so that Council can make an informed decision in terms of how it wishes to address the known localised flooding matters which are not incorporated within the BHKC Stormwater Management Plan.

5. **DISCUSSION**

Works Packages Across the City

In undertaking the development of the Plan, IntegratedPM undertook a review of Council's previous stormwater management studies to determine the locations within Unley which had consistently been identified as a high priority in previous investigations. Following consideration of all the relevant information, the Plan has categorised the overall works across Unley into five packages.

The five works packages based on the receiving watercourse are:

1. **Work Package #1** – Keswick Creek | Joslin Street Drain.
2. **Work Package #2** – Park Lands Creek | Young Street Drain, Fullarton Road North Drain and Glen Osmond Road Drain.
3. **Work Package #3** – Glen Osmond Creek | Wattle Street Drain, Fisher Street Drain and Fullarton Road South Drain.
4. **Work Package #4** – Brown Hill Creek | Northgate Street Drain.
5. **Work Package #5** – Sturt River | excluded from the analysis.

A map outlining the locations of the five Work Packages across Unley is contained in Attachment 2.

Attachment 2

Work Package #5 was excluded from the analysis undertaken by IntegratedPM as this sector of the City forms part of the Sturt River Urban Catchment (SRUC) Stormwater Management Plan which is currently being jointly undertaken by the Cities of Holdfast Bay, Marion, Mitcham, Unley and West Torrens. The proposed drainage upgrades identified for that study are also directly impacted by the planned North-South corridor works along South Road and are being considered within the design that is currently underway for that project.

The stormwater management plan and the associated drainage upgrades identified as part of the SRUC Stormwater Management Plan will be presented to Council for its consideration together with any related allocation of funding in the future, with the proposed drainage upgrades being undertaken in conjunction with the adjoining councils who are involved in the undertaking of the study.

Developing the drainage upgrades for the Work Packages across Unley as outlined in the Plan was based on the flood modelling undertaken. The principles for the design standard required to be achieved were based on Council's draft Stormwater Asset Management Plan 2023 which sets a Technical Level of Service that is consistent with Australian Rainfall and Runoff (ARR) Guidebook 2019 (refer Section 3.4 Stormwater Standards).

The key elements of the design principles are that:

- Minor (underground) drainage system is to cater for flows of the 20% Annual Exceedance Probability (AEP) (1 in 5 year) storm event (where achievable) with gutter flow width no greater than 2.5 metres.
- Major (combined underground and overland) drainage system to convey flows of the 1% AEP (1 in 100 year) storm event without inundating properties.

Pipe sizes and pit locations were designed and then modelled to validate the performance of the proposed drainage upgrades in both the 20% AEP (1 in 5 year) and 1% AEP (1 in 100 year) storm events. The flood plain model for the 'upgrade scenario' also included the BHKC Stormwater Management Plan projects, planned upgrade of the Brown Hill Creek channel and the Keswick Creek Flow Diversions, on the basis these would be completed and form the long-term infrastructure scenario.

Minor and Major Drainage Systems

The floodplain mapping results for before and after the proposed upgrades at each of the Work Package locations are outlined in the Plan and demonstrate that for the:

- Minor (underground) drainage system:
 - The performance of the existing underground drainage system in Unley is generally good and meets the target 20% AEP (1 in 5 year) service standard, which reflects Council's investment in stormwater drainage infrastructure over a long period of time.
 - There are some areas that are currently lacking in underground drainage and gutter flow widths would therefore be greater in these areas (i.e. the south-eastern sector of the City).
 - The performance of the proposed drainage upgrades will meet or exceed the target 20% AEP (1 in 5 year) service standard.
- Major (combined underground and overland) drainage system:
 - The BHKC Stormwater Management Plan projects planned upgrade of the Brownhill Creek channel and Keswick Creek Flow Diversions provides a significant reduction in flood risk across Unley's western sector.
 - Upstream works in the City of Mitcham will reduce flows entering Unley via Cross Road and would provide a significant reduction in flood risk across Unley's southern sector.
 - The proposed drainage upgrades will reduce flood risk in larger storm events, although some residual flood risk would remain in the 1% AEP (1 in 100 year) storm event, which is typical of an urban catchment.

It should be noted that the proposed drainage upgrades identified in the Plan’s mitigation strategy are not designed to reduce the risk of creek flooding similar to that which occurred in the storm event on 28 November 2023. That storm event reached a peak of a 1 in 220 year event that passed over the City and caused above floor level flooding to 21 households and businesses adjacent Brownhill and Keswick Creeks when the Creek banks overtopped. Works to address flooding of this nature is part of the proposed BHKC Stormwater Management Plan works.

Number of Flood Affected Properties and Extent of Property Damage

The number of properties that would be affected by a 1% AEP (1 in 100 year) peak storm event ‘before and after’ the proposed drainage upgrades are completed has been assessed and is outlined in Table 1.

Table 1: Number of Flood affected Properties

Source of Flooding	Number of properties within existing scenario 1% AEP floodplain		Number of properties within upgrade scenario ¹ 1% AEP floodplain	
	Below-floor inundation	Above-floor inundation	Below-floor inundation	Above-floor inundation
Council Drainage System + BHKC System	2,674	738	1,860	226

¹ Includes BHKC SMP works and upstream upgrades by City of Mitcham

This assessment draws a distinction between properties that would be expected to experience stormwater ingress to their yard areas (i.e. below-floor level flooding) and those that would be expected to experience stormwater ingress to their dwellings (i.e. above-floor level flooding).

This distinction is important as damage to private property is much greater once the water reaches a depth above the floor levels and results in stormwater ingress to dwellings and increases significantly as the depth of inundation above floor level increases.

The proposed drainage upgrades recommended within the Plan, in conjunction with the BHKC Stormwater Management Plan works and upstream upgrades to be undertaken by City of Mitcham, are expected to:

- Protect 814 properties in Unley from below-floor inundation in a 1% AEP (1 in 100 year) storm event.
- Protect 512 properties in Unley from above-floor inundation in a 1% AEP (1 in 100 year) storm event.
- Reduce the estimated property damages in a 1% AEP (1 in 100 year) storm event by approximately \$175,783,000 (in 2023 dollars) from \$285,393,000 in the existing scenario to \$109,610,000 in the upgrade scenario.

Prioritisation of drainage upgrades and cost estimates

High level first order cost estimates (in 2023-unit rates) have been prepared by IntegratedPM for the design and construction of the proposed drainage upgrades for each of the Work Package areas.

The method of prioritisation for the Work Packages that was developed considered the following:

- Technical Level of Service: whether the upgrade improves the performance of the major and/or minor system.
- Asset Management: whether the upgrade provides a new asset to a previously un-serviced area or replaces an existing asset at the end of its service life with a new asset offering enhanced performance or duplicates an existing asset that will also be retained.
- Inter-Dependencies: whether the delivery and/or performance of the upgrade is contingent upon other councils or any state government agencies.

The detailed background regarding the development of the first order cost estimations and property damage forecasts are outlined in the Plan.

10-Year Stormwater Management & Drainage Priority Program

Based on the Plan’s principles for the prioritisation of works across Unley, the recommended 10-years priority program is to:

- Complete the design and construction of all High Priority Drainage Upgrades - Wattle Street and Fisher Street (\$5,684,000),
- Complete the design of all Medium and Low Priority Drainage Upgrades (\$1,698,000) – Joslin Street and Young Street.
- Complete the construction of Medium Priority Drainage Upgrade - Joslin Street (\$1,257,000).

The total first order cost estimate of all the proposed flood mitigation (new/upgrade) works over the 10-year period of the program is \$8,639,000 which on average is approximately \$863,900 p.a. A summary of the priority program is outlined in Table 2.

Table 2: Summary of 10-Year Priority Program

	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Wattle Street	Construction	Construction	Construction							
Fisher Street	Design			Construction	Construction	Construction	Construction			
Joslin Street	Design							Construction	Construction	Construction
Northgate Street										Design
Glen Osmond/Fullarton									Design	
Fullarton Rd South	Design									

Design Construction

The proposed average annual expenditure of \$863,900 would be in addition to Council’s ongoing contribution towards the BHKC Stormwater Management Plan works which is currently approximately \$840,000 p.a.

While the recommended priority works program over the 10-year period will make an improvement through the substantial reduction in flood risk for many properties, there will still be ad-hoc stormwater related issues for some properties due to matters such as inadequate pit capacity, trapped low points and pipes prone to blockage or under sized existing pipes.

The Plan is a very technical document which is challenging to digest. As such, the Administration has developed a Summary Document which provides a high-level understanding of Council's strategy and proposed works which will be made available on Council's website. A copy of the Summary Document is contained in Attachment 3.

Attachment 3

While the flood mapping has identified broader strategic catchment scale flood risks, the isolated flood risks of this type are typically identified by residents in major storm events through customer requests that are then triaged by the Administration and further investigated.

Typically, risk mitigation measures to address the flooding involve the addition of new minor drainage systems or modification to kerb and path levels. To address these minor ad-hoc issues in conjunction with the larger strategic projects identified in the Plan, these will be assessed, designed, and identified for construction using a combination of renewal funds (where existing pipes will be replaced) and remaining funds from the annual allocation for the larger strategic projects.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- No funding has been specifically allocated in the existing LTFP for the 10-years priority program.
- The LTFP has capacity to include a funding allocation of \$863,900 p.a. towards the delivery of the 10-year priority program.
- The allocation of the annual expenditure will be subject to Council's consideration and approval as part of its Annual Business Plan and Budget setting process.
- The Draft LTFP will be presented to Council at its meeting to be held in March 2024 for the purposes of community consultation.
- The Finance Team has reviewed this report from a financial management perspective and provided input to ensure what is being proposed to Council aligns with the principles of its long term financial planning.

6.2 Risk Management (identification and mitigation)

- As per requirements of the *Local Government Act 1999* and *Local Government (Stormwater Management Agreement) Amendment Act 2016*, Council is required to prepare and implement Stormwater Management Plans to mitigate risks associated with stormwater flooding and the resulting flood damages.

- Council is mitigating its flooding risks by completing the required Stormwater Management Plans, as required to do so by legislation.
- The BHKC Stormwater Management Plan, including the delivery of their parts of the Plan, is the responsibility of the BHKC Stormwater Authority.

6.3 Staffing/Work Plans/Additional Resource Impact

- The implementation of the recommendations contained within the Plan and the 10-year priority program will be split into two categories, namely designs and construction.
- Designs will be developed by external consultants with the Administration undertaking the project management responsibilities which will be accommodated within current staff resources.
- Construction works will be delivered by contractors. The project management aspects of these works including procurement, contract and contractor management and superintendency responsibilities will generally be undertaken by Council staff within existing resources. However, the project management of some larger scale or more complex projects may need to be undertaken through engaging external consultants who will assist either from a technical expertise point of view or assist in addressing staff capacity to be able to deliver such projects. The costs associated with delivering such projects will be considered on a case-by-case basis and will need to be approved by Council as part of its annual budget setting process.

6.4 Climate/Environmental Impact

- The stormwater modelling which has been undertaken as part of developing the Plan has allowed for an increase in future rainfall intensity due to climate change.
- The proposed drainage upgrades have considered infrastructure solutions only at this stage. However, detailed design of the proposed upgrades will include consideration for adding elements of Water Sensitive Urban Design (WSUD) to utilise stormwater for urban cooling, localised greening and improved tree health as well as water quality improvements.

6.5 Social/Economic

- The impacts of flooding for the Unley community can be considerable as recently seen with the rain event which occurred on 28 November 2023. Council has a role to play in identifying and mitigating flood risks which the Plan has achieved. Council is considering implementation of solutions in a holistic and strategic manner noting that in some instances, Council is limited in what it can do (e.g. privately owned creek sections which may cause flooding in major rain events as recently experienced).

- The damage to property as a result of flooding can have significant impact on some members of our community and this can in turn place significant strain on households. Council has taken a responsible and proactive approach to ensuring it provides assistance by undertaking relevant works resulting from the review.
- Strategic investment in stormwater infrastructure upgrades will provide flood mitigation measures and lessen the impacts of flooding for some members of the Unley community.

7. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The City Wide Flood Mitigation Plan prepared by IntegratedPM, as contained in Attachment 1 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted.
3. The 10-Year Stormwater Management & Drainage Priority Program, as contained in Attachment 3 to this report (Item 4.2, Council Meeting 26/02/2024), be adopted noting that implementation and funding of the proposed works is subject to Council’s Annual Business Plan and Budget process.
4. That an annual funding allocation of \$863,900, for the implementation of the 10-Year Stormwater Management & Drainage Priority Program, be included in the draft Long-Term Financial Plan (Draft LTFP), noting that this will be adjusted annually as part of the Annual Business Plan and Budget process.

Under this option, Council would endorse the Plan, its recommendations and the proposed 10-year priority program noting that allocation of funding on an annual basis is subject to its Annual Business Plan and Budget setting and consideration process.

Should Council endorse this option, it would be committing in principle an expenditure in the amount of approximately and on average \$863,900 p.a. to deliver the proposed works under the Plan. This is in addition to the annual contribution of approximately \$840,000 p.a. Council provides towards the BHKC Stormwater Management Plan works.

The allocation of funding to deliver the works associated with the Plan have been factored into the draft new LTFP which is to be considered for adoption by Council at its meeting to be held in March 2024.

This would enable Council to:

- Complete the design and construction of all High Priority Drainage Upgrades - Wattle Street and Fisher Street (\$5,684,000),
- Complete the design of all Medium and Low Priority Drainage Upgrades (\$1,698,000) – Joslin Street and Young Street.
- Complete the construction of Medium Priority Drainage Upgrade - Joslin Street (\$1,257,000).

Total estimated cost - \$8,639,000 over 10-years (or \$863,000 on average p.a.).

This is considered the 'middle of the range' option expenditure wise and is the recommended option by the Administration.

Option 2 –

1. The report be received.
2. The City Wide Flood Mitigation Plan prepared by IntegratedPM, as contained in Attachment 1 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted.
3. The 10-Year Stormwater Management & Drainage Priority Program, as contained in Attachment 3 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted noting that implementation and funding of the proposed works is subject to Council's Annual Business Plan and Budget process.
5. That on average, an annual allocation in the amount of \$746,900 p.a. be allocated for the delivery of the recommended 10-year Stormwater Management & Drainage Program noting that implementation and funding of the proposed works is subject to Council's Annual Business Plan and Budget process.
6. That an annual funding allocation of \$746,900 be included in the draft Long-Term Financial Plan (Draft LTFP), noting that this will be adjusted annually as part of the Annual Business Plan and Budget process.

Under this option, Council would endorse the Plan, its recommendations and the proposed 10-year priority program noting that allocation of funding on an annual basis is subject to its Annual Business Plan and Budget setting and consideration process.

However, in terms of funding the implementation of the proposed works contained within the Plan, this option seeks to reduce the expenditure to a lower annual spend.

This would enable the construction and completion of the High Priority Upgrades only and the design for all Medium and Low Priority Upgrades as identified in the Plan over a 10-year period, as follows:

- Complete construction of Wattle Street Drain and Fisher Street Drain - High Priority – (\$5,684,000) (new capital)
- Complete designs for all other Medium and Low Priority Drainage Upgrades – (\$1,785,000).

Total estimated cost - \$7,469,000 over 10-years (or on average \$746,900 p.a.).

This is considered the 'lower end of the range' option expenditure wise.

Option 3 –

1. The report be received.
2. The City Wide Flood Mitigation Plan prepared by IntegratedPM, as contained in Attachment 1 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted.
3. The 10-Year Stormwater Management & Drainage Priority Program, as contained in Attachment 3 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted noting that implementation and funding of the proposed works is subject to Council's Annual Business Plan and Budget process.
4. That on average, an annual allocation in the amount of \$1,453,700 p.a. be allocated for the delivery of the recommended 10-year Stormwater Management & Drainage Program noting that implementation and funding of the proposed works is subject to Council's Annual Business Plan and Budget process.
5. That an annual funding allocation of \$1,453,700 be included in the draft Long-Term Financial Plan (Draft LTFP), noting that this will be adjusted annually as part of the Annual Business Plan and Budget process.

Under this option, Council would endorse the Plan, its recommendations and the proposed 10-year priority program noting that allocation of funding on an annual basis is subject to its Annual Business Plan and Budget setting and consideration process.

However, in terms of funding the implementation of the proposed works contained within the Plan, this option seeks to increase the expenditure to a higher annual spend.

This would enable the construction and completion of the High and Medium Priority Upgrades and the completion of designs for all Low priority drainage Upgrades.

- Complete construction of Wattle Street Drain and Fisher Street Drain - High Priority – (\$5,684,000) (new capital).
- Complete construction of Joslin Street Drain and Young Street Drain - Medium Priority – (\$7,596,000) (new capital).
- Complete designs for all Low Priority Drainage Upgrades – (\$1,257,000).

Total estimated cost - \$14,537,000 over 10-years (or on average \$1,453,700 p.a.). A larger annual allocation within the LTFP may impact Council’s capacity to delivery other New Capital Project priorities.

This is considered the ‘top of the range’ option expenditure wise.

Option 4 –

1. The report be received.
2. The City Wide Flood Mitigation Plan prepared by IntegratedPM, as contained in Attachment 1 to this report (Item 4.2, Council Meeting 26/02/2024) be adopted.
3. That implementation of the recommended actions of the City Wide Flood Mitigation Plan is not endorsed at this time.
4. Council notes that the draft Long Term Financial Plan will be amended to remove any allocation of annual funding for the implementation of the City Wide Flood Mitigation Plan.

Council may wish to endorse the Plan but not progress the implementation of any of the recommendations at this time. This option enables Council to adopt the Plan but not undertake any implementation at this time.

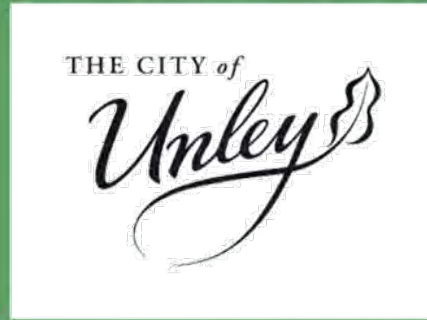
8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Aaron Wood	Manager Assets and Operations
Claude Malak	General Manager, City Development

integratedPM



Study Report

A City Wide Flood Mitigation Plan for the City of Unley

Ref No. 2022-03-1 | February 2024

A City Wide Flood Mitigation Plan for the City of Unley

Ref No.: 2022-03-1 | February 2024

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Executive Summary

Integrated PM was engaged by the City of Unley (Council) to lead a strategic review of stormwater management and flood risk across the Council area and to provide advice to inform Council's Long Term Financial Plan (LTFP) and Asset Management Plans (AMPs) for future investment in stormwater management infrastructure.

This study has considered previous Council investigations and joint initiatives with other Councils and included new:

- Hydrological and hydraulic modelling (using DRAINS) to determine the pipe sizing and pit locations required to achieve Council's target 20% Annual Exceedance Probability (AEP) service standard for the installation of new underground drainage systems; and
- Floodplain modelling (using TUFLOW) to validate the performance of the proposed drainage upgrades and determine the residual flood risk for the upgrade scenario.

Budget cost estimates have been prepared for the proposed drainage upgrades and recommended priorities and delivery timeframes have been assigned, as summarised in the table below.

Proposed Drainage Upgrades	Budget Cost Estimate	Priority Rating	Delivery Timeframe
Wattle Street Drain	\$1,886,000	High	Years 1-5
Fisher Street Drain	\$3,798,000	High	Years 1-5
Joslin Street Drain	\$1,257,000	Medium	Years 6-15
Young Street Drain	\$6,339,000	Medium	Years 6-15
Glen Osmond Road and Fullarton Road North Drain ¹	\$11,256,000	Low	Years 16-25
Fullarton Road South Drain ¹	\$2,296,000	Low	Years 16-25
Northgate Street Drain	\$4,514,000	Low	Years 16-25
TOTAL	\$31,346,000		

¹ Proposed drainage upgrade in a Department for Infrastructure and Transport road.

The completion of the proposed drainage upgrades, in conjunction with the completion of the Brown Hill Keswick Creek Stormwater Project and upstream works by the City of Mitcham, will protect 814 properties from below-floor inundation and 512 properties from above-floor inundation in a 1% AEP event, and reduce the direct tangible damages to property by \$175,783,000 in a 1% AEP event.

In collaboration with Council staff a preliminary 10-year program of works has been developed, as summarised in the table below.

Proposed Drainage Upgrades	Design and Development Cost	Construction Cost	Total Cost over 10 years
Wattle Street Drain	\$131,000	\$1,755,000	\$1,886,000
Fisher Street Drain	\$264,000	\$3,534,000	\$3,798,000
Joslin Street Drain	\$87,000	\$1,170,000	\$1,257,000
Young Street Drain	\$441,000	N/A	\$441,000
Glen Osmond Road and Fullarton Road North Drain	\$783,000	N/A	\$783,000
Fullarton Road South Drain	\$160,000	N/A	\$160,000
Northgate Street Drain	\$314,000	N/A	\$314,000
TOTAL	\$2,180,000	\$6,459,000	\$8,639,000

This program ensures that detailed designs would be completed for all proposed drainage upgrades and that high priority drainage upgrades would be constructed within this timeframe, while providing Council with flexibility to seek co-contributions from the South Australian Government and Australian Government for the remaining medium and low priority drainage upgrades.

1 Introduction

Integrated PM was engaged by the City of Unley (Council) to lead a strategic review of stormwater management and flood risk across the Council area and to provide advice to inform Council's Long Term Financial Plan (LTFP) and Asset Management Plans (AMPs) for future investment in stormwater management infrastructure.

The review had five key focus areas as set out below:

1. Undertaking technical investigations to assess the performance of the stormwater drainage system.
2. Quantifying the number of flood-affected properties and property damage estimates before and after drainage upgrade works are completed.
3. Preparing budget cost estimates for the proposed drainage upgrades.
4. Prioritising the drainage upgrades to inform Council's investment in stormwater management infrastructure over the long-term.
5. Identifying opportunities for external funding and coordination with other agencies.

This report presents the findings of the strategic review.

2 Background

2.1 Asset Management Plan and Performance Standards

Council's underground drainage system of pits and pipes consists of approximately 80 kilometres of concrete pipes and box culverts and over 2,500 pits that are responsible for capturing stormwater from minor rainfall events and conveying it to the creek network. The creek network comprises Brown Hill Creek, Park Lands Creek, Glen Osmond Creek and Keswick Creek. An overview of Council's existing stormwater assets is shown on Figure 2.2.

In relation to stormwater drainage performance and flood protection, Council's Stormwater Asset Management Plan (AMP) aims to achieve Technical Levels of Service that are consistent with the Australian Rainfall and Runoff (ARR) Guidebook 2019. ARR distinguishes between the performance of the 'minor' (underground) drainage system and the 'major' drainage system which also includes the overland flow capacity of the road carriageway as shown on Figure 2.1.

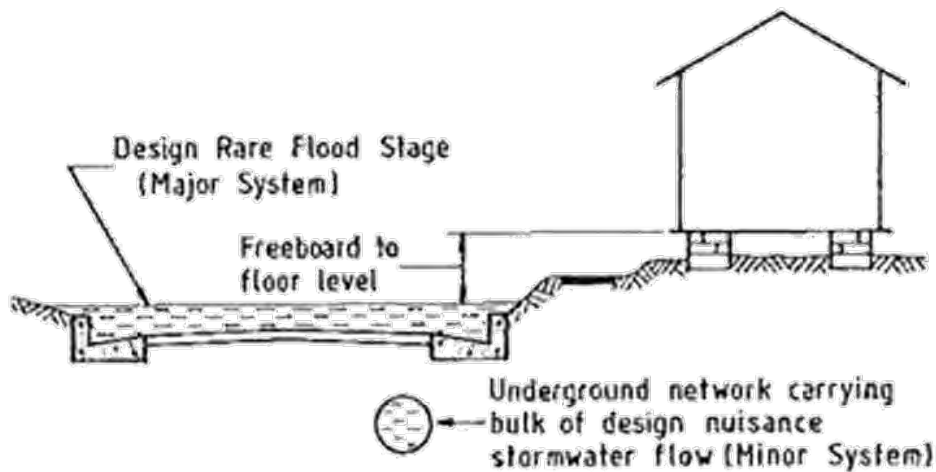


Figure 2.1—Major and minor drainage system

ARR adopts rainfall and flood terminology that is used across the industry to define the performance standards for stormwater drainage systems:

- Annual Exceedance Probability (AEP) – used to describe infrequent and rare events as a percentage probability (e.g. a 1% AEP event has a 1% chance of occurring in any given year, also commonly referred to as a 1-in-100-year event).
- Exceedances per Year (EY) – used to describe frequent events (e.g. a design event with a 6 month recurrence interval is expressed as having 2 Exceedances per Year, 2 EY).

Council aims to achieve the 20% AEP (also commonly referred to as a 1-in-5-year event) as the minimum service standard for the installation of new underground drainage systems or the upgrade and replacement of existing underground drainage systems with the following design criteria:

- Gutter flow width to be no greater than 2.5 metres (the width of water measured from the face of the kerb towards the centre of the road).
- Gutter flow width at pedestrian crossings to be no greater than 1 metre.
- Hydraulic grade line (HGL) to be a minimum of 150mm below the water table (the invert level of the kerb and gutter).

Council aims for the major (overland) drainage system to safely convey all stormwater to the appropriate outlet point without inundating properties for all events up to and including a 1% AEP storm. Generally speaking, it is reasonable for property inundation to be defined as 'above-floor flooding', which describes the ingress of floodwaters to dwellings and outbuildings and is a key driver to property damages (and costs) caused by flooding. A lower performance standard is often deemed acceptable for 'below-floor flooding', which describes the ingress of floodwaters to private property yards and can cause minor damage to landscaped areas.

Stormwater management is linked to other Council assets including Kerb and Water Table (K&WT) and road pavement renewals. K&WT renewals ensure that kerb height is maximised to convey overland flows and that water flows freely to drainage pits, and it is optimal if road pavement renewals can be scheduled to coincide with underground drainage upgrades to minimise the need for trench reinstatement and reduce the overall disruption to the community associated with construction activities.

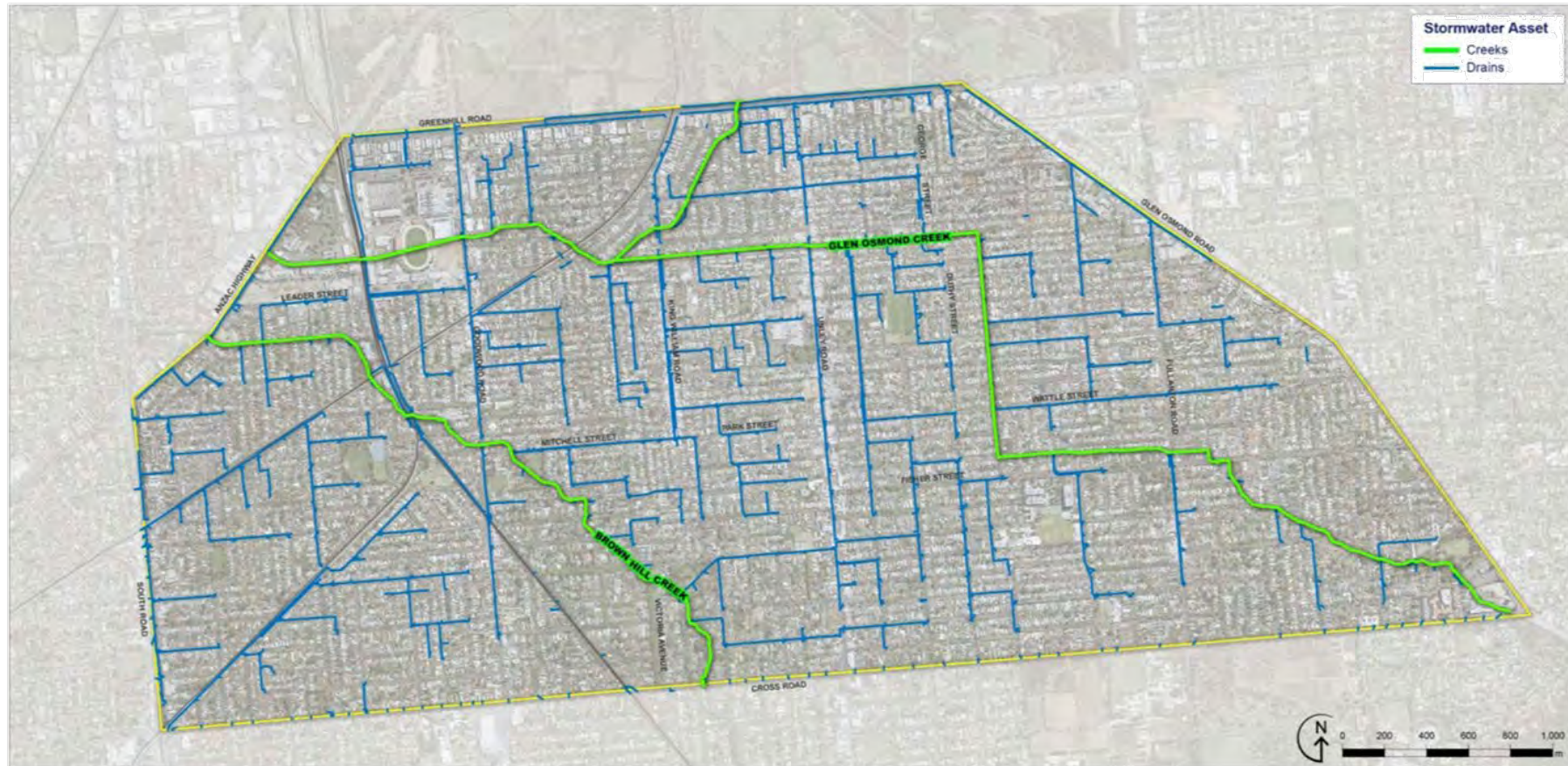


Figure 2.2—Existing stormwater assets

2.2 Previous Council Studies

Since the 1980's Council has invested heavily in an extensive network of underground drainage systems. In more recent times Council has undertaken several studies to better understand stormwater drainage performance and residual flood risk across the Council area and these studies have informed this strategic review.

- Unley Stormwater Management Plan – Strategic Review (2011):

A review of previous studies and hydrological modelling to identify potential drainage upgrades and Water Sensitive Urban Design opportunities.

- Urban Flood Mapping Study (2019):

Hydraulic modelling and mapping to determine the extent, depth and behaviour of floodwater across the drainage network under existing conditions.

- Unley Minor Stormwater Capital Works Planning (2022):

A high-level review of drainage performance issues and flooding 'hotspots' to assist in prioritising potential drainage upgrades.

These studies have used hydrological and hydraulic modelling and high-level assessments of reported flooding 'hotspots' to identify opportunities for new and upgraded underground drainage systems:

- In areas that are currently lacking drainage infrastructure such that excessive gutter flows may be experienced.
- In areas where stormwater modelling has reported that the existing drainage system capacity experiences 0.2 (or more) Exceedances per Year (i.e. 1 Exceedance per 5 years).
- To address known flooding hotspots (based on Council's flood response records and anecdotal knowledge of Council staff).
- To service 'trapped low points' within the road network, where overflows would result in property inundation.

Whilst the performance of Council's existing stormwater drainage system is generally well understood based on these studies, the potential drainage upgrades had:

- Not been scoped to a sufficient level of detail to determine new drain sizes.
- Not had their performance validated using contemporary floodplain modelling.
- Not been costed.
- Not been subject to a rigorous approach for prioritisation based on their performance benefits and value-for-money.

2.3 Stormwater Management Plans

In 2005 the State Government and the Local Government Association (LGA) released the Urban Stormwater Management Policy for South Australia. In 2006 they entered into the Stormwater Management Agreement which sets out the roles and responsibilities of state and local government and provides governance arrangements for stormwater management on a catchment basis throughout the state.

A key element of strategies described in the Urban Stormwater Management Policy is the development of Stormwater Management Plans (SMP) for catchments to ensure that stormwater management is addressed on a total catchment basis with Green Adelaide and the 8 Regional Landscape Boards, local government authorities and relevant state government agencies working together.

The City of Unley has been involved in two SMPs:

- The Brown Hill Keswick Creek Catchment Stormwater Management Plan 2016 which was developed in partnership with the Cities of Adelaide, Burnside, Mitcham and West Torrens and was approved by the Stormwater Management Authority (the SMA) and gazetted in February 2017.
- The Sturt River Urban Catchment Stormwater Management Plan which is currently being developed in partnership with the Cities of Holdfast Bay, Marion, Mitcham and West Torrens.

Further information on these SMPs is provided in the following sections.

2.3.1 Brown Hill Keswick Creek Catchment Stormwater Management Plan 2016

The Brown Hill and Keswick Creeks Stormwater Board was established in 2018 as a Regional Subsidiary of the 5 Constituent Councils (Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens) to deliver the whole-of-catchment flood mitigation strategy described in the SMP. The catchment plan and overview of the whole-of-catchment flood mitigation strategy are shown on Figure 2.4 and Figure 2.5, respectively.

The whole-of-catchment flood mitigation strategy is known as the Brown Hill Keswick Creek (BHKC) Stormwater Project and comprises 4 stages:

- Stage 1 – Detention storages in the upper catchment that will reduce the downstream flow rates.
- Stage 2 – Upgrading the flow capacity of Lower Brown Hill Creek so that it can receive the diverted flows from Keswick Creek.
- Stage 3 – Diversion of flows from Keswick Creek to Brown Hill Creek, before they can 'break-out' of the channel (upstream of the Showgrounds) and continue overland through the south-western suburbs.

- Stage 4 – Upgrading the flow capacity of Upper Brown Hill Creek and Glen Osmond Creek to prevent 'break-outs' and flooding of private property.

Completed works in the City of Unley include the Ridge Park Dam (Stage 1) and channel and culvert upgrades for sections of Upper Brown Hill Creek at Everard Park and Millswood (Stage 4). Remaining works in the City of Unley include channel and culvert upgrades for sections of Upper Brown Hill Creek (Stage 4) and the construction of the Keswick Creek Flow Diversions (Stage 3).



Figure 2.3—Covered culvert at Everard Park

The project is funded by the Constituent Councils (\$70m) and the South Australian Government's Stormwater Management Authority (\$70m) over a 20-year timeframe concluding in 2037. The funding commitment from the City of Unley is \$14.7m (21% of the Council contribution). The Australian Government has so far committed \$21.1m of funding towards select work packages, and additional Australian Government funding is being pursued to achieve the tripartite funding model envisaged by the SMP.

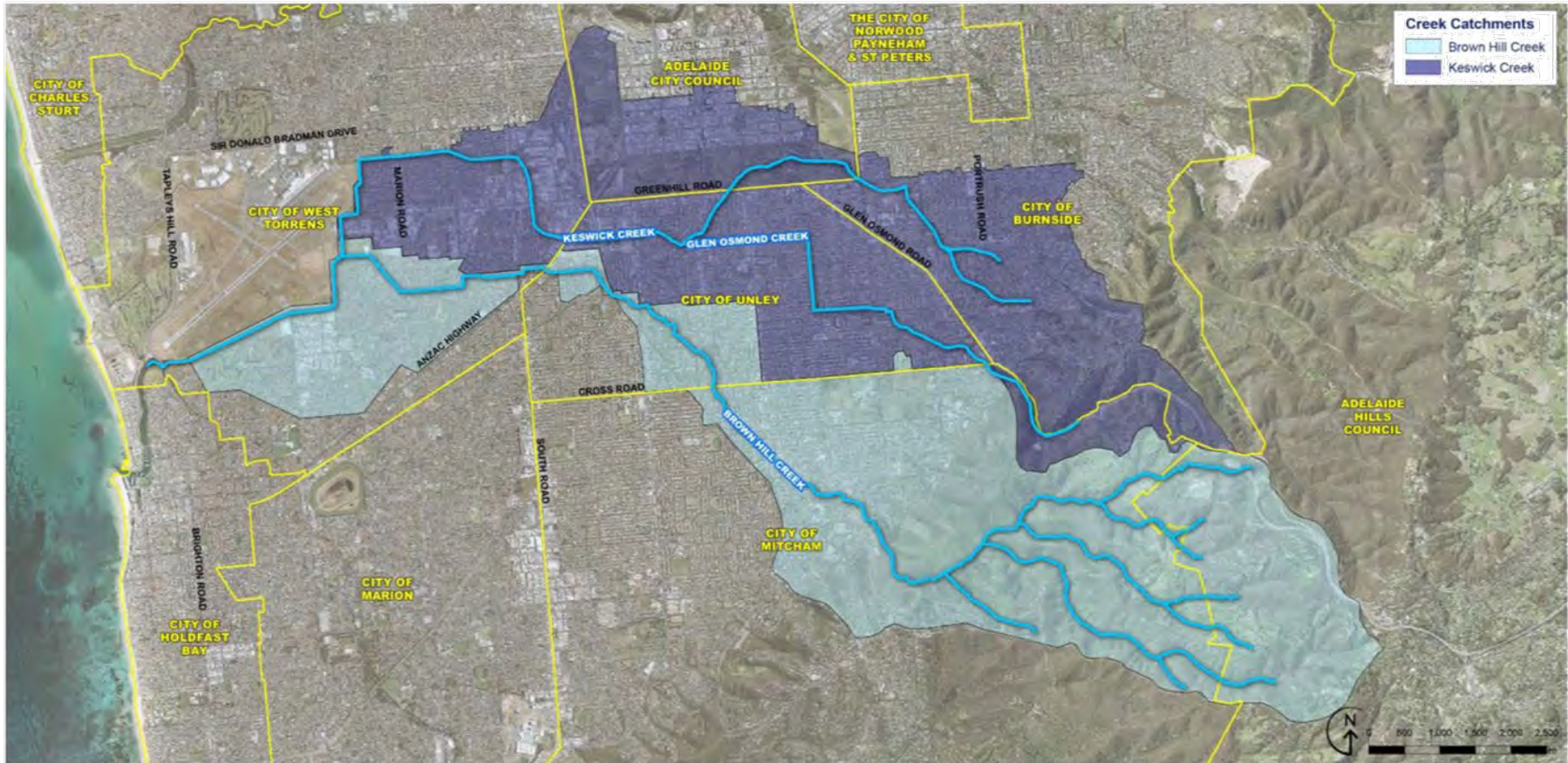


Figure 2.4—Brown Hill Keswick Creek catchment

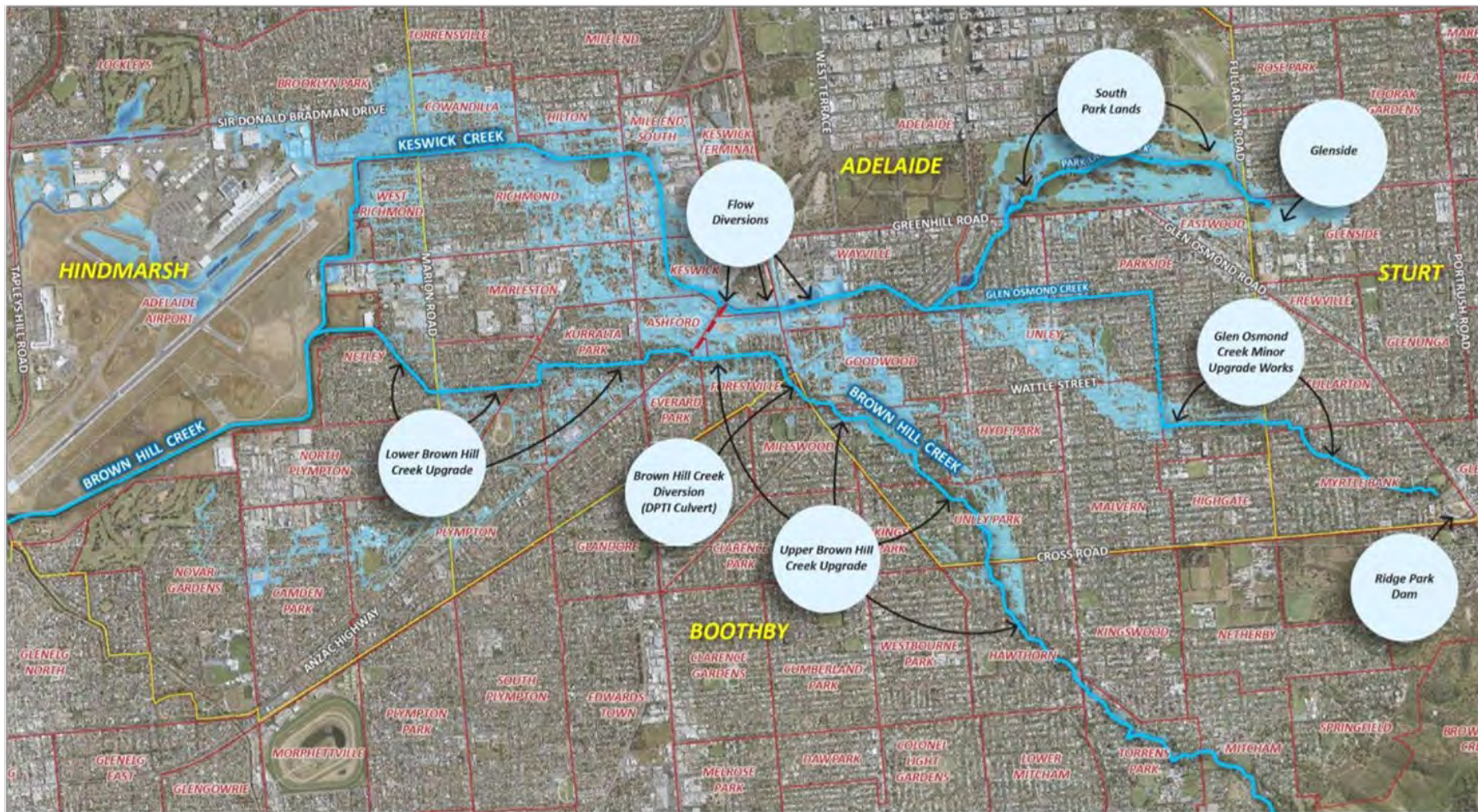


Figure 2.5—Whole-of-catchment flood mitigation strategy

2.3.2 Sturt River Urban Catchment Stormwater Management Plan

The Stormwater Management Authority approved a grant to City of Mitcham to support the development of the Sturt River Urban Catchment Stormwater Management Plan in March 2015, for which the City of Unley comprises 5.6% of the catchment area. A Project Steering Group comprising staff from the partnering Councils (Cities of Holdfast Bay, Marion, Mitcham, Unley and West Torrens) oversaw the development of an SMP which reached 'draft' status in February 2020.

The draft SMP has identified a range of upgrades to the South-Western Suburbs Drainage Scheme (SWSDS), including a new Westside Bikeway to Birkdale Avenue Drainage System at a cost of \$80.4m (2020 dollars) which would include new underground drains in Black Forest and Clarence Park to be delivered over a 30 to 50 year time horizon. The cost-sharing model in the draft SMP proposes that City of Unley contribute \$8.6m (10.7%) by distributing costs on two guiding principles:

1. The extent to which each Council area causes the cost/damage (the 'cost cause').
2. The extent to which each Council area avoids future flooding costs on completion of the mitigation works (the 'future costs avoided').

A high-level review of the Westside Bikeway to Birkdale Avenue Drainage System has identified that the proposed works in the City of Unley could be impacted by the Department for Infrastructure and Transport's Torrens to Darlington project, and that other local catchment solutions may be feasible.

The draft SMP was placed on hold in 2020 while:

- SA Water undertook an update of the hydrology for the Sturt River flood control dam and a hydraulic (capacity) assessment of the Sturt River channel; and
- The Attorney General's Department undertook its own floodplain modelling of the Sturt River Urban Catchment.

These related studies have recently been completed and made available to the partnering Councils and it is understood that the SMP will be finalised in the coming years in conjunction with the design development for the Torrens to Darlington project. Therefore the portion of the Council area draining to the Sturt River has been excluded from the scope of this study.

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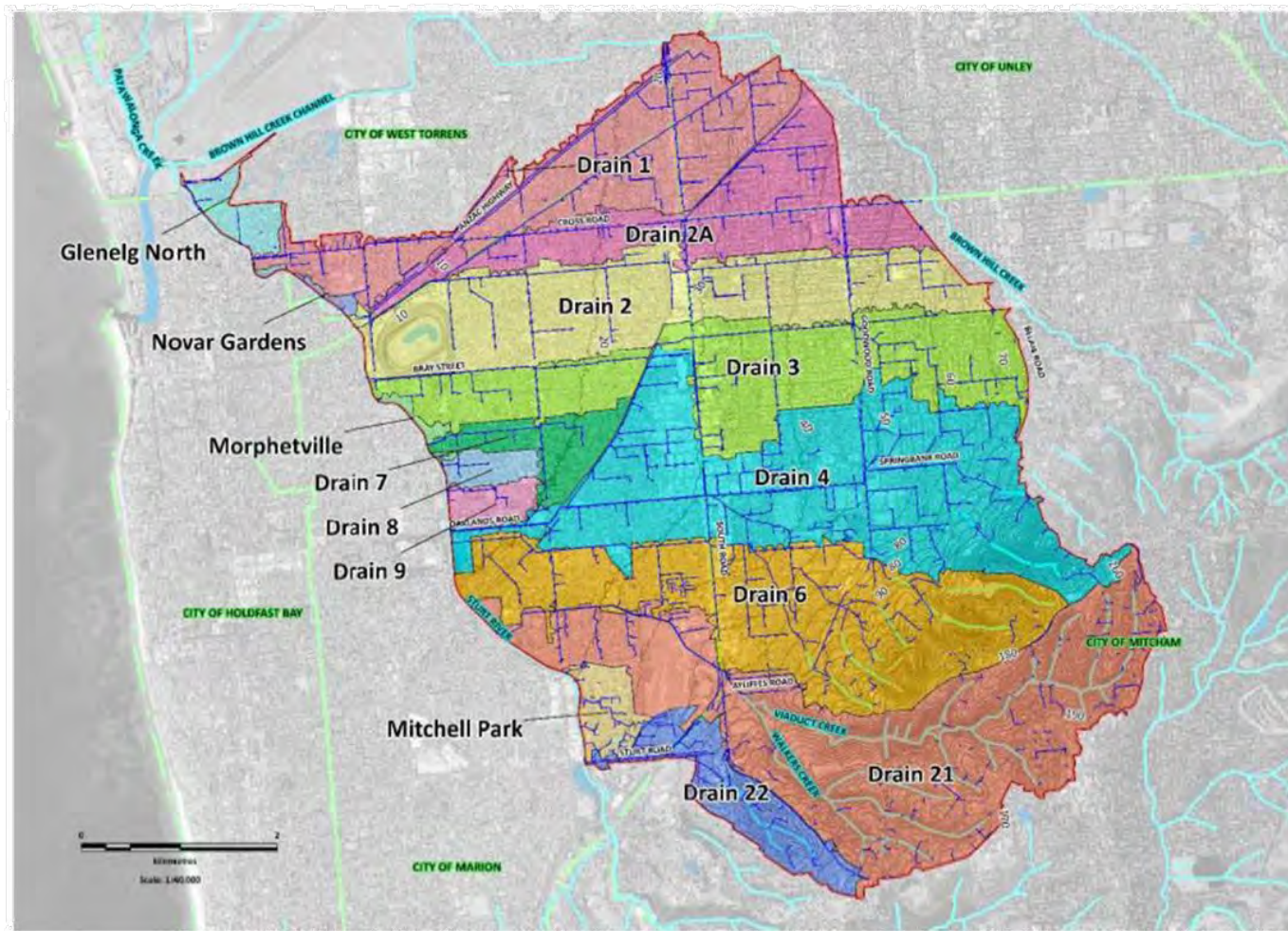


Figure 2.6—Sturt River urban catchment (from draft SMP)

3 Technical Investigations

3.1 Scoping of Drainage Upgrades

Council's previous studies identified a range of proposed drainage upgrades that had been identified as medium and high priority and these upgrades were grouped into Work Packages based on the receiving watercourse as shown in Table 3.1 and Figure 3.1.

Table 3.1—Proposed drainage upgrades

Work Package	Watercourse	Proposed Drainage Upgrades
1	Keswick Creek	Joslin Street Drain
2	Park Lands Creek	Young Street Drain, Fullarton Road North Drain, Glen Osmond Road Drain
3	Glen Osmond Creek	Wattle Street Drain, Fisher Street Drain, Fullarton Road South Drain
4	Brown Hill Creek	Northgate Street Drain
5	Sturt River	Not available at this time (Catchment Stormwater Management Plan not yet complete)

3.2 DRAINS Modelling

Tonkin Consulting was engaged to undertake DRAINS hydrological and hydraulic modelling to determine the pipe sizing and pit locations required to achieve Council's target 20% AEP service standard for the installation of new underground drainage systems. The DRAINS modelling identified that trunk drain sizes up to 1,200mm diameter (at the outlet to creeks) would be required to convey the 20% AEP design flow, and that lateral drain systems would be required in the side roads adjoining the main trunk drain to reduce gutter flow widths to within acceptable limits.

A memorandum describing the DRAINS modelling approach and GIS mapsheets showing the proposed drainage systems is included in Appendix A.

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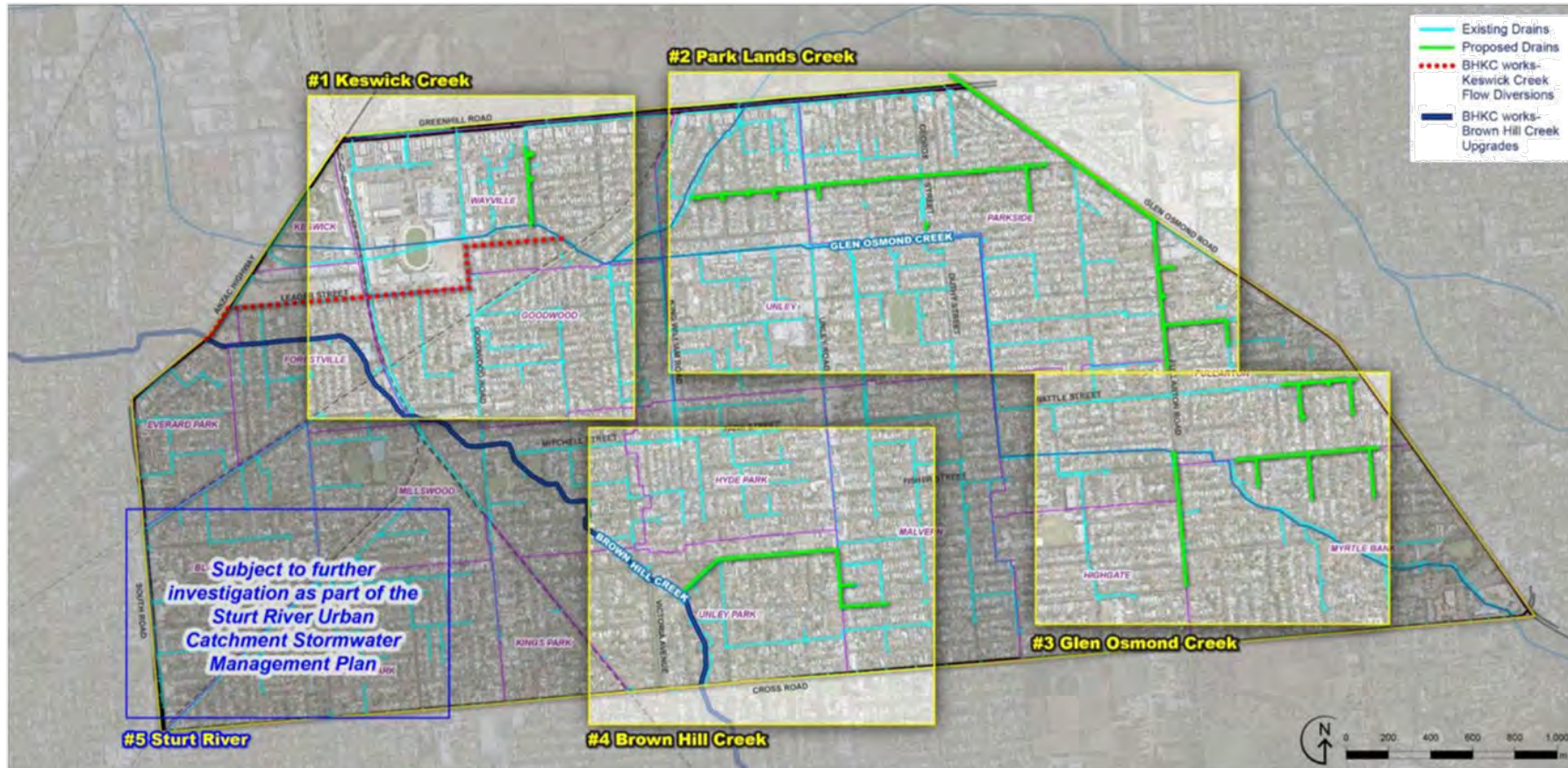


Figure 3.1—Proposed drainage upgrades

3.3 Floodplain Modelling

Tonkin Consulting had previously compiled a TUFLOW floodplain model of Council's existing drainage system in 2019 and was engaged to further develop this model and undertake simulations to validate the performance of the proposed drainage upgrades. This included consideration of 3 scenarios:

1. A TUFLOW floodplain model that accurately represents the Council area for the 'current' scenario – defined as the current Council drainage system prior to Brown Hill Keswick Creek Stormwater project (BHKC) upgrades:
 - i. BHKC provided engineering survey of Upper Brown Hill Creek to ensure that the existing creek capacity was accurately represented.
 - ii. City of Mitcham provided data and output from their own TUFLOW floodplain model to ensure that flows entering the Council area from Cross Road were accurately represented.
2. A TUFLOW floodplain model that accurately represents the Council area under a future 'upgrade' scenario which assumes the following works have been completed:
 - iii. BHKC's Keswick Creek Flow Diversions sub-project. The model is based on the BHKC reference design for a 4,500mm wide by 1,800mm high box culvert along Anzac Highway, Leader Street, Goodwood Road and Le Hunte Street.
 - iv. BHKC's Upper Brown Hill Creek Upgrades. The model is based on the BHKC reference design for channel and road crossing capacity upgrades along Upper Brown Hill Creek from Anzac Highway to Cross Road.
 - v. The proposed underground drains in DIT roads including Glen Osmond Road and Fullarton Road.
 - vi. The proposed underground drains in Council roads including Joslin Street, Young Street, Wattle Street, Fisher Street and Northgate Street.
3. A TUFLOW floodplain model that included the works described in Scenario 2 plus hypothetical upgrades in the City of Mitcham that would reduce the overland flows entering City of Unley via Cross Road:
 - i. Woodland Upgrade 1 – a new trunk drainage system from Woodland Road to Brown Hill Creek just upstream of Cross Road.
 - ii. Woodland Upgrade 2 – a new trunk drainage system from Woodland Road to a new detention system at Urrbrae.

The floodplain mapping results are presented in Appendix B and demonstrate that:

- Minor (underground) drainage system:
 - The performance of the existing underground drainage system is generally good and meets the target 20% AEP service standard, which reflects Council's investment in stormwater drainage infrastructure over a long period of time.

- There are some areas that are currently lacking in underground drainage and gutter flow widths would be greater in these areas (i.e. the south-eastern portion of the Council area). This is consistent with observations at Wattle Street and Fisher Street and supports the need for new underground drainage systems at these locations.
- The performance of the proposed drainage upgrades will meet or exceed the target 20% AEP service standard.
- Major (overland) drainage system:
 - The Brown Hill Keswick Creek Stormwater Project's planned upgrade of the Brown Hill Creek channel and the Keswick Creek Flow Diversions provides a significant reduction in flood risk across the western portion of the Council area.
 - Upstream works in the City of Mitcham would reduce the overland flows entering the Council area via Cross Road, and this would provide a significant reduction in flood risk across the southern portion of the Council area and may negate the need for the proposed drainage upgrades in Northgate Street.
 - The proposed drainage upgrades would reduce the flood risk in larger storm events, although some residual flood risk would remain in the 1% AEP (1-in-100-year) storm event, which is typical of an urban catchment.

4 Flood Damages

This study has included an assessment of flood damages to private and public buildings and the contents of those buildings which are defined as 'direct tangible damages' from flooding.

4.1 Methodology for Flood Damages Estimates

The method used to estimate the flood damages is consistent with that used in the 2022 Business Case for the BHKC Stormwater Project and has been undertaken by Advisian (the consulting arm of Worley Parsons). This method was developed specifically for the BHKC catchment and is described below.

- The Valuer General's property data from 2021 was used and properties where the floodwaters pass over the centroid of the allotment were identified.
- A property valuer (Public Private Property) completed an independent assessment of the 'replacement cost' of flood-affected properties from different land use types:
 - Residential
 - Office Buildings
 - Office Warehouses
 - General Commercial
 - Institutional
 - Sport and Recreation
- The Residential land use type was then subject to a further layer of categorisation based on geographical zone, which importantly reflects that the replacement cost of a residential property varies depending on its predominant development era, construction type, and scale of development. The following categories are relevant to the City of Unley:
 - Residential Eastern
 - Residential Parklands
 - Residential Prestige
 - Home Units Single Level
 - Home Units Multi Level
- The independent assessment of the replacement cost included:
 - Calculating replacement cost estimates from 'first principles' for a sample of 10 individual properties from each category. Property selection was carried out manually to ensure that each sample was inclusive of a good cross-section of properties in terms of location, property size, style, age etc. Priority was placed

on selecting properties that have sold in the past two years and the primary purpose of including recently transacted properties was to ensure good access to online information about the properties (photographs, descriptions, floor plans, dimensions etc).

- A replacement cost estimate was determined for each sample property which included site preparatory works, professional fees (architecture, survey, engineering etc), building replacement cost inclusive of all permanent fixtures, and site improvements inclusive of fencing, landscaping, paving, swimming pools etc. The replacement cost estimates excluded furniture, contents and non-fixed plant and equipment (as these are included in the flood damage multipliers).
- Upon completing the replacement cost estimates, the total cost of each property was converted to a rate per square metre of (equivalent main) building area.
- The property valuer then determined an average replacement cost rate for each property category for use in the flood damages estimates modelling.

4.2 Flood Damages Estimates

Advisian has used the damages analysis tool in WorleyParsons' waterRIDE software to calculate the flood damages estimates as follows:

- Finished Floor Levels (FFL) were based on surveys undertaken for the Brown Hill Keswick Creek Catchment SMP 2016 or assumed to be 150mm higher than the ground level at the centroid of the allotment.
- Where the flood level at the centroid was below the FFL, a 'below-floor' multiplier was applied to the replacement cost of the property to calculate its damage estimate, which acts as a sliding scale to reflect that greater flood damages are incurred for greater flood depths.
- Where the flood level at the centroid was above the FFL, an 'above-floor' multiplier was applied to the replacement cost of the property to calculate its damage estimate. Given the impact on property and contents the damage from 'above-floor' flooding is greater than for 'below-floor' flooding; the 'above-floor' damage multipliers are in the order of 3 to 5 times larger than the corresponding multipliers in the curve for 'below-floor' damages.

The number of flood-affected properties in the current and upgrade scenarios is presented in Table 4.1.

Table 4.1—Flood-affected properties in City of Unley

Source of flooding	Number of properties within current scenario 1% AEP floodplain		Number of properties within upgrade scenario 1% AEP floodplain ¹	
	Below-floor inundation	Above-floor inundation	Below-floor inundation	Above-floor inundation
Council Drainage System + Brown Hill Keswick Creek System	2,674	738	1,860	226

¹ Assumes completion of BHKC Stormwater Project and City of Mitcham's Woodland Upgrade 1

Based on the analysis of flood-affected properties by Advisian, the completion of the proposed drainage upgrades in conjunction with the BHKC Stormwater Project and City of Mitcham's Woodland Upgrade 1 would protect:

- 814 properties from below-floor inundation in a 1% AEP event.
- 512 properties from above-floor inundation in a 1% AEP event.

The corresponding flood damages estimates are presented in Table 4.2.

Table 4.2—Flood damages estimates in City of Unley

Property category	Current scenario 1% AEP property damage estimates	Upgrade scenario 1% AEP property damage estimates	Reduction
Residential	\$119,512,000	\$35,756,000	\$83,756,000
Commercial	\$119,323,000	\$63,218,000	\$56,105,000
Industrial	\$1,839,000	\$1,371,000	\$468,000
Institution / Other	\$44,719,000	\$9,265,000	\$35,454,000
TOTAL	\$285,393,000	\$109,610,000	\$175,783,000

¹ Assumes completion of BHKC Stormwater Project and City of Mitcham's Woodland Upgrade 1

Based on the flood damages estimates prepared by Advisian, the completion of the proposed drainage upgrades in conjunction with the BHKC Stormwater Project and City of Mitcham's Woodland Upgrade 1 would reduce the direct tangible damages to property by \$175,783,000 in a 1% AEP event.

4.3 Exclusions for Flood Damages Estimates

The flood damages estimates presented in this report exclude:

1. Indirect tangible damages

- Disruption to businesses, including consideration of transport routes and supply chain interruption.
 - Cost incurred by emergency service organisations in responding to the flood.
 - Costs incurred by landholders in cleaning up after the flood.
2. Intangible damages
- Loss of life.
 - Personal injury and associated losses and expenses.
 - Destruction of memorabilia (e.g. family photos).
 - Loss of heritage and cultural features.
 - Increased medical costs and reduced life expectancy associated with increases in levels of sickness in a community following a disaster.
 - Emotional stress and mental illness that can stem from experiences associated with damage to family homes and businesses, including:
 - Replacement of damaged property, particularly if there is no flood insurance or it is insufficient.
 - Living in temporary accommodation.
 - Children attending a different school.
 - Death of pets.
 - Loss of business goodwill.

4.4 Future Analysis

The flood damages estimates prepared by Advisian have relied on methods to interrogate and merge the floodplain modelling simulations undertaken for this study, the Brown Hill Keswick Creek Catchment SMP, and a previous study by the City of Mitcham. It is acknowledged that the Brown Hill Keswick Creek Catchment SMP and previous study by the City of Mitcham are based on design rainfalls that have since been updated with the release of ARR 2019.

It is understood that the BHKC Stormwater Project will soon be undertaking a 'whole-of-catchment' floodplain model that will include the watercourses and drainage systems of all 5 Constituent Councils. Once a whole-of-catchment model has been compiled there would be an opportunity to assess flood risk using the latest design rainfalls and to consider future scenarios that account for climate change and urban infill development. It is recommended that the flood damages estimates for the City of Unley be reviewed once this whole-of-catchment model has been completed.

5 Budget Cost Estimates

Budget cost estimates have been prepared for the proposed drainage upgrades as outlined below:

- These budget cost estimates are in 2023 dollars and exclude escalation and GST. They are intended to be used to inform the update of Council's Long Term Financial Plan (LTFP) and Asset Management Plans (AMPs).
- These budget cost estimates are based on high-level concept designs and quantity take-offs prepared by Tonkin Consulting in 2023 and include an allowance for Design and Development (10%).
- Allowances have also been made for Service Relocations (10%), Project and Contract Management (10%), Client and Contractor Inherent Risks (those that are known to occur but difficult to quantify, 5% each) and Contingent Risk (those that are unknown or unforeseeable, 15%).
- These budget cost estimates have been developed with consideration of:
 - Supplier pricing for Reinforced Concrete Pipes dated August 2023.
 - A first-principles assessment of the costs to supply and install pipes in both Council roads and DIT roads. The unit rates for DIT roads include reinstatement of deep-lift asphalt to the trench, full lane reinstatement of the asphalt wearing course, and increased depth of trenching to achieve minimum cover requirements.
 - Tender pricing for comparable projects in the 2022/23 financial year, including a reconciliation against Council's tender pricing for the Wattle Street Drainage Upgrade which received 10 submissions.
- The unit rates for the supply and installation of pipes and structures assume that these projects will be undertaken by local Tier 2 or Tier 3 contractors with experience in this field.
- The unit rates for the supply and installation of pipes in DIT roads assume that the Contractor will be permitted to work from 9am to 3pm on weekdays and on weekends and will be permitted to close one lane throughout the duration of the works (maintaining 2 lanes in the peak travel direction, and 1 lane in the non-peak direction). No allowance has been made for nightworks.
- These budget cost estimates exclude drainage upgrades that form part of the BHKC Stormwater Project and works in the City of Mitcham.

The budget cost estimates are summarised in Table 5.1 and breakdowns are included in Appendix C.

Table 5.1—Budget cost estimates

Work Package	Proposed Drainage Upgrades	Budget Cost Estimate
1	Joslin Street Drain	\$1,257,000
2	Young Street Drain	\$6,339,000
2	Glen Osmond Road and Fullarton Road North Drain ¹	\$11,256,000
3	Wattle Street Drain	\$1,886,000
3	Fisher Street Drain	\$3,798,000
3	Fullarton Road South Drain ¹	\$2,296,000
4	Northgate Street Drain	\$4,514,000
	TOTAL	\$31,346,000

¹ Proposed drainage upgrade in a Department for Infrastructure and Transport road.

6 Prioritisation of Works

A method of prioritisation has been developed which considers whether:

- The proposed drainage upgrade improves the Technical Level of Service of the major and/or minor system; *higher priority is assigned to upgrades that achieve improvements to both the major and minor systems.*
- The proposed drainage upgrade provides a new asset to a previously unserved area or replaces an existing asset at the end of its service life with a new asset offering enhanced performance or duplicates an existing asset that will also be retained; *higher priority is assigned to upgrades that provide a new asset to a previously unserved area.*
- Delivery and/or performance of the proposed drainage upgrade is contingent upon other Local or State Government agencies; *higher priority is assigned to upgrades that are not dependent upon other Local or State Government agencies.*

The recommended prioritisation and timeframe for delivery of the proposed drainage upgrades is shown Table 6.1. The prioritisation and timeframe of works is provided as a guide only and may change in response to Council budget constraints and due to external factors, such as grant funding becoming available and/or successful coordination of works with other Local or State Government agencies.



Table 6.1—Prioritisation of works

Criteria	Wattle Street Drain	Fisher Street Drain	Joslin Street Drain	Young Street Drain	Glen Osmond Road and Fullarton Road North Drain	Fullarton Road South Drain	Northgate Street Drain
Improves performance of major system	✓	✓	x	x	✓	✓	✓
Improves performance of minor system	✓	✓	✓	✓	✓	✓	✓
Provides a new asset to a previously unserviced area	✓	✓	x	x	x	x	x
Replaces or duplicates an existing asset	x	x	✓	✓	✓	✓	✓
Delivery and/or performance is not contingent upon other Local or State Government agencies	✓	✓	✓	✓	x	x	x
Priority rating	High	High	Medium	Medium	Low	Low	Low
Recommended delivery timeframe	Years 1-5	Years 1-5	Years 6-15	Years 6-15	Years 16-25	Years 16-25	Years 16-25

In collaboration with Council staff a preliminary 10-year program of works has been developed as shown in Table 6.2. This program ensures that detailed designs would be completed for all proposed drainage upgrades and that high priority drainage upgrades would be constructed within this timeframe.

Table 6.2—Preliminary 10-year program of works

Proposed Drainage Upgrades	Design and Development Cost	Construction Cost	Total Cost over 10 years
Wattle Street Drain	\$131,000	\$1,755,000	\$1,886,000
Fisher Street Drain	\$264,000	\$3,534,000	\$3,798,000
Joslin Street Drain	\$87,000	\$1,170,000	\$1,257,000
Young Street Drain	\$441,000	N/A	\$441,000
Glen Osmond Road and Fullarton Road North Drain	\$783,000	N/A	\$783,000
Fullarton Road South Drain	\$160,000	N/A	\$160,000
Northgate Street Drain	\$314,000	N/A	\$314,000
TOTAL	\$2,180,000	\$6,459,000	\$8,639,000

The construction of one medium priority drainage upgrade (Joslin Street) has also been included in the 10-year program of works, noting that Council may instead use this allocation of funds as a co-contribution to secure South Australian Government or Australian Government funding towards another drainage upgrade, as discussed in Section 7 of this report.

7 External Funding

Two opportunities have been identified for external funding of the proposed drainage upgrades:

1. South Australian Government

A portion of the Glen Osmond Road Drain may be eligible for funding from the Stormwater Management Authority (the reach downstream of Kenilworth Road, approximate length 660 metres). The SMA typically fund 50% of the cost of eligible projects although this may require a Stormwater Management Plan to be prepared and approved in accordance with SMA guidelines.

2. Australian Government

The Australian Government has committed \$1 billion for the Disaster Ready Fund (DRF) over five years, from 2023 onwards.

"This investment seeks to mitigate potential disaster loss and damage, it seeks to reduce harm, loss of life, property loss and the impacts on economic productivity and furthermore is cheaper than disaster response."

Round One provided \$200 million of Australian Government investment for 187 projects in 2023-24. Round Two applications close in March 2024 and require applicants to offer matching funds and complete their project within 2 years of funding award.

It is recommended that Council seek grant funding towards completion of the drainage upgrades in arterial (Department for Infrastructure and Transport) roads as these upgrades are better aligned with the DRF objectives (including mitigation of flooding impacts to a wider community).

8 Ongoing Initiatives

In conjunction with the delivery of its Capital Works program it is envisaged that Council will continue to collaborate with other agencies to improve understanding of residual flood risk and coordinate joint projects including:

- Completion of the Sturt River Urban Catchments SMP in collaboration with the SMA and Cities of Holdfast Bay, Mitcham, Marion and West Torrens.
- Collaboration with the Department for Infrastructure and Transport's Torrens to Darlington project team regarding the impacts and opportunities associated with the motorway upgrade.
- Delivery of channel and culvert upgrades within the Council area by the BHKC Stormwater Project.
- Support for the BHKC Stormwater Project's pursuit of Australian Government funding to construct the Keswick Creek Flow Diversions.
- Development of a 'whole-of-catchment' floodplain model by the BHKC Stormwater Project to better understand residual flood risk under future development and climate change scenarios.
- Implementation of the Building Flash Flood Forecasting and Warning Capability project that is being developed by Department for Environment and Water (DEW) in partnership with the Bureau of Meteorology (the Bureau), South Australian State Emergency Service (SASES), SMA, BHKC Stormwater Project and City of Salisbury - this will significantly improve flood preparedness and response across the metropolitan area.

Appendix A

DRAINS Modelling

- Technical Memorandum
- GIS Mapsheets



Building exceptional outcomes together

Memorandum

To	Ken Schalk	Date	29 June 2023
From	Cary Heritage		
Job Number	230585		
Subject	Unley Drainage Upgrade DRAINS Modelling		

DRAINS modelling has been undertaken to prepare a drainage design to be modelled in TUFLOW.

Hydrology

Hydrology was conducted using DRAINS in accordance with Australian Rainfall and Runoff 2019. An Initial Loss – Continuing Loss was created with values listed in Table 1.

Table 1: Hydrological Parameters

Parameter	Value
Impervious Area Initial Loss (mm)	1
Impervious Area Continuing Loss (mm/hr)	0
Pervious Area Initial Loss (mm)	24
Pervious Area Continuing Loss (mm/hr)	4.7

Imperviousness for Fisher St and Wattle St was calculated using the DIT standard allotments (Table 7-1, RD-DK-D1 Road Drainage Design, DIT 2022). This was then compared to previous TUFLOW catchment imperviousness for the Unley area (Tonkin ref. 20181425). The values were found to be similar. Therefore, for the Young St and Fullarton Road Catchments, the previous TUFLOW catchment imperviousness values were used.

Times of concentrations for Fisher St and Wattle St were calculated by comparing overflow route travel velocities from DRAINS plus 5 minutes. Times of concentration for Young St and Fullarton Rd catchments were developed based on Unley TUFLOW values (Tonkin ref. 20181425).

Sources of information

Council stormwater network information was gathered from previous data sent from Unley Council (for use in Tonkin ref. '211599 Stormwater Drainage Designs 2021_22 – City of Unley').

Elevation data was sourced from the DEM used in the Unley TUFLOW Modelling (Tonkin ref. 20181425).



Assumptions

The DRAINS modelling has assumed that:

- Downstream stormwater networks have unlimited capacity.
- Upstream stormwater networks do not overflow into the modelled DRAINS network.
- Some subcatchments feature lumped pits. This occurs where a single upstream pit is nominated in the model to receive all runoff from a subcatchment, and subsequently overflows into the downstream pits within the subcatchment. This can limit the resolution of accurate pit and pipe modelling within the subcatchment.

DRAINS Modelling Scope/Limitations

In addition to the above assumptions, it should be noted that

- Each Catchment was modelled independently.
- Use of 'unlimited capacity pits' is highly discouraged by DRAINS, and has been avoided.
- DRAINS requires a minimum pipe length between pits (3×pipe diameter). Some lateral branches will have multiple pits near each other, this is usually designed to indicate how many pits would be required along the lateral to allow sufficient water to inflow into the lateral. There is the option to extend these pit groups up the subcatchment to provide additional drainage throughout the upstream area.
- The amount of design detail in lateral branches varies. Some lateral branches extend deeply up their respective subcatchment(s), (e.g., Fisher St – Rosington Ave intersection) others lateral networks are modelled as a group of pits (e.g., Fisher St – Tallala Tce intersection). It is worth noting that it may be of more value to leave some of these groups of pits as is, without building them out upstream through their subcatchment(s).
- Focus of modelling has been determining what size the trunk pipes are required to be in order to provide a 0.2EY level of service. Additional pits to control gutter flow widths may be required in some areas.
- In some areas of the modelling, it may be more cost efficient to decrease the depth of trunk lines and increase their diameter.

Fisher St Catchment

Fisher St Catchment discharges into Glen Osmond Creek.

There is a large subcatchment ('Cat 1-1-b1'; ~7.5 ha) encompassing Tallala Tce, Hallam St, Burnham Ave, Braeside Ave, Rododa Road and the south west portion of Wooltana Ave. This has been modelled as being served off a later from Fisher St.

It may be more advantageous to discharge the subcatchment west through Hallam St, and into Scammell Reserve before entering Glen Osmond Creek. This could offer the advantages of passing additional water through the reserve (if desirable), shrinking the final trunk segment of Fisher St, and reducing the length of the critical flow path (i.e. less inundation along the northern end of Tallala Tce). However, the disadvantage would be the creation of an additional location of works, and likely more expensive compared to simply provide a group pits at the intersection of Fisher St and Tallala Tce and an increase in trunk size.

Wattle St Catchment

The Wattle St extension is size-limited by the downstream Wattle St pipes. The existing upstream end of the Wattle St trunkline is 600 mm in diameter, except for a final 35 m run of a pair of 525 mm, one marked as storage pipe for irrigation. The connectivity of these two pipes is unclear.

In accordance with the assumption section of this memo, the Wattle St extension modelling assumes ample capacity in the downstream trunk. The modelling also assumes that the most



upstream 35 m of the existing trunkline (525 mm in size) will be upgraded to allow for the extension of the Wattle St trunk to be 600 mm.

Modelling has estimated that a 600 mm trunk line along the eastern end of Wattle St will not provide sufficient capacity. Investigation has not been undertaken to determine what level of service (e.g. 1-year ARI or 2-year ARI) standard the trunk does provide.

Due to the large size of the Seaview St catchment (~3.0ha), the existing eastern end of the Wattle St trunk may already be at capacity. If the existing 600 mm trunk section is already at capacity, extending the trunk further east as 600 mm trunk (including replacing the 35 m of 525 mm trunk) may not provide a substantially greater benefit compared to extending the trunk as a 525 mm.

Young St Catchment

The upgrade of the drainage along the Young St catchment is estimated to provide substantial benefit to Unley Road and George St. Unley Road drainage and George St drainage have not been upgraded, but benefit from the increased capacity of the Young St trunk.

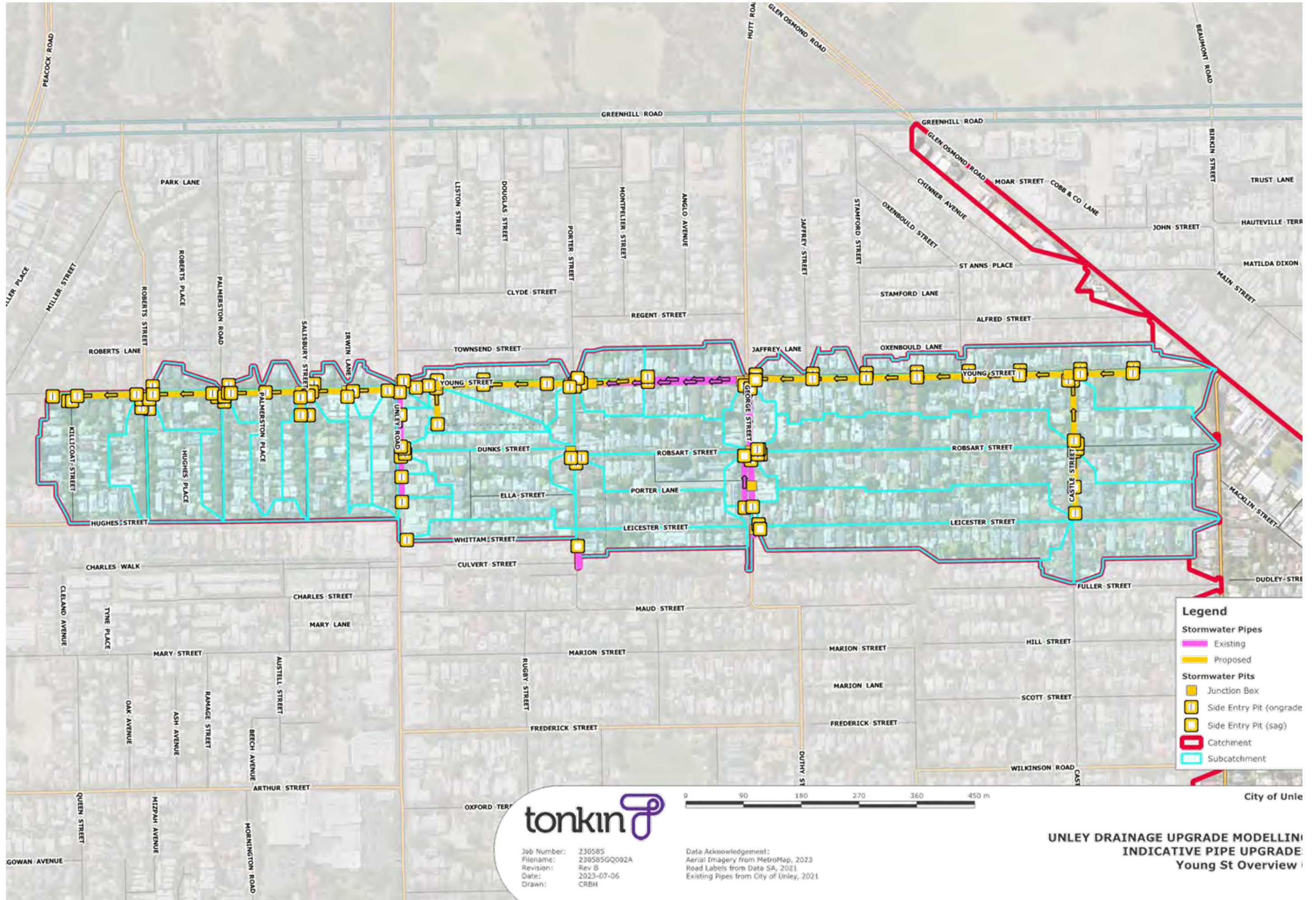
Fullarton Rd Catchment

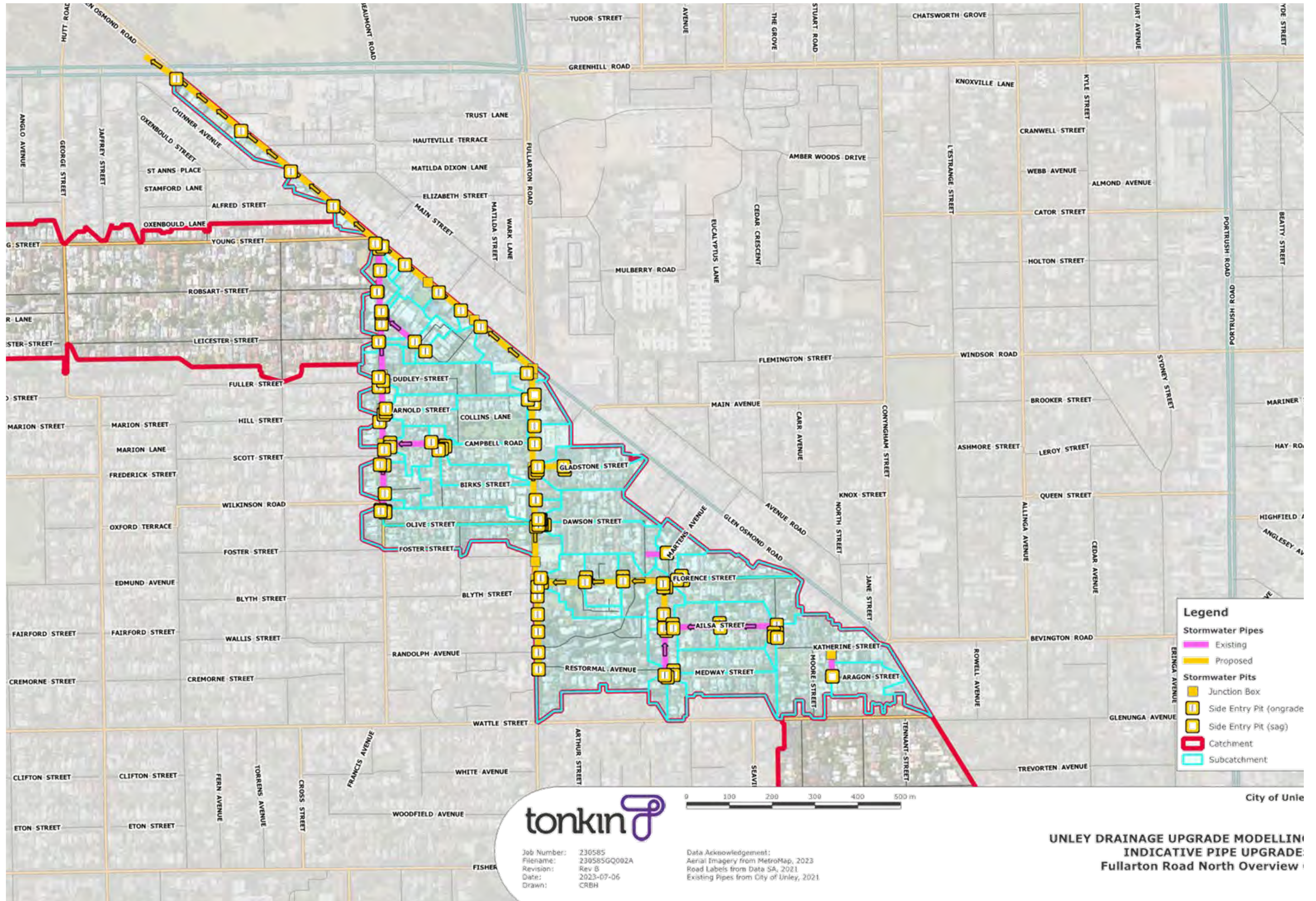
Upgrade of the Fullarton Road North Catchment requires upgrading of the downstream Glen Osmond Road trunk to at least a 1200 mm downstream of Kenilworth Road. Kenilworth Road features a 1500x750 culvert, it may be prudent to include a 1500 mm pipe along Glen Osmond road so as to avoid blockage risks moving from 1500 mm to 1200 mm, and the potential benefits the larger size will provide in more intense rainfall events than 0.2EY (5-year ARI).

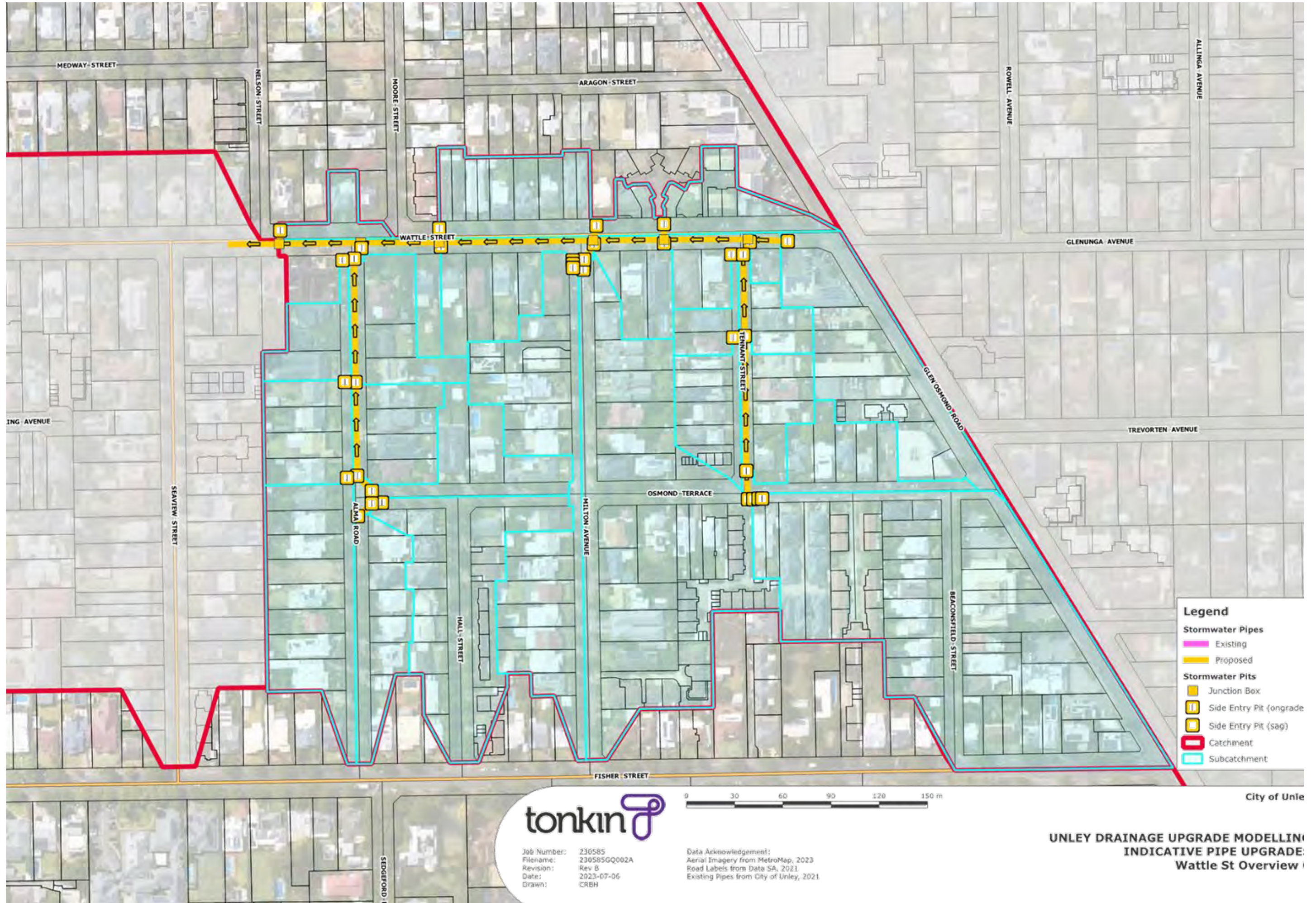
It is recommended to upgrade the trunk capacity along Florence St and the northern section of Welling Terrace, as there is insufficient capacity for Florence St runoff to enter the Fullarton Road system without upgrading either the Florence St capacity (so Florence St flows can enter the underground network there) or adding more pits along Fullarton Road (excess Florence St enters the underground network at Fullarton Road, likely cheaper but does not address excess surface flows along Florence St).

Council GIS data indicates parallel trunk lines along Fullarton Road between Fisher St and Clinton Ave. The accuracy of this data is doubtful, as hydraulic connectivity between the two pipes is limited and unclear, junction boxes can not be verified on Google Street view, and there are long stretches of the larger trunk line with no junction box or pit. It is recommended that the stormwater network in this area be verified and clarified to enable accurate modelling and useful (if any) recommendations.

Regardless, DRAINS indicates that the indicated existing Fullarton Road trunk sizes provide a mostly adequate 0.2EY level of service, however the modelling suggests that the network is required to end in a 1050 mm trunk rather than 900 mm, and/or that additional (or more optimised) hydraulic connectivity between the trunks is required.



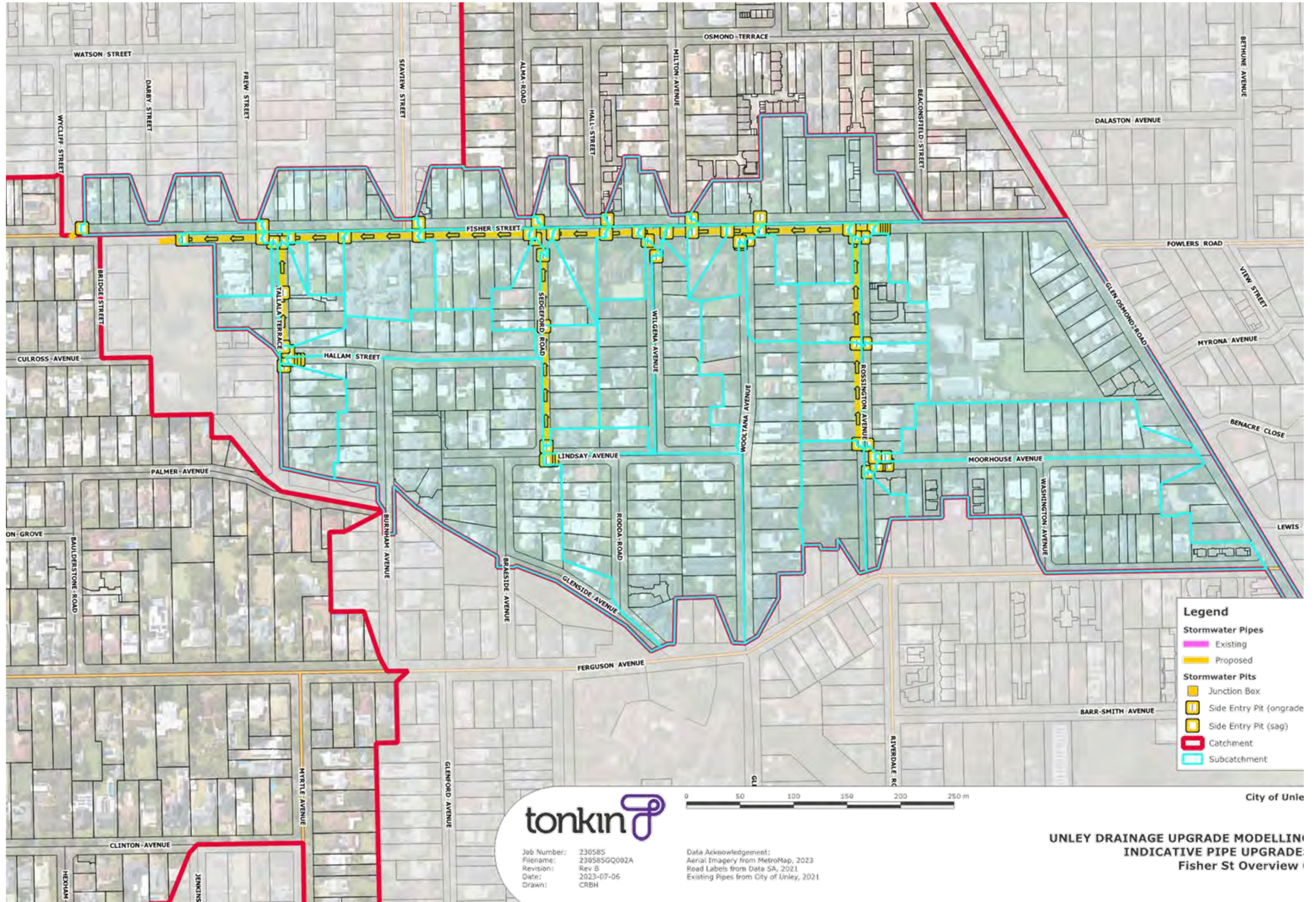


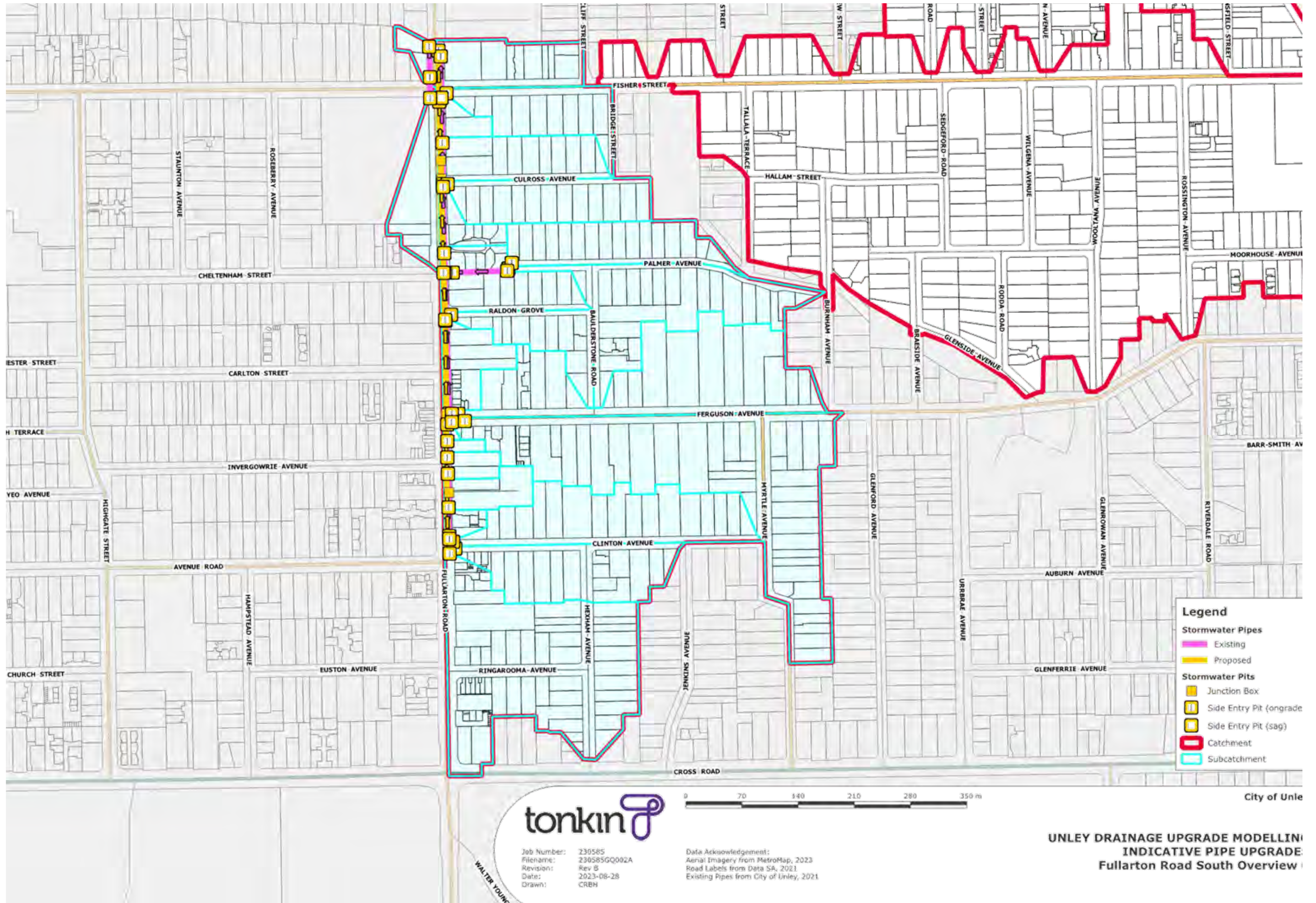


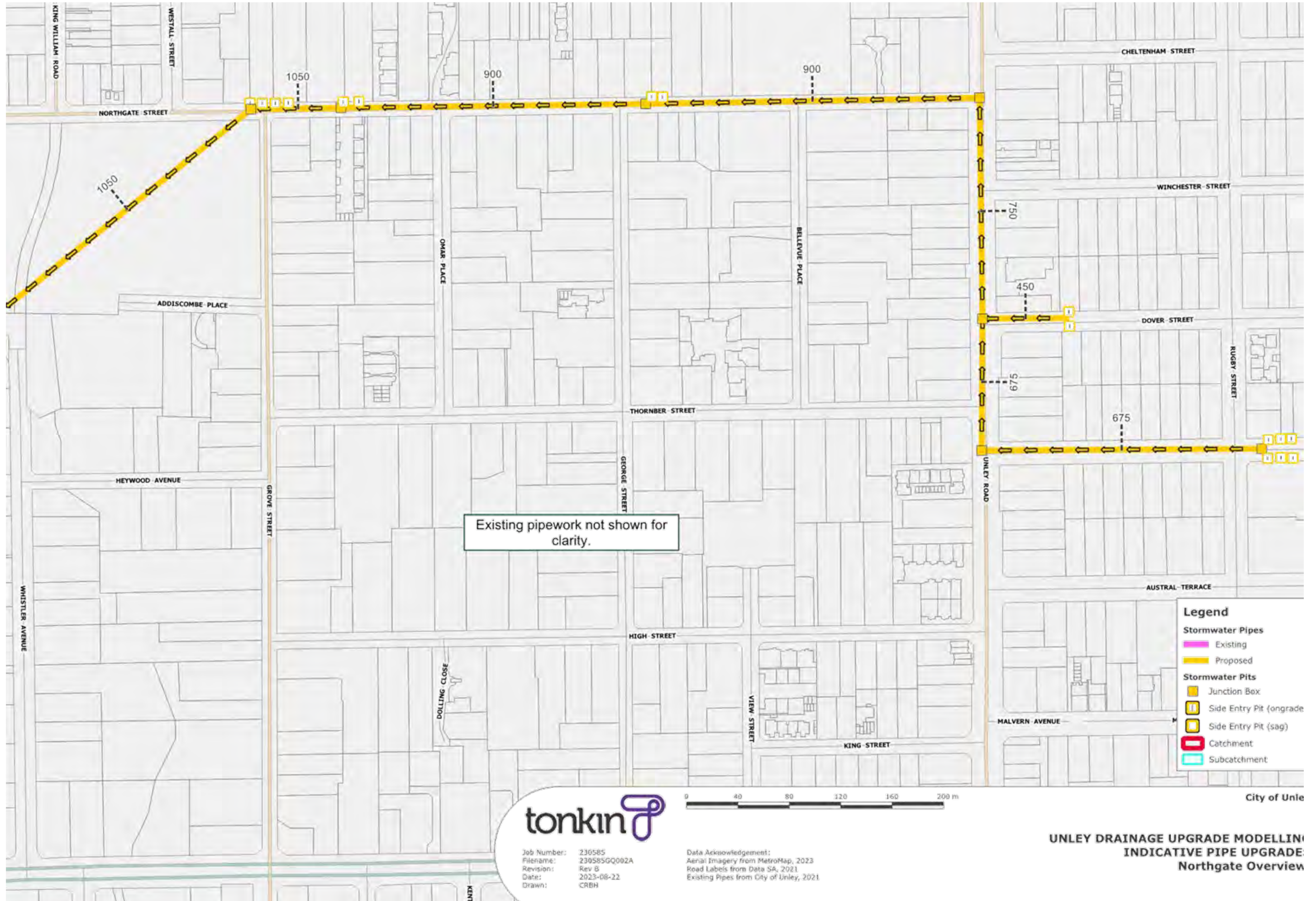
Job Number: 230585
 Filename: 230585GQ092A
 Revision: Rev B
 Date: 2023-07-06
 Drawn: CRBH

Data Acknowledgement:
 Aerial Imagery from MetroMap, 2023
 Road Labels from Data SA, 2021
 Existing Pipes from City of Unley, 2021

**UNLEY DRAINAGE UPGRADE MODELLING
 INDICATIVE PIPE UPGRADE
 Wattle St Overview**



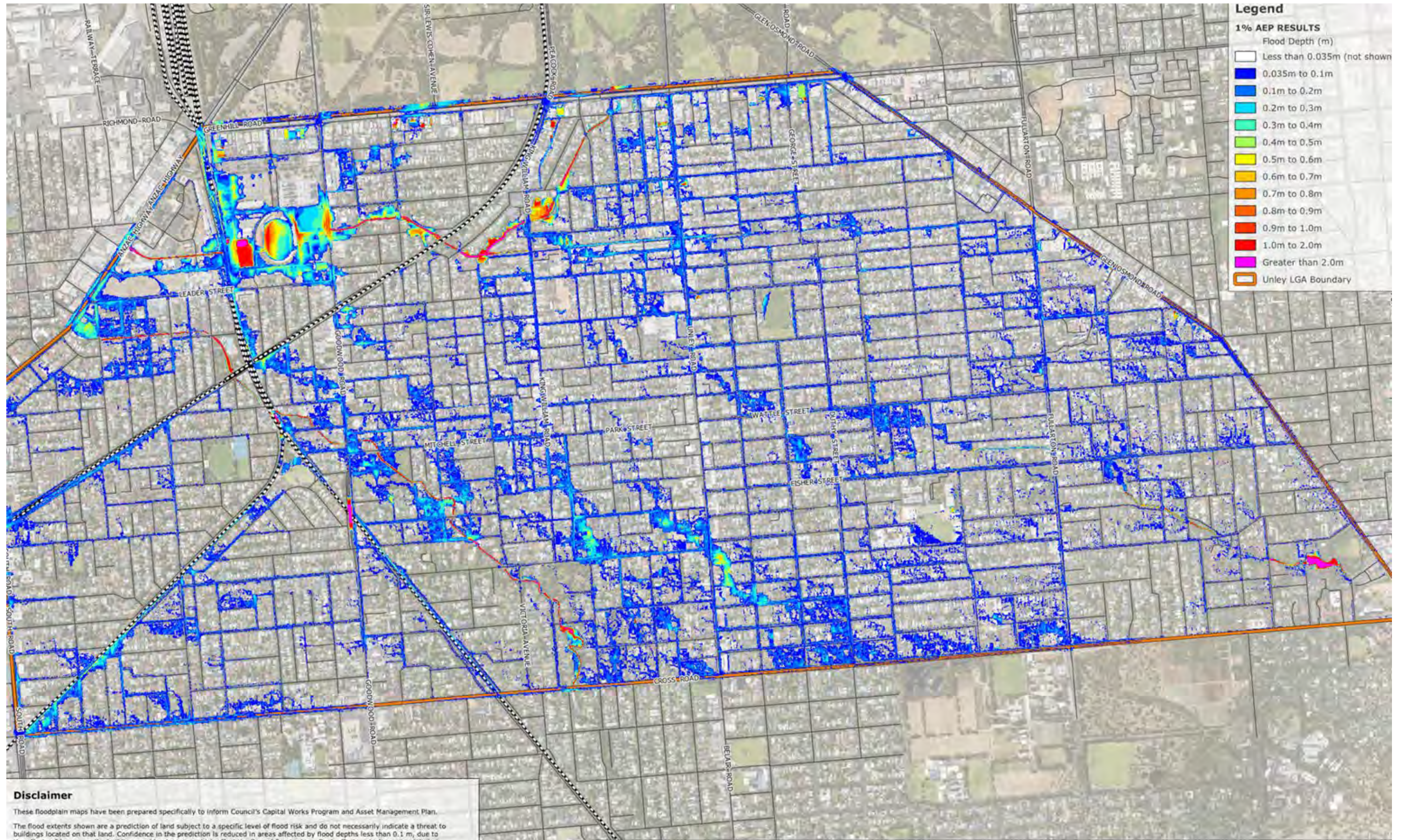




Appendix B

Floodplain Modelling

- 1% AEP Flood Depth – Current Conditions
- 1% AEP Flood Depth – Upgraded Conditions
- 1% AEP Flood Depth – Upgraded Conditions with Mitcham Woodland Scenario 1
- 1% AEP Flood Depth – Upgraded Conditions with Mitcham Woodland Scenario 2
- 10% AEP Flood Depth – Current Conditions
- 10% AEP Flood Depth – Upgraded Conditions
- 20% AEP Flood Depth – Current Conditions
- 20% AEP Flood Depth – Upgraded Conditions



Disclaimer

These floodplain maps have been prepared specifically to inform Council's Capital Works Program and Asset Management Plan.

The flood extents shown are a prediction of land subject to a specific level of flood risk and do not necessarily indicate a threat to buildings located on that land. Confidence in the prediction is reduced in areas affected by flood depths less than 0.1 m, due to the effects of fences, walls, buildings and landscaping which affect the flow of floodwaters. Such effects, which require detailed modelling, are beyond the capabilities of the modelling process.

This map is provided on the basis that those responsible for its preparation and publication do not accept any responsibility for any loss or damage alleged to be suffered by anyone as a result of the publication of the map, and the notations on it, or as a result of the use or misuse of the information provided herein.

These floodplain maps would be superseded and may be subject to change following completion of a whole-of-catchment floodplain model for the Brown Hill Keswick Creek catchment that is inclusive of the creek system and urban drainage systems across the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens.

These floodplain maps may also be subject to change if the underlying hydrological models for the Brown Hill Keswick Creek catchment are updated in accordance with revisions to Australian Rainfall and Runoff that occurred after the Brown Hill Keswick Creek Catchment Stormwater Management Plan 2016 was approved.

tonkin

Job Number: 230585
 Filename: 230585qgs
 Revision: Rev B
 Date: 31-08-2023
 Drawn: Ken Schalk

Data Acknowledgement:
 Aerial Photograph, Metromap, 2022

0 0.7 1.4 km

N

**Drainage Upgrade Modelling Stud
 1% AEP Flood Dept
 Current Condition**

Figure 3.

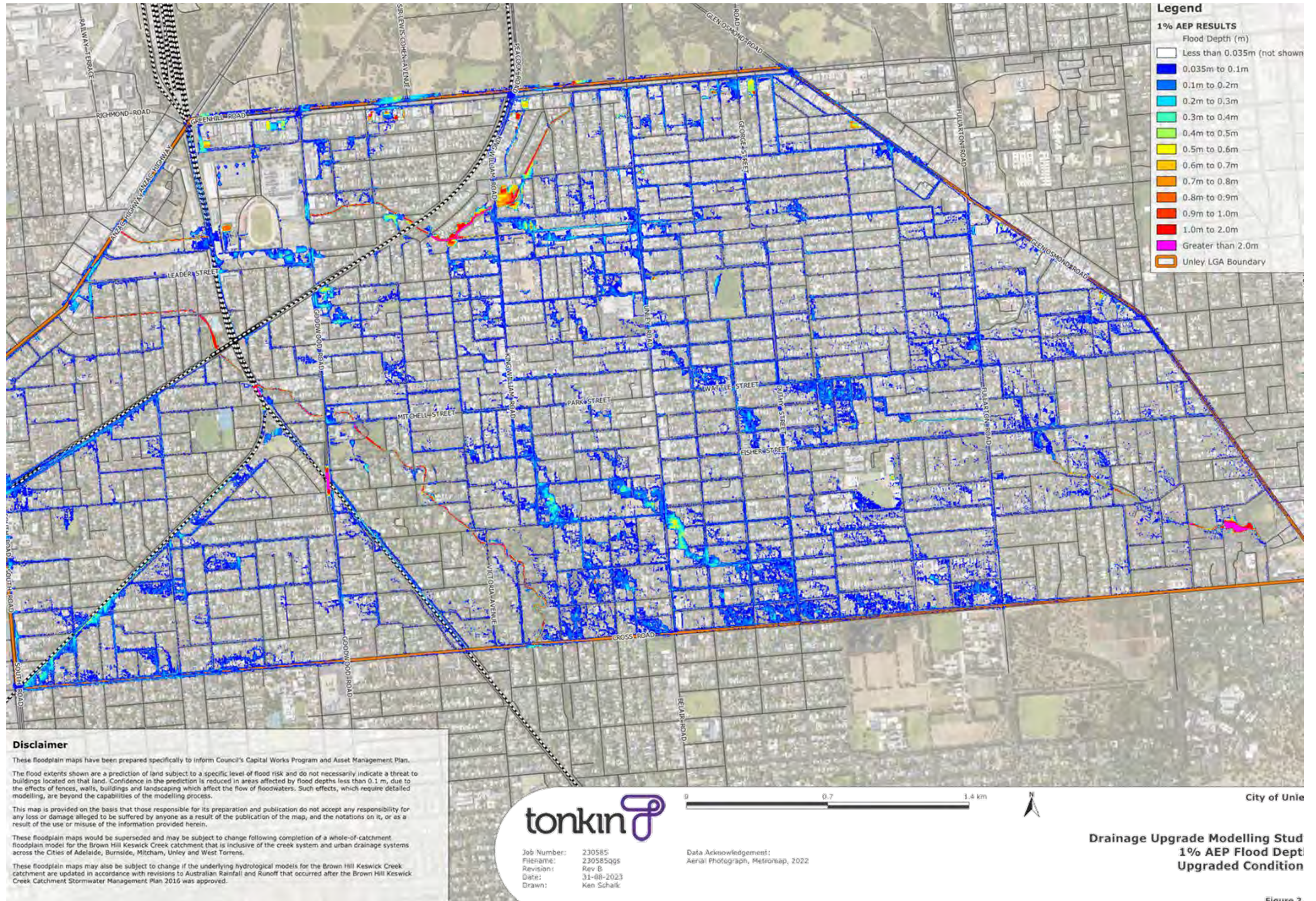


Figure 3.

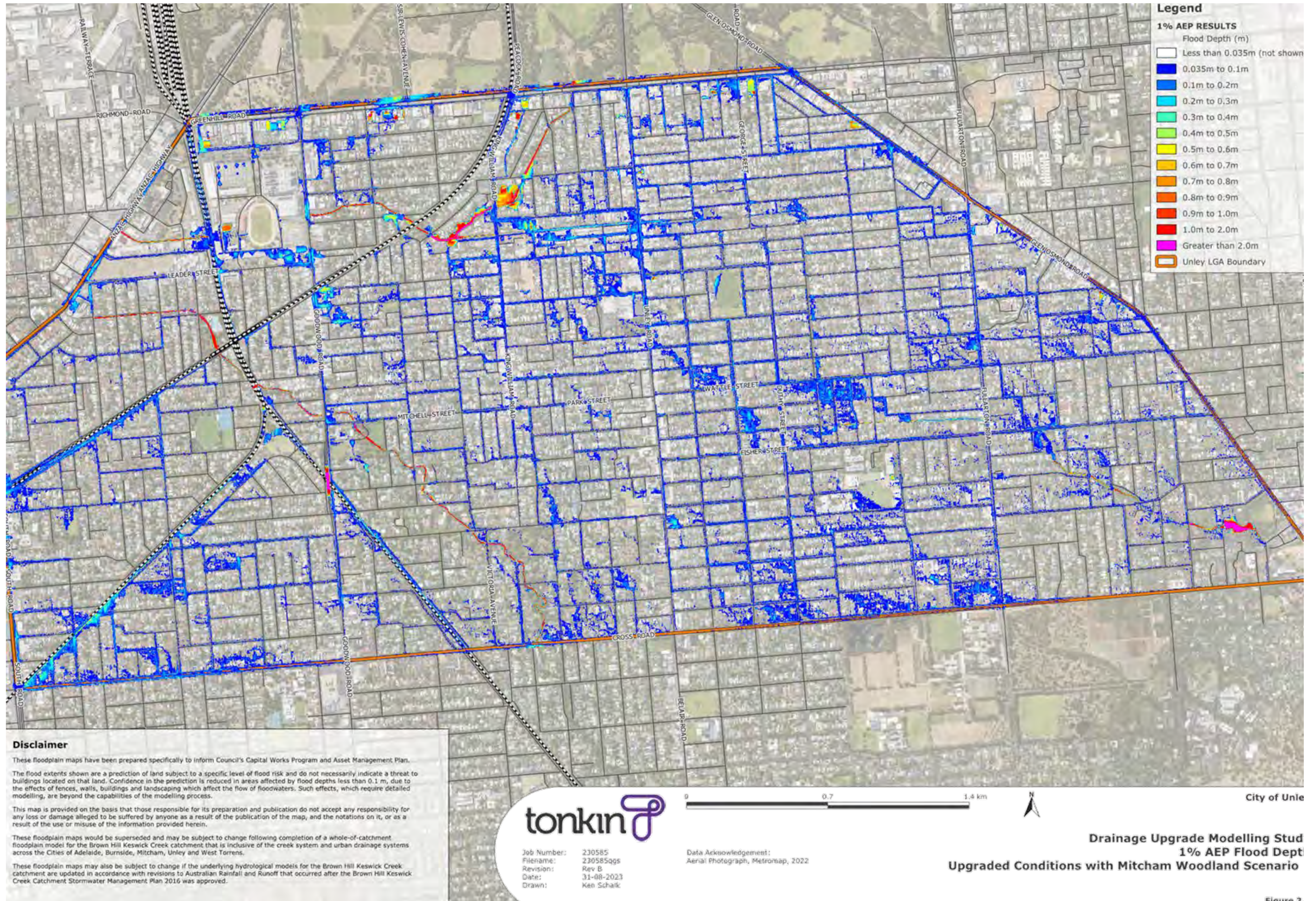


Figure 3.

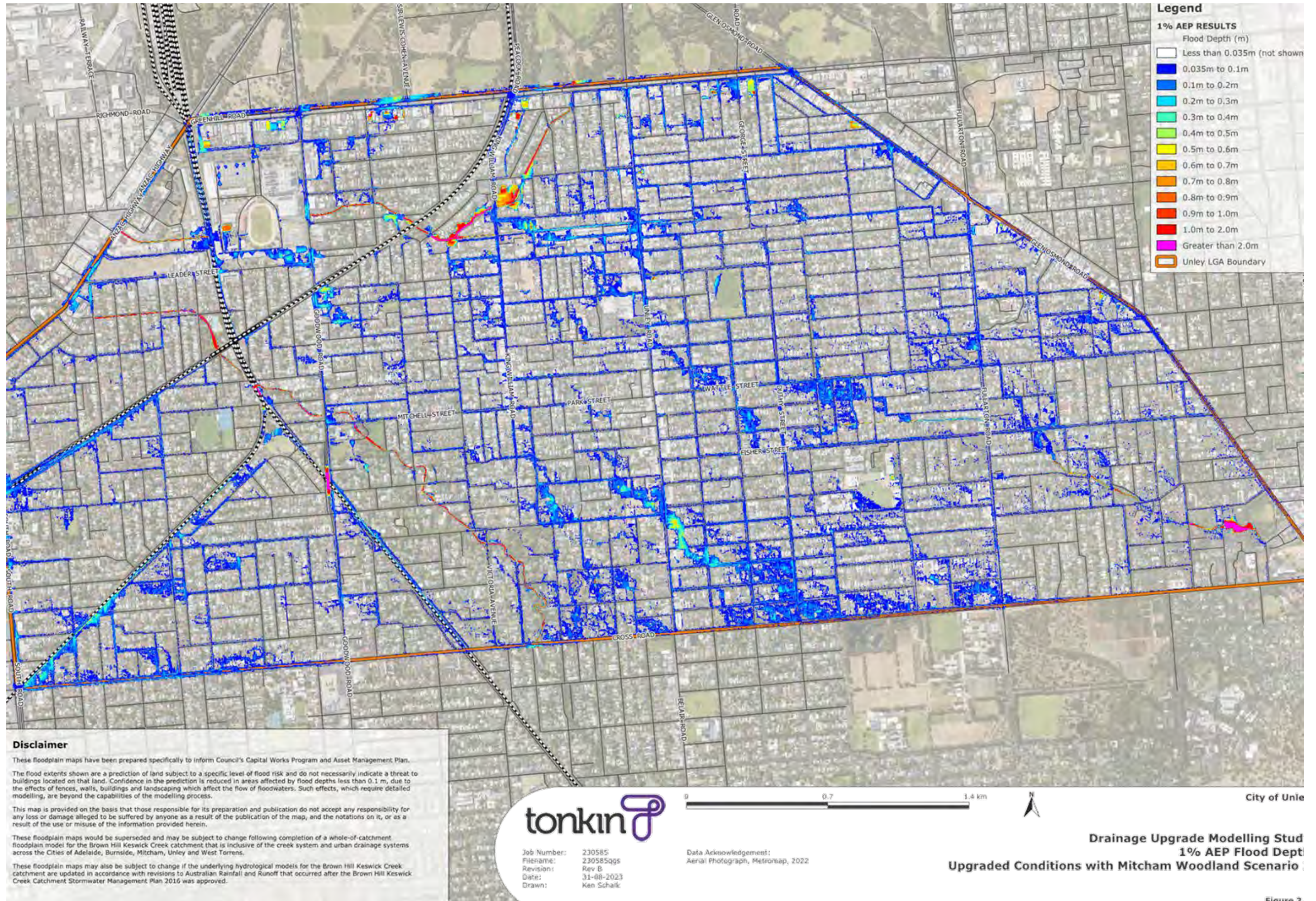


Figure 3.

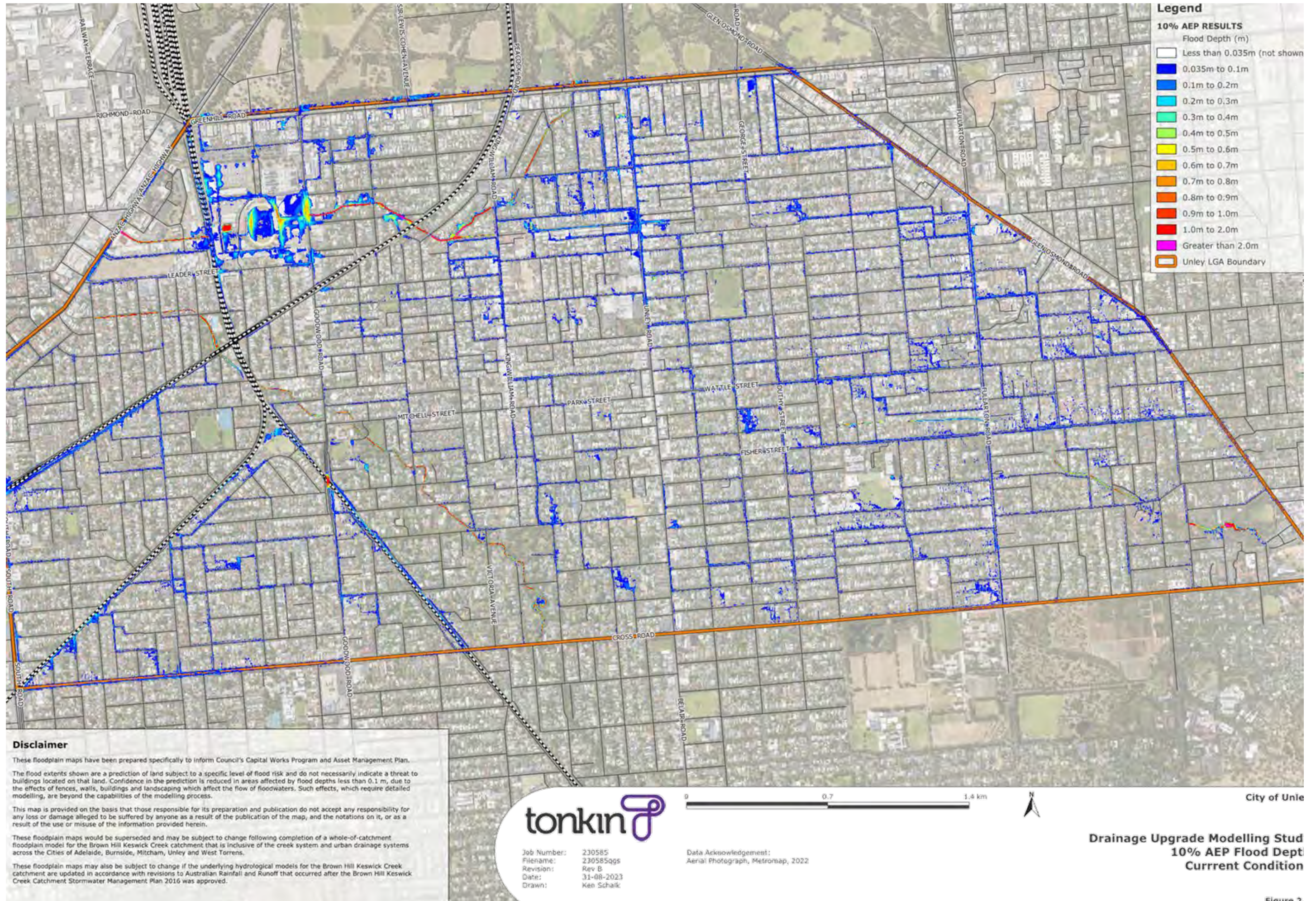


Figure 2.

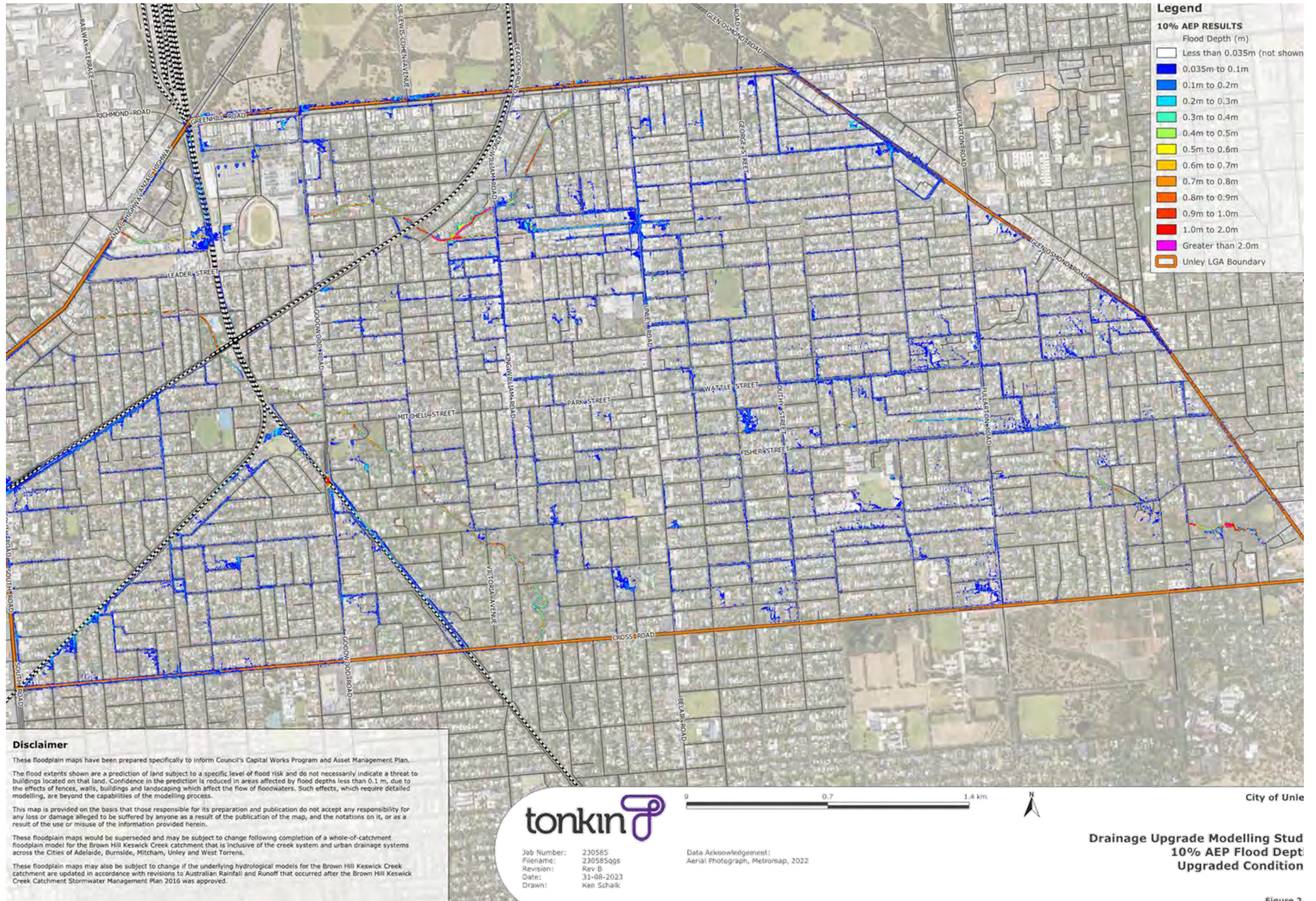
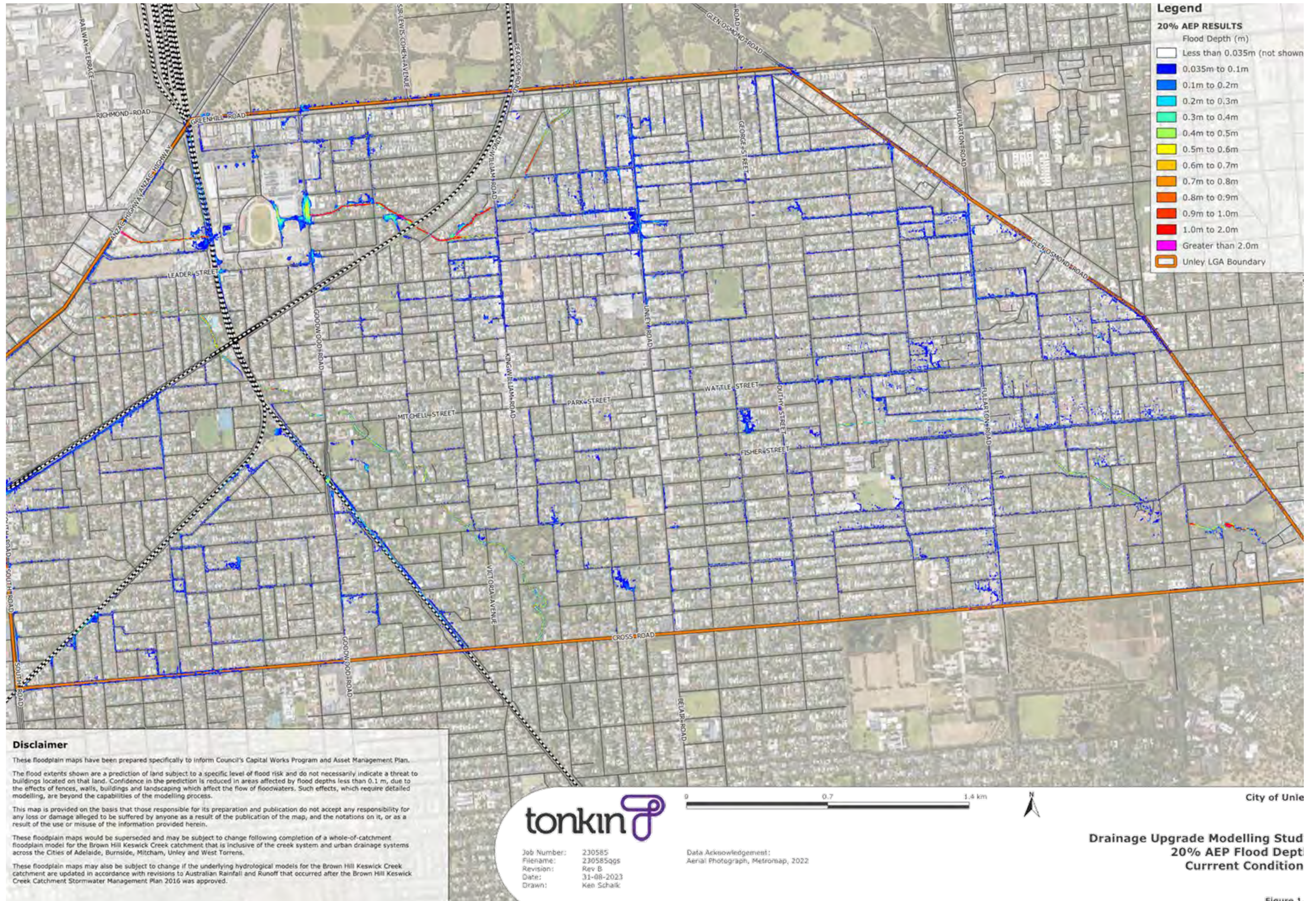


Figure 2.



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Job Number: 230585
 Filename: 230585qgs
 Revision: Rev B
 Date: 31-08-2023
 Drawn: Ken Schalk

Data Acknowledgement:
 Aerial Photograph, Metromap, 2022

**Drainage Upgrade Modelling Stud
 20% AEP Flood Dept
 Current Condition**

Figure 1.

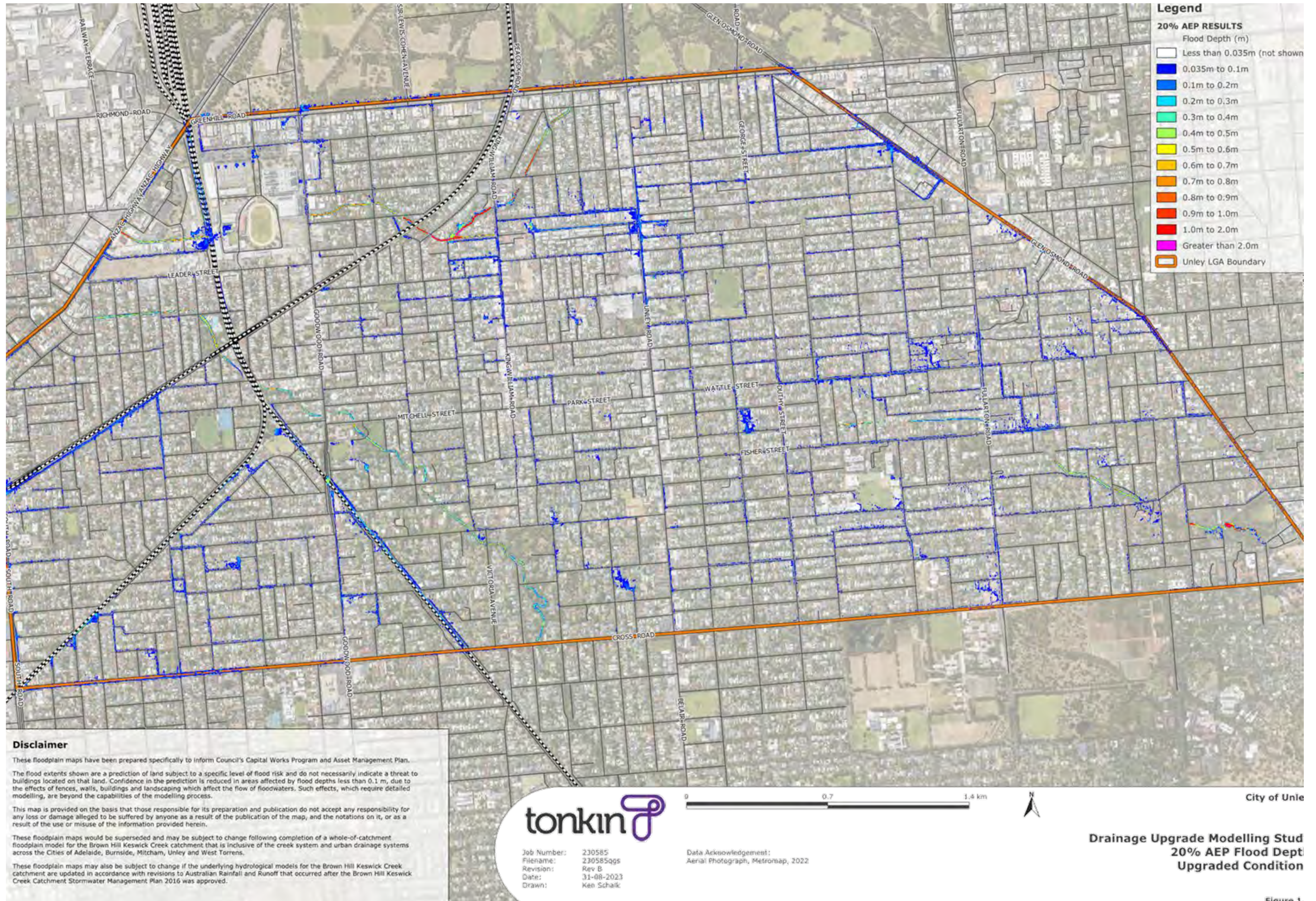


Figure 1.

Appendix C

Budget Cost Estimates

CITY OF UNLEY STORMWATER DRAINAGE UPGRADES

Proposed Stormwater Drainage Upgrades in Council Roads

Budget Cost Estimates

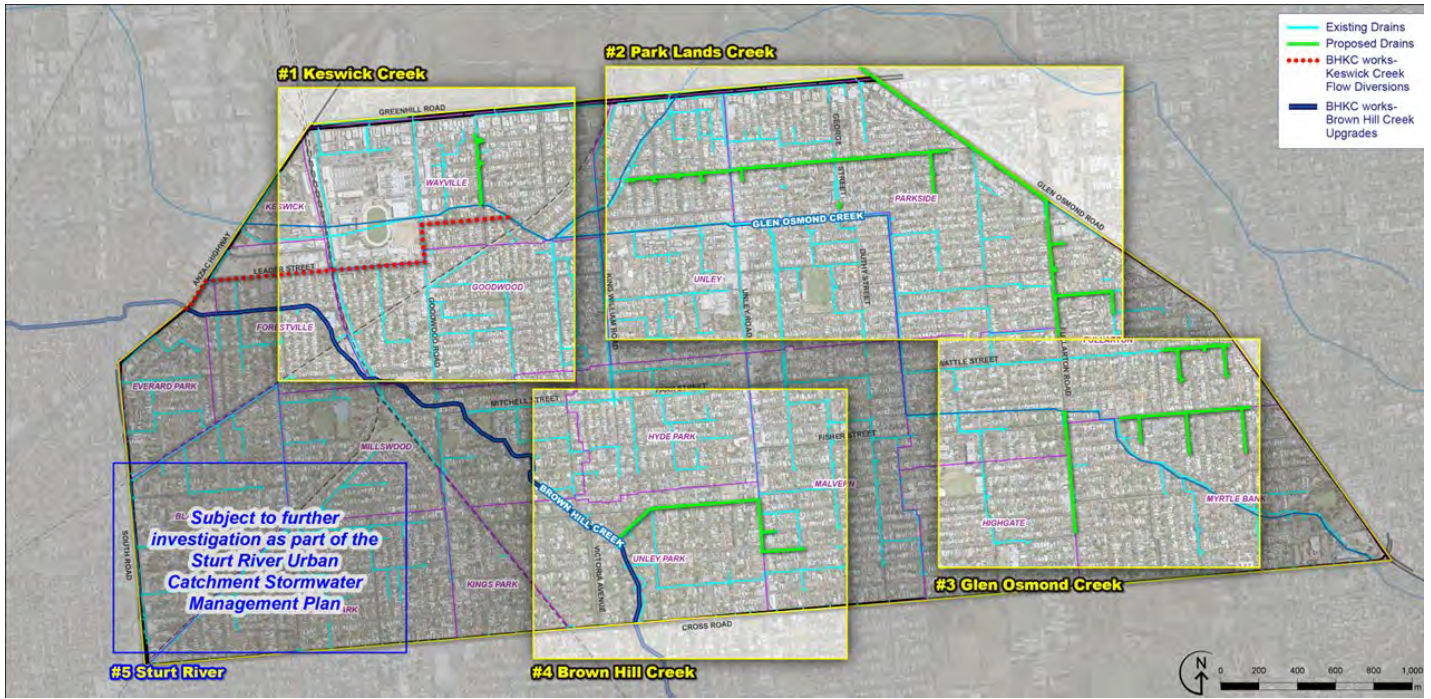
Ref	Description	Unit	Rate \$	Joslin Street		Young Street		Wattle Street		Fisher Street		Northgate Street	
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
1 PIPES													
1.1	Supply, install and backfill 375mm diameter Class 3 RRJ RCP	m	\$ 565.00	78	\$ 44,070.00	481	\$ 271,705.00	215	\$ 121,475.00	411	\$ 232,215.00	35	\$ 19,775.00
1.2	Supply, install and backfill 450mm diameter Class 3 RRJ RCP	m	\$ 675.00	18	\$ 12,150.00	43	\$ 29,025.00	95	\$ 64,125.00	79	\$ 53,325.00	97	\$ 65,475.00
1.3	Supply, install and backfill 525mm diameter Class 3 RRJ RCP	m	\$ 785.00	26	\$ 20,410.00	110	\$ 86,350.00	181	\$ 142,085.00	309	\$ 242,565.00	15	\$ 11,775.00
1.4	Supply, install and backfill 600mm diameter Class 3 RRJ RCP	m	\$ 895.00	8	\$ 7,160.00	488	\$ 436,760.00	324	\$ 289,980.00	18	\$ 16,110.00	0	\$ -
1.5	Supply, install and backfill 675mm diameter Class 3 RRJ RCP	m	\$ 1,005.00	123	\$ 123,615.00	9	\$ 9,045.00	0	\$ -	111	\$ 111,555.00	320	\$ 321,600.00
1.6	Supply, install and backfill 750mm diameter Class 2 RRJ RCP	m	\$ 1,115.00	197	\$ 219,655.00	123	\$ 137,145.00	0	\$ -	184	\$ 205,160.00	170	\$ 189,550.00
1.7	Supply, install and backfill 825mm diameter Class 2 RRJ RCP	m	\$ 1,305.00	0	\$ -	264	\$ 344,520.00	0	\$ -	104	\$ 135,720.00	0	\$ -
1.8	Supply, install and backfill 900mm diameter Class 2 RRJ RCP	m	\$ 1,540.00	0	\$ -	0	\$ -	0	\$ -	243	\$ 374,220.00	497	\$ 765,380.00
1.9	Supply, install and backfill 1050mm diameter Class 2 RRJ RCP	m	\$ 1,825.00	10	\$ 18,250.00	546	\$ 996,450.00	0	\$ -	0	\$ -	313	\$ 571,225.00
1.10	Supply, install and backfill 1200mm diameter Class 2 RRJ RCP	m	\$ 2,130.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
					\$ 445,310.00		\$ 2,311,060.00		\$ 617,665.00		\$ 1,370,870.00		\$ 1,944,780.00
2 STRUCTURES													
2.1	900 x 900 JB	item	\$ 6,000.00	8	\$ 48,000.00	7	\$ 42,000.00	2	\$ 12,000.00	0	\$ -	6	\$ 36,000.00
2.2	1200 x 1200 JB	item	\$ 10,000.00	1	\$ 10,000.00	10	\$ 100,000.00	5	\$ 50,000.00	15	\$ 150,000.00	8	\$ 80,000.00
2.3	1600 x 1500 JB	item	\$ 15,000.00	1	\$ 15,000.00	14	\$ 210,000.00	0	\$ -	0	\$ -	2	\$ 30,000.00
2.4	1800 x 1800 JB	item	\$ 22,500.00	0	\$ -	1	\$ 22,500.00	0	\$ -	0	\$ -	0	\$ -
2.5	Connection to existing system or new outlet	item	\$ 3,000.00	5	\$ 15,000.00	5	\$ 15,000.00	1	\$ 3,000.00	1	\$ 3,000.00	1	\$ 3,000.00
2.6	1900 SEP	item	\$ 6,000.00	12	\$ 72,000.00	62	\$ 372,000.00	36	\$ 216,000.00	50	\$ 300,000.00	16	\$ 96,000.00
					\$ 160,000.00		\$ 761,500.00		\$ 281,000.00		\$ 453,000.00		\$ 245,000.00
3 MISCELLANEOUS													
3.1	Existing kerb demolition and disposal (25% of drain length)	m	\$ 50.00	115	\$ 5,750.00	516	\$ 25,800.00	204	\$ 10,187.50	365	\$ 18,237.50	362	\$ 18,087.50
3.2	New barrier kerb and water table (including base prep and backfill)	m	\$ 180.00	115	\$ 20,700.00	516	\$ 92,880.00	204	\$ 36,675.00	385	\$ 69,150.00	382	\$ 68,760.00
3.3	Sawcut existing asphalt (both sides of trench)	m	\$ 16.00	460	\$ 7,360.00	2064	\$ 33,024.00	815	\$ 13,040.00	1459	\$ 23,344.00	1447	\$ 23,152.00
3.4	Linemarking (full length of drain)	m	\$ 3.00	460	\$ 1,380.00	2064	\$ 6,192.00	815	\$ 2,445.00	1459	\$ 4,377.00	1447	\$ 4,341.00
					\$ 35,190.00		\$ 157,896.00		\$ 62,347.50		\$ 111,613.50		\$ 110,695.50
	WORKS SUBTOTAL				\$ 640,500.00		\$ 3,230,456.00		\$ 961,012.50		\$ 1,935,483.50		\$ 2,300,475.50
	PRELIMINARIES 20%				\$ 128,100.00		\$ 646,091.20		\$ 192,202.50		\$ 387,096.70		\$ 460,095.10
	SERVICE RELOCATIONS 10%				\$ 64,050.00		\$ 323,045.60		\$ 96,101.25		\$ 193,548.35		\$ 230,047.55
	CONTRACTOR COSTS INCLUDING MARGIN				\$ 832,650.00		\$ 4,199,592.80		\$ 1,249,316.25		\$ 2,516,128.55		\$ 2,990,618.15
	CONTRACTOR INHERENT RISK 5%				\$ 41,632.50		\$ 209,979.64		\$ 62,465.81		\$ 125,806.43		\$ 149,530.91
	CONTRACTOR SUBTOTAL				\$ 874,282.50		\$ 4,409,572.44		\$ 1,311,782.06		\$ 2,641,934.98		\$ 3,140,149.06
	PROJECT AND CONTRACT MANAGEMENT 10%				\$ 87,428.25		\$ 440,957.24		\$ 131,178.21		\$ 264,193.50		\$ 314,014.91
	DESIGN AND DEVELOPMENT 10%				\$ 87,428.25		\$ 440,957.24		\$ 131,178.21		\$ 264,193.50		\$ 314,014.91
	CLIENT INHERENT RISK 5%				\$ 43,714.13		\$ 220,478.62		\$ 65,589.10		\$ 132,096.75		\$ 157,007.45
	CLIENT SUBTOTAL				\$ 218,570.63		\$ 1,102,393.11		\$ 327,945.52		\$ 660,483.74		\$ 785,037.36
	TOTAL				\$ 1,092,853.13		\$ 5,511,965.58		\$ 1,639,727.58		\$ 3,302,418.72		\$ 3,925,186.32
	CONTINGENT RISK 15%				\$ 163,927.97		\$ 826,794.83		\$ 245,959.14		\$ 495,362.81		\$ 588,777.95
	TOTAL INCLUDING CONTINGENT RISK				\$ 1,256,781.09		\$ 6,338,760.39		\$ 1,885,686.71		\$ 3,797,781.53		\$ 4,513,964.27

CITY OF UNLEY STORMWATER DRAINAGE UPGRADES

Proposed Stormwater Drainage Upgrades in DIT Roads

Budget Cost Estimates

Budget Cost Estimates				Glen Osmond Road & Fullarton Road North		Fullarton Road South	
Ref	Description	Unit	Rate \$	Quantity	Cost	Quantity	Cost
1	PIPES						
1.1	Supply, install and backfill 375mm diameter Class 3 RRJ RCP	m	\$ 820.00	24	\$ 19,680.00	0	\$ -
1.2	Supply, install and backfill 450mm diameter Class 3 RRJ RCP	m	\$ 935.00	83	\$ 77,605.00	5	\$ 4,675.00
1.3	Supply, install and backfill 525mm diameter Class 3 RRJ RCP	m	\$ 1,050.00	5	\$ 5,250.00	5	\$ 5,250.00
1.4	Supply, install and backfill 600mm diameter Class 3 RRJ RCP	m	\$ 1,165.00	201	\$ 234,165.00	355	\$ 413,575.00
1.5	Supply, install and backfill 675mm diameter Class 3 RRJ RCP	m	\$ 1,280.00	0	\$ -	0	\$ -
1.6	Supply, install and backfill 750mm diameter Class 2 RRJ RCP	m	\$ 1,395.00	109	\$ 152,055.00	213	\$ 297,135.00
1.7	Supply, install and backfill 825mm diameter Class 2 RRJ RCP	m	\$ 1,610.00	286	\$ 460,460.00	0	\$ -
1.8	Supply, install and backfill 900mm diameter Class 2 RRJ RCP	m	\$ 1,865.00	15	\$ 27,975.00	0	\$ -
1.9	Supply, install and backfill 1050mm diameter Class 2 RRJ RCP	m	\$ 2,160.00	968	\$ 2,090,880.00	78	\$ 168,480.00
1.10	Supply, install and backfill 1200mm diameter Class 2 RRJ RCP	m	\$ 2,475.00	700	\$ 1,732,500.00	0	\$ -
					\$ 4,800,570.00		\$ 889,115.00
2	STRUCTURES						
2.1	900 x 900 JB	item	\$ 6,000.00	0	\$ -	0	\$ -
2.2	1200 x 1200 JB	item	\$ 10,000.00	18	\$ 180,000.00	12	\$ 120,000.00
2.3	1500 x 1500 JB	item	\$ 15,000.00	9	\$ 135,000.00	1	\$ 15,000.00
2.4	1800 x 1800 JB	item	\$ 22,500.00	6	\$ 135,000.00	0	\$ -
2.5	Connection to existing system or new outlet	item	\$ 3,000.00	11	\$ 33,000.00	8	\$ 24,000.00
2.6	1900 SEP	item	\$ 6,000.00	45	\$ 270,000.00	12	\$ 72,000.00
					\$ 753,000.00		\$ 231,000.00
3	MISCELLANEOUS						
3.1	Existing kerb demolition and disposal (25% of drain length)	m	\$ 50.00	598	\$ 29,887.50	164	\$ 8,200.00
3.2	New barrier kerb and water table (including base prep and backfill)	m	\$ 180.00	598	\$ 107,595.00	164	\$ 29,520.00
3.3	Sawcut existing asphalt (both sides of trench)	m	\$ 16.00	2391	\$ 38,256.00	656	\$ 10,496.00
3.4	Linemarking (full length of drain)	m	\$ 3.00	2391	\$ 7,173.00	656	\$ 1,968.00
					\$ 182,911.50		\$ 50,184.00
	WORKS SUBTOTAL				\$ 5,736,461.50		\$ 1,170,299.00
	PRELIMINARIES 20%				\$ 1,147,298.30		\$ 234,059.80
	SERVICE RELOCATIONS 10%				\$ 573,648.15		\$ 117,029.90
	CONTRACTOR COSTS INCLUDING MARGIN				\$ 7,457,425.95		\$ 1,521,388.70
	CONTRACTOR INHERENT RISK 5%				\$ 372,871.30		\$ 76,069.44
	CONTRACTOR SUBTOTAL				\$ 7,830,297.25		\$ 1,597,458.14
	PROJECT AND CONTRACT MANAGEMENT 10%				\$ 783,029.72		\$ 159,745.81
	DESIGN AND DEVELOPMENT 10%				\$ 783,029.72		\$ 159,745.81
	CLIENT INHERENT RISK 5%				\$ 391,514.86		\$ 79,872.91
	CLIENT SUBTOTAL				\$ 1,957,574.31		\$ 398,364.53
	TOTAL				\$ 9,787,871.56		\$ 1,996,822.67
	CONTINGENT RISK 15%				\$ 1,468,180.73		\$ 299,523.40
	TOTAL INCLUDING CONTINGENT RISK				\$ 11,256,052.29		\$ 2,296,346.07





CITY WIDE FLOOD MITIGATION PLAN

SUMMARY DOCUMENT

2023

1. Purpose

Flooding issues within the City of Unley associated with creeks are considered, managed and addressed via the Brownhill Keswick Creek Stormwater Management Plan (**BHKC SMP**). This is overseen and administered by the Brownhill and Keswick Creeks Stormwater Board which is a Regional Subsidiary of the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens.

Localised flooding matters within the City of Unley which are not captured or incorporated within the BHKC SMP are the responsibility of Council. In 2023, Council commissioned the development of its City Wide Flood Mitigation Plan (**Plan**) primarily for the purpose of identifying, prioritising and addressing known localised flooding matters within the City.

The development of the Plan was closely aligned to the objective of Council's Four Year Delivery Plan (2021-2025) requiring the *Efficient, effective and sustainable water management* and ensuring that *Council provides best value services to the community*.

The purpose of this Summary Document for the Plan is to provide a high-level synopsis that:

- Identifies the areas with localised high flood risk and the potential damage costs.
- Outlines the recommended drainage works to mitigate the flood risk to these areas.
- Sets out the priorities and costs for Council's proposed drainage works over a 10-year period.

The priorities for the future staged capital outlay for the construction of new stormwater drainage assets are intended to inform Council's Long Term Financial Plan (**LTFP**).

It is intended that this Summary Document is read in conjunction with the detailed Plan.

2. Flood Risk Areas and Damage Estimates

Hydrological and hydraulic flood modelling was undertaken using the latest rainfall models and survey data, including Brownhill Keswick Creek flow forecasts and creek survey to generate a contemporary flood map for the city, including calculation of the damage estimates.

Damage estimates were prepared based on whether the water level at a property was below-floor (flooding in the front or rear yard of a property only), or above-floor flooding (significant damage through water inside a house at depth) and were based on area specific valuation data.

Table1: Summary of flood damage within the City of Unley

Flood Risk (1% AEP) (1 in 100 year storm event)	Number of Properties at Risk of Flooding
Below-floor inundation	2,674
Above-floor inundation	738
Property Damage Estimate	\$285,393,000

The detailed City wide flood map is included in Figure 1 and shows the modelled surface flow of water in the event of a 1% Annual Exceedance Probability (AEP) storm (previously referred to as a 1 in 100 year storm event).

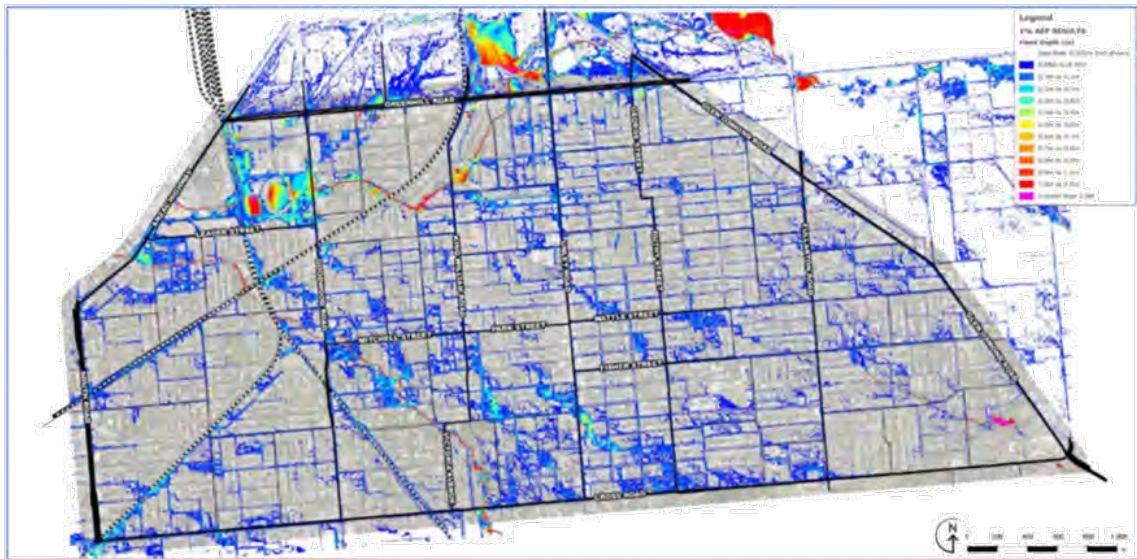


Figure 1: 2023 City Wide Stormwater Flood Map (1% AEP Existing Conditions)

3. Recommended Drainage Work Areas

Locations identified for new drainage systems within the City were based on the detailed stormwater flood mapping and were considered in conjunction with the planned BHKC SMP works and the implementation timeline for those upgrades.

Concept schemes were developed for these locations and the model run to determine the optimum configuration and alignment, as well as quantifying the flood risk reduction benefit and estimated costs for the drainage works. The location of the schemes are outlined in Figure 2 noting that options for the South West corner of the City (Sturt River Urban Catchment) are being developed as part of a broader SMP being developed with adjoining councils.



Figure 2: Locations of drainage works areas within the City of Unley

The risk reduction benefits from the construction of the schemes, in conjunction with the planned BHKC works, are summarised in Table 2.

Table 2: Summary of risk reduction benefits resulting from the schemes and BHKC works

Flood Risk (1% AEP) (1 in 100 year storm event)	Number of Properties at Risk of Flooding
Below-floor inundation (post upgrade scenario)	1,860 (814 properties protected versus current)
Above-floor inundation (post upgrade scenario)	226 (512 properties protected versus current)
Reduction in Property Damage Estimate	\$175,783,000

4. Costs and Priority

First order cost estimates were developed (in 2023 dollars) for each of the proposed drainage upgrade schemes and priorities were based on the following guiding principles:

- The system achieves a significant benefit to both the 1% AEP storm event, and improvements to the 20% storm event.
- The system provides new drainage assets to an area currently with no drainage, or replaces existing assets at the end of their useful life.
- The proposed upgrade is not contingent on BHKC SMP proposed works or state government or federal government proposed works.

The cost estimates for the schemes and their priority are summarised in Table 3.

Table 3: Summary of first order cost estimates of schemes and priorities

Drainage Scheme	First Order Cost Estimate (in 2023 dollars)	Priority
Wattle Street Drain	\$1,886,000	High
Fisher Street Drain	\$3,798,000	High
Joslin Street Drain	\$1,257,000	Medium
Young Street Drain	\$6,339,000	Medium
Northgate Street Drain	\$4,514,000	Low
Glen Osmond and Fullarton Road Drain	\$11,256,000	Low
Fullarton Road (South) Drain	\$2,296,000	Low
Total Value of Works	\$31,346,000	

It should be noted that the costs shown in Table 2 are indicative and will be confirmed at the time of the works being carried out and subject to designs which need to be completed. In this respect, funding allocation will be considered and confirmed by Council as part of its Annual Business Plan and Budget process. As such the costs are subject to change.

5. Ten Year Priority Program

One of the key objectives of the Plan is to prioritise the delivery of works across the City.

A priority program has been developed which incorporates both the design of upgrades and the onground delivery of works for a period of 10-years. Funding will be considered and confirmed by Council as part of its Annual Business Plan and Budget process.

The 10-year priority program is summarised in Figure 3.

The proposed annual average expenditure aligns with Council's LTFP and is expected to be in the order of approximately \$863,900 per annum.

Given the scale and complexity of the projects, the program between the 2024-25 and 2033-34 financial years will occur using a staged approach with the completion of designs followed by construction.



Figure 3: Proposed 10-year priority program

DECISION REPORT

REPORT TITLE:	COMMUNITY RENEWABLE ENERGY PROGRAM
ITEM NUMBER:	4.3
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	DIANE SALVI, CLIMATE & SUSTAINABILITY LEAD
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	NIL

1. **PURPOSE**

This report seeks direction from Council regarding whether it wishes to establish a Community Renewable Energy Program. The program would provide support to interested Unley residents and business owners who wish to transition away from using fossil fuels to renewable energy and access reduced energy costs. The program also has the potential to eventually generate an income for Council which could be used towards offsetting its operational costs.

2. **RECOMMENDATION**

That:

1. The report be received.
2. *The matter is for Council to determine.*

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

2. Environmental Stewardship
- 2.5 The City's resilience to climate change is increased.

4. **BACKGROUND**

A number of councils in South Australia are currently playing an active role in supporting their communities to transition away from using fossil fuels and accessing renewable energy, reduce their carbon emissions and access affordable electricity. Examples of support for their households and businesses include the City of Adelaide Sustainability Incentives Scheme and the City of Mitcham Community Renewable Program.

An Elected Member briefing was held on 15 January 2024. At this briefing, senior staff from the City of Mitcham presented an overview of their program which supports their residents and businesses to increase their uptake of renewable energy, facilitates the development of a virtual power plant and access to a retail plan providing lower-cost energy. Through the delivery of this program, the City of Mitcham has realised operational savings and increased their revenue.

The briefing presentation included a summary of the program purpose, risk assessment and management, community benefits and opportunities for operational saving and revenue generated.

Details of the program are available through the City of Mitcham's website: <https://www.mitcamcouncil.sa.gov.au/our-environment/Community-Renewables-Program>.

The program is based on a partnership with a commercial solar technology provider (ShineHub) and consists of the following:

- Bulk purchasing options for solar and battery systems.
- Development of a Virtual Power Plant (VPP).
- Development of a Community Retail Plan.

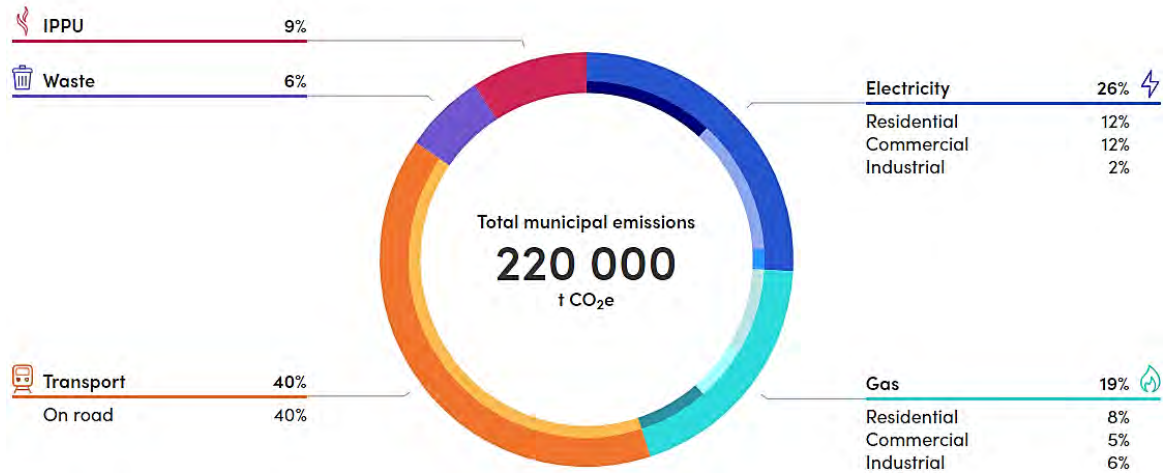
There is an opportunity for other councils to develop their own community renewable energy programs based on the model adopted by City of Mitcham in partnership with ShineHub. The City of Mitcham has declared an interest in promoting this program as it will receive royalties from ShineHub if their Community Renewables Program model is replicated by other councils in partnership with ShineHub.

Elected Members are aware of the program established by the City of Mitcham and have expressed an interest in exploring this concept for the City of Unley. In addition, Unley residents are aware of the City of Mitcham's program and its partnership with ShineHub and have approached the Administration to request that the City of Unley consider the delivery of a similar program.

Council's Climate & Energy Plan (2021) has been adopted for the purpose of reducing its operations carbon emissions. In this respect, the Plan has not set actions specific to reducing City-wide community carbon emissions. However, the Plan acknowledges that there are some key areas where Council does have some influence to help and assist its community to reduce its carbon emissions.

Electricity is the second largest carbon emission source across our community, contributing up to 26% of the total community emissions. Renewable electricity from rooftop solar provides an opportunity to reduce carbon emissions from a power usage perspective.

Community Emissions 2021/22



Source: Snapshot (snapshotclimate.com.au) Accessed 08/01/24

South Australia’s electricity grid is decarbonising rapidly. The State Government has a target of 100% net renewable energy generation by 2030, and recent reports by Renew Economy indicate this may be reached several years earlier. The Department for Energy and Mining reports that 70% of the state’s energy demand is currently met by renewable energy and the Australian Energy Market Operator forecasts this could rise to approximately 85% by 2025/26.

As a result, the difference between a South Australian home with solar and one without, in terms of greenhouse gas emissions intensity, is getting smaller as grid electricity becomes cleaner. Despite this, there will continue to be significant emissions reductions from the installation of renewables technology as well as the ability to reduce private electricity costs. Community (household and businesses) solar installations will play a role in the state’s transition to a 100% renewable grid.

According to the Australian PV Institute, 41% of dwellings in the City of Unley have Solar PV systems installed.

It is understood that barriers to installing solar and battery systems include challenges in obtaining trusted information about renewable energy options, concerns about the upfront cost of renewables, uncertainties regarding ownership arrangements, approval processes in rental properties and challenges in multi-unit dwellings. In 2021, there were 17,353 dwellings in the City of Unley, 27% of which were private rentals.

With recent advancements in technology, current best practice includes the integration of solar and battery systems into a Virtual Power Plant (VPP), offering several advantages including:

- Enabling households and businesses to store energy for use during peak demand periods, thereby minimising cost impacts where electricity tariffs can be double during peak hours.

- Contributing to the stabilisation of the electricity network, as battery storage systems absorb peak generation during the day, thereby reducing demand during evening and morning peak periods.
- VPP product offerings provide an opportunity for households and businesses to sell excess battery energy to the national electricity market for a set price per kWh.

There are currently 16 VPPs available for households and businesses to sign-up to through various retailers in South Australia.

Climate change is a key concern for the Unley community. A series of community focus groups were held with residents across the City in August 2022 ([Summary Report](#)). Participants identified household solar generation and storage as a key measure by which they could reduce their carbon emissions and suggested Council could assist via:

- Advocating for renewable and affordable energy and vehicles.
- Providing grants, incentives, and rebates for sustainability improvements.
- Supporting community solar bulk buy schemes.
- Leading by example with technology adoption.

This Report outlines the options available to Council to establish a Community Renewable Energy Program that could provide support for Unley households and businesses to transition to renewable energy and potentially generate income which could in turn be used to offset operational costs for Council. However, the question at hand is whether Council wishes to pursue this initiative and how best to do so.

5. **DISCUSSION**

There are various renewable energy technology offerings currently on the market that Unley households and businesses can access. These include:

- **Up-front purchase** - through solar, or solar + battery, or solar + battery + VPP. Households and businesses can access the Australian federal solar rebate, which is known as the SRES scheme, with an upfront purchase. The rebate acts as a point-of-sale discount off a solar installation's final cost.
- **Financed purchase of solar and battery** - residents can access solar and battery through personal financing, if the system is used thoughtfully, a well-financed properly sized solar system can save a person more money every month than it costs them to finance.
- **Join a VPP with existing solar & battery** - Households and businesses can access a VPP through various retailers in South Australia ([16 VPPs in the market as at 15/12/2023](#))
- **Subscription model** - solar + battery + VPP whereby the provider can make payment for a VPP event (e.g. Mitcham model) but may be limited to geographic or other demographic criteria.
- **Purchase renewable energy directly from a provider.**

The above options are available for the community to access anytime without Council involvement. However, there are opportunities to develop a Community Renewable Energy Program tailored to suit the needs of households and businesses in Unley that could also generate income for Council to offset its operational costs that could be explored.

Prior to determining a model for a Community Renewable Energy Program for Unley, Council needs to determine first and foremost whether it wishes to play a role in supporting this initiative.

- **Should Council wish to pursue this**, the Administration has considered two options which Council could pursue:
 1. Replicate the City of Mitcham's model and partner with ShineHub ensuring it is tailored to suit Unley. However, Council will need to consider its procurement requirements and due diligence.
 2. Undertake its own Expression of Interest (EOI) process to partner with a provider to establish a City Of Unley Community Renewable Energy Program.
- **Should Council not wish to pursue this**, the Administration will not explore further this initiative.

OPTION 1: Council Replicates Mitcham's Community Program and Partners with ShineHub

Mitcham has developed a 'Community Solar Program' aimed at offering renewable energy options to its community. The program includes facilitating bulk purchases of solar panels and batteries for homes and businesses and integrating these elements into a VPP. Mitcham's long-term goal is to create a community renewable energy retail plan, ensuring widespread access to local, renewable and discounted energy costs for all Community members.

Mitcham's program key objectives are:

1. A measure to address its declaration of a climate emergency.
2. Reduce cost of living for its community.
3. Support local businesses.
4. Create operational savings and revenue.

To assist councils who may wish to take up their initiative, Mitcham, in partnership with ShineHub, have produced the *Council Toolkit for Community Solar Programs: A guide for streamlined governance and a thriving solar initiative*.

Essentially, this acts as a blueprint for councils to customise and launch their own programs. The Mitcham program and model are currently being considered by the City of Charles Sturt in South Australia and the Lane Cove Council in New South Wales. Mitcham shared its 'blueprint' at a briefing held in October 2023 for the Eastern Regional Alliance (ERA) CEOs meeting, and ERA member councils have been making their own assessments of the program over the past several months.

Campbelltown City Council (in South Australia) sought independent legal advice and will be replicating Mitcham's program with ShineHub.

The Toolkit which has been developed by Mitcham contains detailed information including:

- Procurement documents regarding Request for Expression of Interest (REOI) and procurement policy.
- Expert advice including legal advice, SAPN letter of support, renewable expert advice.
- Due diligence and prudential review assessment.
- LGA Mutual Liability Scheme and LGA SA advice.
- Report on VPPs.
- City of Mitcham Council and Audit Committee reports.

Mitcham went through the following process to set up its program:

1. **Publication of REOI:** Mitcham initiated the program by releasing a REOI and inviting EOs from the private sector. The objective was to establish partnerships or collaborations with council to reduce carbon emissions and lower community living costs by leveraging the community's trust in it as a collaborative partner.
2. **Council endorsement of operating funding:** Mitcham approved one-time operating funding (approximately \$87,000) to engage experts to provide advice to assist in the selection process for the REOI.
3. **Obtaining expert advice:** Expert advice was sought including legal advice regarding the role of council, SAPN letter of support, renewable energy experts, review of ShineHub (the preferred provider) as a private entity including due diligence and prudential review and advice from the LGA's Mutual Liability Scheme.
4. **Evaluation process:** Mitcham conducted a thorough evaluation process, incorporating advice from experts to inform the decision-making. Mitcham received 14 proposals through the REOI, and an internal panel shortlisted two proposals which were then reviewed by experts (as mentioned above).
5. **Audit Committee endorsement:** Mitcham's Audit Committee endorsed both the due diligence and tender process, affirming the appropriateness for council to make an informed decision.
6. **Council approval for collaboration:** Mitcham formally approved collaboration with ShineHub, leading to the execution of a two-party contract. ShineHub was chosen as the partner to implement and deliver the program as they could deliver desired outcomes, were financially sustainable and had the necessary experience.
7. **Execution of Head of Agreement contract:** A formal heads of agreement contract was entered into by Mitcham and ShineHub.

8. **Delivery of Residential Bulk Buy program:** The collaborative effort resulted in the successful delivery of the Residential Bulk Buy program with two rounds delivered to date.

Mitcham's comprehensive 'due diligence' approach allowed its council to play a 'white labelling role' rather than a 'partnering role'. Legal experts advised Mitcham that a 'white labelling model' was the preferred model. 'White labelling' is where the council's role is limited to one of providing support for a project by 'attaching its brand' to add credibility, including using their existing communication channels and community outreach to raise awareness about the program. By doing so, Mitcham added a layer of legitimacy and reassurance for residents and businesses, affirming that a reputable provider, ShineHub, had been carefully chosen through a transparent and thorough selection process in what is otherwise a complicated industry.

The key details of Mitcham's program offering are:

- **Outright purchase upfront** – where residents have the financial capacity to purchase their solar and battery system (or just battery if they already have solar) benefit from discounted prices through two mechanisms:
 - Bulk buy purchasing power.
 - A VPP discount on the system for signing up to the VPP.
- **No upfront cost option** – this option is described as a subscription model. ShineHub supplies a solar and battery system at no cost, and the household or business pays a monthly subscription to ShineHub. The subscription lasts for 10-years after which, the household or business can purchase the system for \$1. Before offering a contract to household or business, ShineHub calculates whether the annual cost of the subscription is less than their current annual electricity costs.
- **Virtual Power Plant add on** – the VPP plays a crucial role in this system and is managed by ShineHub. This system connects all the batteries installed through the bulk buys in Mitcham, forming a VPP. This enables ShineHub to draw power from some or all of these batteries during periods of high demand and wholesale spot prices. It also facilitates the efficient distribution of renewable energy across the connected network, contributing to a more sustainable and resilient power infrastructure. Residents who already own a solar or solar and battery system can still join the VPP if their battery system is compatible and permits such integration.

To date, almost 790 households in Mitcham have participated in the bulk buy and VPP program. Mitcham is now in the process of inviting commercial businesses to participate in the program to add significantly more capacity to their VPP and will launch a third bulk buy for residents soon.

There are three stages to Mitcham’s program, as demonstrated in the diagram below and council negotiated an opportunity to generate income as a profit share from Stages 2 and 3 of the program.

Mitcham’s Community Renewables Program Stages



- **Stage 1 – Solar and Battery Bulk Buy (2023-24)** – The purpose of this stage is to make it easier and cheaper for households and businesses to buy and install solar and/or batteries. This is achieved through offering a series of bulk buy rounds. Stage 1 aims to install as much solar and batteries as possible, so they can be aggregated into a VPP. There are no revenue generating opportunities for Mitcham in Stage 1.
- **Stage 2 – Aggregation and Grid Response (2024)** – Establish a Mitcham VPP to utilise (distribute) the stored energy. At this stage, households and businesses in Mitcham with existing solar and battery installations could join the VPP provided that their systems’ technology aligns. Mitcham can earn revenue in two ways through the VPP. The first is through connecting their batteries to the VPP and earning income when it utilises the stored energy (55c/kWh). The second is earning a profit share of the income generated by ShineHub through delivering a VPP.
- **Stage 3 – Redistribute (2024-25)** – The final Stage will be the implementation of a Community Retail Plan through the VPP, with Mitcham earning a portion of the profits generated which can then be reinvested back into the community. The retail focus is on renters, to allow residents without the ability to install solar and a battery to have access to lower cost or cost-neutral renewable energy.

Key benefits of the Mitcham program include:

- No upfront costs for households and businesses to access renewable energy technologies.
- Lower power bills for households and businesses, with the potential for complete elimination of household power bills.
- Program promotes community involvement, encouraging residents to actively participate in environmental initiatives and contribute to the overall well-being of the community.
- Program accelerates the adoption of renewable energy technologies, reducing dependence on traditional fossil fuels and reducing carbon emissions from community electricity use.
- Futureproofing against impacts of extreme weather events, including blackouts as the VPP helps to stabilise the electricity grid.
- Mitcham's 'white labelling' approach provides residents with a sense of assurance, endorsing the legitimacy and reliability of the chosen provider. This can enhance public confidence in the program.

Mitcham's role in 'white labelling' the program minimises any financial and civil liability. However, there is a risk of reputational damage for Mitcham as it is endorsing the provider and its products and is promoting this to its community.

Potential reputational damage and risks for Mitcham could also include:

- A failure or default by the program provider. As an example, if the provider ceases to provide the service promoted over the 10-years' duration, the community will look to Mitcham for support and with the expectation that it will 'right' the situation. This risk can be mitigated via due diligence, prudential review, agreed terms and conditions of endorsement and clear communication in promoting the program.
- Not meeting the community's expectations regarding financial savings, or the program's overall impact. This risk can be mitigated by working with the provider to ensure that residents are well-informed regarding the offer, understand the risks, receive good customer experience, get a safe, high-quality installation, and end up with a product that delivers the expected savings.
- By endorsing a single provider to the exclusion of other local solar and battery businesses there may be negative feedback and a perception the community may not be getting the best offer.
- By endorsing a single provider who uses specific solar and battery products, residents may not be getting the best products particularly as technology in this space continues to evolve and improve.
- The market may already be saturated and there may not be interest/take-up of the program.
- The renewables market is dynamic and industry changes could impact the affordability or effectiveness of the program. As the state's electric supply transitions to 100% renewable energy by 2030, the carbon savings from residential solar and battery installations will diminish. Similarly, as VPP's become more common in the market,

other competitors may provide more appealing offers to residents. Increased competition could impact the financial returns to residents participating in the VPP and reduce the opportunity for operational savings and income available to the council. Changes in the market may also deter ShineHub from proceeding with all the identified stages.

Utilising Mitcham's procurement, due diligence, and community renewables program model has a number of benefits:

- This model has been proven to be successful and has the benefit of saving significant resources and time that would have otherwise been spent on progressing a procurement and due diligence process in establishing and administering a program. Mitcham allocated \$87,000 towards securing expert advice and undertaking its due diligence process.
- It is a 'white labelling' project, not partnering. It requires no financial investment and Mitcham's role is limited to providing support for the project by 'attaching its brand' to it to add credibility, including using their existing communication channels and community outreach to raise awareness about the program.
- Acting quickly may mean that the City of Unley does not miss out on this opportunity. With the City of Charles Sturt and Campbelltown City Council and Lane Cove Council choosing to replicate this model, there may be limited/delayed opportunity to join the program. ShineHub has indicated they have a capacity cap for the number of councils and installations they will deliver annually to ensure high customer service and satisfaction.
- There is potential for the City of Unley to receive revenue for Stages 2 and 3 of the program.

Risks for City of Unley adopting the Mitcham approach and model include:

- Council's Procurement Policy includes a provision for the waiver of competitive process to proceed with a direct negotiation. However, this direction would need to be set by Council and while there was transparency and rigour in Mitcham's procurement and due diligence (both of which have been made available online in their *Council Toolkit for Community Solar Programs*), Council needs to determine whether it wishes to pursue its own process. Council may achieve a better outcome if it was to proceed with its own EOI process and open up the opportunity to establish a City of Unley program to other providers. If Council was to adopt Mitcham's approach, it should seek independent legal advice confirming there are no probity issues and that this would be compliant with its Procurement Policy, and independently review the due diligence undertaken by Mitcham.
- This model favours one provider by 'white labelling' their opportunity. However, there may be other providers in the market who are capable of offering similar opportunities to Unley.

- Mitcham’s procurement and evaluation process was undertaken between October 2021 and January 2022. The renewables market is dynamic and industry changes could impact the effectiveness of parts of the program. The VPP aspect of the program’s success is tied to electricity market conditions. It may be better for Unley to go to market to see if there have been any changes in the last few years.
- Mitcham’s role in ‘white labelling’ the program minimises its civil liabilities and this could be the case for Unley. However, there is a real risk of reputational damage to Unley as it would be endorsing the provider without undertaking our own evaluation and assessment.
- Some of the risks outlined above could be overcome by Unley engaging its own expert to review the current market conditions and review the procurement approach.

OPTION 2: Council Undertakes an EOI process for an Unley Program

There is a range of different models for the delivery of a community renewable energy program. Council could choose to:

- Manage, deliver and administer (ongoing) its own program.
- Manage its own program and deliver and administer in partnership with a provider.
- Establish a ‘white labelling’ model where it promotes the program which is managed, delivered, and administered by a provider.

Council undertaking and developing its own process provides the potential to create a program which is tailored to meet the needs of our community. In addition, it would enable Council to test the market to identify other opportunities and benefits which could include support for renters, local supply of solar panels and solutions for strata-managed properties. The opportunity to generate revenue would also be explored.

To progress this option, Council would undertake its own EOI process to develop a program tailored to suit Unley households and businesses.

This approach has a number of benefits which are summarised as follows:

- An EOI is an open and transparent process that will allow other providers to submit their proposals for Council’s consideration.
- The renewables market is a dynamic and changing industry, and an EOI will identify what models, value-adds and income generation options are available to Unley within the current market conditions noting that Mitcham’s procurement was undertaken in 2021-22.
- ShineHub’s model could still be considered as part of an EOI should they choose to submit a proposal.
- Council can set its own direction for the preferred offering and provider for the program.
- Enables Council to undertake its own due diligence and assessment of all the factors thereby enabling it to make an informed decision.

The issues that need to be considered, with Unley undertaking its own process and establishing its own model, are summarised as follows:

- It will require a significant initial investment by Council. That is, time, resources and funding so it is able to deliver a procurement process and conduct due diligence to determine the best approach. Council would need to engage specialised energy and procurement experts and legal advisors to assist the Administration in identifying and recommending the best option.
- It is important to note that Council will need to allocate an additional staff resource dedicated to undertaking this project or reprioritise the delivery of other environmental sustainability projects to enable current staff resources to be redirected to delivering this project.
- It is anticipated that the time required to develop a preferred model and deliver procurement and due diligence processes is likely to take up to 12-months and incur a cost of approximately \$120,000 in consultant and legal fees. In addition, one FTE staff cost would also be required for a Project Officer to deliver the project during the 2024-25FY for an additional amount of approximately \$115,000 and will be presented as a budget bid for consideration.

OPTION 3: Council does not Pursue Implementing an Unley Program

Council may choose this is not an initiative it wishes to pursue and that it does not have a role to play in implementing an Unley program at all.

The issues which need to be considered are summarised as follows:

- South Australia's electricity grid is decarbonising rapidly and is anticipated to achieve 100% net renewable energy generation within the next 6-years or earlier.
- Households and businesses can access solar, battery and VPP identified within the program from a range of providers without Council assistance.
- The program represents a long-term (10+years) association between Council and a provider.
- The 'white labelling' approach retains risk to Council's reputation as it will be endorsing a provider and its products to the community.

The option of Council not pursuing an Unley program could mean:

- Council does not meet the expectation of some members of our community for a program to be adopted and made available.
- Council does not meet the expectation of some members of our community to provide them with support to be able to access lower-cost renewable energy.
- Loss of an opportunity to eventually generate revenue.

6. **POLICY IMPLICATIONS**

6.1 **Financial/budget implications**

Should Council adopt **Option 1** of replicating the Mitcham program and partnering with ShineHub:

- Council would need to develop and undertake a community awareness and communication process. This would involve holding public meetings and developing and implementing a promotional campaign which could be delivered within existing staff resources.
- The Administration will need to engage an expert to provide independent advice to ensure the offer continues to be valid within the current market conditions. This does not require any additional funding from Council and will be covered through existing recurrent budget provisions.
- The Administration will also need to recruit a short-term project officer to negotiate with the selected provider and set up the arrangements and logistics to deliver the program. This would require additional funding from Council in the order of approximately \$115,000.
- The value of potential increased revenue resulting from Council adopting this program cannot be quantified at this time.

Should Council adopt **Option 2** of undertaking its own procurement, due diligence, and assessment to develop and adopt a program:

- Council would need to engage specialised energy and procurement experts as well as legal advisors to assist the Administration to identify and recommend the best option for Council's consideration. The estimated cost is approximately \$235,000 which is made up of \$120,000 in consultant and legal fees and \$115,000 for the recruitment of a dedicated project officer to deliver the project in 2024-25.
- Alternatively, Council could decide not to recruit a dedicated project officer and delay the delivery of other environmental sustainability projects to enable the delivery of this project. In that case, there would not be a need to spend the \$115,000 for an additional resource.
- The value of potential increased revenue resulting from Council adopting a program cannot be quantified at this time.

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

- Council's Procurement Policy includes a provision for the waiver of competitive process to proceed with a direct negotiation. If Council was to adopt **Option 1**, it should seek independent legal advice confirming there are no probity issues and that this would be compliant with its Procurement Policy, and independently review the due diligence undertaken by Mitcham.

- Regardless of which option Council adopts, there is likely to be potential legal, financial and/or reputational risks to Council that will need to be identified and managed throughout the life of the project. These will be outlined clearly to Council in due course and once it is clear which option Council adopts. The identification of risks and mitigation has been set out in the Discussion Section of the report to the best knowledge of the Administration at this time.
- Should Council adopt **Option 1** of replicating the Mitcham program and partnering with ShineHub, it should be noted that at least two councils known to the Administration at this time (City of Charles Sturt and Lane Cove Council) are currently pursuing this option. In this respect, ShineHub may not have capacity to deliver a program in 2024 for Unley, and this will need to be confirmed once direction is provided by Council.
- Should Council adopt **Option 2** of developing its own program, a detailed risk management assessment will need to be undertaken through the EOI, evaluation and due diligence processes. It is anticipated that it may take up to 12 months to complete the EOI and finalise an agreement to be entered into with a provider.
- The Procurement Team has reviewed this report from a probity perspective to ensure that Council is provided the necessary information to make an informed decision regarding this matter.

6.3 Staffing/Work Plans/Additional Resource Impact

- This is dependent on which option Council adopts and as outlined in the Financial/Budget Implications Section of this report.

6.4 Climate/Environmental Impact

- The installation of solar and batteries will provide an opportunity for Unley households and businesses to reduce their carbon emissions with the increased capture, storage and use of renewable energy.
- The installation of solar and batteries will also provide an opportunity for Unley households and businesses to better deal with the short-term impacts of extreme weather events including blackouts.
- Increased batteries within Unley and the commissioning of a VPP may help to stabilise the local electricity grid.

6.5 Social/Economic

- Unley households and businesses who choose to participate in a program established by Council may benefit from access to renewable energy and lower electricity bills.
- In establishing a program, there is an opportunity to seek local subcontractors to assist in the installation of renewable energy technologies which will support the local economy.

7. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. Council acknowledges the importance and need for it to develop and implement a Community Renewable Energy Program for households and businesses located within the City of Unley.
3. Council notes the success of the City of Mitcham Community Renewable Energy Program which it has developed and implemented with ShineHub.
4. Council notes that the due diligence, procurement, and assessment processes undertaken by the City of Mitcham to develop and implement its program are considered satisfactory and, in this respect, the City of Unley forms the opinion that it does not need to undertake its own process to develop and implement its own program, subject to Council receiving legal advice to confirm this.
5. Council authorises the Chief Executive Officer to seek legal advice to confirm or otherwise its ability to proceed with adopting the process undertaken by the City of Mitcham.
6. In the event that the legal advice sought confirms that Council is unable to adopt the City of Mitcham model and must undertake its own due diligence process, the Administration presents a further report to Council to confirm the way forward regarding this matter.
7. Council authorises the Chief Executive Officer, subject to the legal advice to be sought, to approve a dispensation pursuant to Council's Procurement Policy for the need to undertake an open Request for Tender (RFT) and for the City of Mitcham model with ShineHub to be pursued for implementation within the City of Unley.
8. Council authorises the Administration, subject to the legal advice to be sought, to collaborate and liaise with representatives of the City of Mitcham to implement the same program with ShineHub, ensuring that is tailored to suit the City of Unley and its community.
9. Subject to the legal advice to be sought, the Administration present a further report to Council outlining all of the necessary and required details regarding the development and implementation of an Unley program with ShineHub and seeking approval to implement the program within the City of Unley.

Under this option, Council would decide first and foremost that it wishes to develop and implement a program in Unley. In pursuing to implement this initiative, Council would form the opinion that it is satisfied that it does not need to undertake its own due diligence or procurement processes, based on the processes Mitcham has undertaken.

The Administration is of the view that this would be subject to legal advice being sought to confirm Council is indeed able to form such an opinion. In the event the legal advice sought confirms Council can proceed, then this option can be pursued without having to come back to Council. However, in the event the legal advice sought confirms that Council cannot adopt that opinion, then the matter will be brought back to Council to confirm the way forward.

Should Council endorse this option, subject to the legal advice to be sought, the Administration will liaise with representatives of Mitcham and ShineHub to develop a program using the Mitcham model. This model has been proven to be successful and has the benefit of saving Council significant resources and time that would have to be spent on progressing a procurement and due diligence process to establish an Unley program.

Council's role in 'white labelling' the program, as Mitcham has done, could minimise its civil liabilities. However, there remains a real risk of reputational damage to Council as it will be endorsing a provider and its products to its community.

The implementation of this option will require additional resources both from a staff and budget perspective (refer to Financial/Budget Implications Section of this report) to implement within the coming 12-months.

Should Council endorse this option, the Administration will prepare a budget initiative as part of the 2024-25 Budget and Annual Business Plan consideration process.

Option 2 –

1. The report be received.
2. Council hereby acknowledges the importance and need for it to develop and implement a Community Renewable Energy Program for households and businesses located within the City of Unley.
3. Having considered the information contained in this report, Council forms the opinion that in implementing a Community Renewable Energy Program within the City of Unley, a due diligence, procurement and assessment process is required to be undertaken to identify and determine the details of the program.
4. Council authorises the Administration to undertake an Expression of Interest (EOI) process for the purpose of developing and implementing a Community Renewable Energy Program which is tailored to suit households and businesses in the City of Unley.
5. Following the conclusion of the EOI process and assessment of the submissions received, the Administration presents a further report to Council outlining all of the relevant details and seeks a direction from Council on the way forward regarding this matter.

Under this option, Council would decide first and foremost that it wishes to develop and implement a program in Unley. In pursuing to implement this initiative, Council would form the opinion that it needs to undertake its own due diligence and procurement process to enable it to make an informed decision on the way forward regarding this matter.

Should Council adopt this option, it would be deciding to develop its own model for its own program within the City of Unley. An EOI will provide an open and transparent process in selecting the model to be implemented. This option also enables Council to consider the latest the market has to offer in this space noting that the renewables market is a dynamic and changing industry and will enable Council to identify what models (other than that adopted by Mitcham) are currently available.

Under this option, Council will have the opportunity to determine the preferred offering and provider for its program. To support the Administration, it is recommended that Council engage specialist energy and procurement consultants and legal advice to support the review.

The implementation of this option will require additional resources both from a staff and budget perspective (refer to Financial/Budget Implications Section of this report) to implement within the coming 12-months.

Should Council endorse this option, the Administration will prepare a budget initiative as part of the 2024-25 Budget and Annual Business Plan consideration process.

Option 3 –

1. The report be received.
2. Council does not endorse the development and implementation of a Community Renewable Energy Program within the City of Unley.
3. No further action be undertaken regarding this matter.

Under this option, Council would determine that it does not have a role to play and as such, the Administration is not to pursue this initiative any further. It could be argued that there is a view that this is not core business for Council and as such it does not have a role to play.

Should Council form that view, adopting this option will mean that no further action will be undertaken regarding this matter.

8. RECOMMENDED OPTION

This matter is for Council to decide.

9. REPORT AUTHORISERS

Name	Title
Ben Willsmore	Manager City Design
Claude Malak	General Manager, City Development

INFORMATION REPORT

REPORT TITLE:	2023-24 QUARTER 2 FINANCIAL PERFORMANCE REPORT
ITEM NUMBER:	4.4
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	EDDIE PETERS, FINANCE BUSINESS PARTNER
DIRECTORATE:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	1. 2023-24 QUARTER 2 FINANCIAL PERFORMANCE REPORT

1. **PURPOSE**

This report provides a summary of the year-to-date financial performance for the 2023-24 financial year to 31 December 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.

4.2 Council provides best value services to the community.

4. **BACKGROUND**

This report informs Council of its financial performance for the period ending 31 December 2023, compared to the current budget, Quarter 1 Budget Review approved by Council at its meeting on 27 November 2023.

5. **DISCUSSION**

Council's operating surplus after operating projects is favourable to budget by \$1.55M, consisting of the following variances:

- Operating Income is higher than the forecast budget by \$273K;
- Operating Expenditure is lower than the forecast budget by \$1.35M; and
- Net expenditure on Operating Projects is higher than the forecast budget by \$80K.

Net Capital Expenditure is \$221K favourable to budget due to timing variations in the delivery of the New Capital Projects and Capital Renewal Programs.

The following table is a summary of the actual year to date compared to the approved budget for the period ending 31 December 2023.

\$'000 Favourable/(unfavourable)	Actual Year to Date	Budget Year to Date	Variance Favourable/ (unfavourable)		Full Year Budget (Budget Review 1)
			\$'000	%	
Operating					
Operating Income	53,675	53,402	273	0.5%	57,413
Operating Expenditure	(25,582)	(26,936)	1,354	5.0%	(53,365)
Operating Surplus/(deficit) before Operating Projects	28,093	26,466	1,627	6.1%	4,049
Net Operating Projects	(557)	(476)	(80)	(16.8%)	(1,355)
Operating Surplus/(deficit) after Operating Projects	27,536	25,990	1,547	6.0%	2,694
Capital					
Net New Capital Projects	(596)	(686)	90	13.1%	(2,159)
Net Capital Renewal	(3,405)	(3,536)	131	3.7%	(10,290)
Total Net Capital Expenditure	(4,001)	(4,222)	221	5.2%	(12,449)
Operating surplus/(deficit) less Net Capital Expenditure	23,536	21,768	1,768	8.1%	(9,756)
Depreciation & amortisation					12,000
Net Lending / (Borrowing) for the Financial Year					2,244*

* Forecast repayment of borrowings for 2023-24

Operating income and expenditure (before Operating Projects) contributed to the majority of the overall favourable variance, as follows:

- Operating income was mainly favourable in statutory income, investment income, reimbursements, and other income;
- Operating expenditure was favourable due to:
 - Employment Costs (including contract labour) due to vacancies, and outdoor staff backpay still to be determined for the first half of the year as the Enterprise Bargaining Agreement is yet to be ratified; and
 - Depreciation, as the footpath revaluations are presently being reviewed and are anticipated to increase depreciation once finalised.

Operating projects are unfavourable due to the unbudgeted legal costs for Unley Central (Council is anticipating the recovery of some costs to offset the unfavourable variance).

New Capital is favourable due to unbudgeted grant income (to be recognised in the Quarter 2 Budget Review), and transportation and traffic projects due to be completed by June 2024.

Capital Renewal is favourable primarily due to timing variations for infrastructure, plant and equipment, and IT equipment.

Further detail relating to the favourable variances is included in Attachment 1.

Attachment 1

6. REPORT AUTHORISERS

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

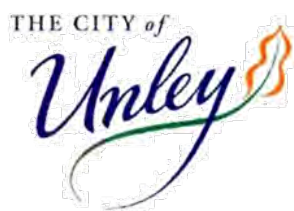
City of Unley

2023-24 Quarter 2 Financial Performance Report

Attachment 1

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2023-24 Quarter 2 Financial Performance Report

Overall Funding Statement

\$'000	Year to Date				Approved Full Year Budget (Including BR1)
	Actual	Budget	Variance	Variance %	
Operating (excluding Projects)					
Income					
Rates	48,861	48,850	11	0.0%	48,885
Statutory income	1,082	1,120	(38)	(3.4%)	1,852
User charges	1,177	1,159	18	1.6%	2,253
Grants, subsidies and contributions	1,597	1,597	(1)	(0.0%)	3,242
Investment Income	103	8	96	1276.5%	15
Reimbursements	158	114	45	39.3%	202
Other income	697	555	142	25.7%	964
Total Operating Income	53,675	53,402	273	0.5%	57,413
Operating expenditure					
Total Employment costs (incl. contract labour)	(9,148)	(9,893)	745	7.5%	(21,294)
Materials, contracts and other expenses	(10,935)	(10,950)	15	0.1%	(19,980)
Depreciation and amortisation	(5,436)	(6,024)	588	9.8%	(12,000)
Finance costs	(63)	(69)	6	8.9%	(90)
Total Operating Expenditure	(25,582)	(26,936)	1,354	5.0%	(53,365)
Funding surplus/(deficit) before Projects	28,093	26,466	1,627	6.1%	4,049
Operating projects					
Income	22	18	4	19.6%	36
Expenditure	(578)	(494)	(84)	(16.9%)	(1,391)
Net expenditure - Operating projects	(557)	(476)	(80)	(16.8%)	(1,355)
Operating surplus/(deficit) including Projects	27,536	25,990	1,547	6.0%	2,694
Capital					
New Assets					
Income	258	208	50	24.0%	785
Expenditure	(854)	(894)	40	4.5%	(2,944)
Net expenditure – New capital projects	(596)	(686)	90	13.1%	(2,159)
Renewal Assets					
Income	90	111	(21)	(18.7%)	338
Expenditure	(3,495)	(3,647)	152	4.2%	(10,628)
Net expenditure – Capital renewal projects	(3,405)	(3,536)	131	3.7%	(10,290)
Total Capital	(4,001)	(4,222)	221	5.2%	(12,449)
Surplus/(deficit) less Net Capital Expenditure	23,536	21,768	1,768	8.1%	(9,756)
Depreciation and amortisation	5,436	6,024	588	9.8%	12,000
Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses					2,244*

* Forecast repayment of borrowings for 2023-24

2023-24 Quarter 2 Financial Performance Report

Operations (excluding Projects)

Income

\$'000	Year to Date				Full Year Budget (incl CFs)
	Actual	Budget	Variance	Variance %	
Income					
Rates	48,861	48,850	11	0.0%	48,885
Statutory income	1,082	1,120	(38)	(3.4%)	1,852
User charges	1,177	1,159	18	1.6%	2,253
Grants, subsidies and contributions	1,597	1,597	(1)	(0.0%)	3,242
Investment Income	103	8	96	1276.5%	15
Reimbursements	158	114	45	39.3%	202
Other income	697	555	142	25.7%	964
Total Operating Income	53,675	53,402	273	0.5%	57,413

Commentary

Operational income is \$273K or 0.5% favourable to budget. Key contributing factors are as follows:

- **Statutory Income:** \$38K unfavourable mainly due to building and development application lodgements which have been lower than expected;
- **Investment Income** \$96K favourable. Interest income higher than forecast due to the timing of receipts and payments, and higher than forecast interest rates on cash deposits.
- **Reimbursement** \$45K favourable due to property owners requesting private works \$29K (including upgrade/widening to driveway crossovers), offset by corresponding expenditure, and parking enforcement recoveries higher than forecast \$14K.
- **Other Income** \$142K favourable mainly due to Waste Management for payments by residents for 'additional bins' \$79K, artist exhibition income \$20K and impounded vehicle fees \$11K.

Forecast

The following income category is the subject of proposed adjustment to budgeted income in the Quarter 2 Budget Review:

- **Grants, Subsidies & Contributions:** Recognition of income from the Supplementary Local Road Funding program \$181K. The associated expenditure is allocated to roads within the Road Renewal Program.
- **Other Income:** Recognition of income \$79K from additional bin services.

Income is otherwise expected to be broadly in line with the budget, and there are no foreseeable concerns regarding the Annual Budget.

Investment income will be reviewed in the Quarter 3 Budget Review.

2023-24 Quarter 2 Financial Performance Report

Operations (excluding Projects)

Expenditure

\$'000	Year to Date				Full Year Budget (Incl CFs)
	Actual	Budget	Variance	Variance %	
Operating expenditure					
Total Employment costs (incl. contract labour)	(9,148)	(9,893)	745	7.5%	(21,294)
Materials, contracts and other expenses	(10,935)	(10,950)	15	0.1%	(19,980)
Depreciation and amortisation	(5,436)	(6,024)	588	9.8%	(12,000)
Finance costs	(63)	(69)	6	8.9%	(90)
Total Operating Expenditure	(25,582)	(26,936)	1,354	5.0%	(53,365)

Commentary

Operational expenditure is \$1.35M or 5.0% favourable to budget. Key contributing factors are as follows:

- **Employment Costs (including Contract Labour)** \$745K favourable due to;
 - Backpay for outdoor staff still to be determined for the first half of the financial year as the Enterprise Bargaining Agreement is yet to be ratified.
 - Vacancies in the following service areas: Operational Services, Property Services, Development and Regulatory Services, Governance and Strategic Asset Management.
- **Depreciation and Amortisation** \$588K favourable. The footpath revaluations are presently being reviewed and it is anticipated to increase depreciation (effective for the full financial year) once finalised.

Forecast

The following budget expenditure categories are the subject of proposed adjustments in the Quarter 2 Budget Review:

- **Contracts:**
 - **Animal Management:** \$30K increase. The cost of out of hours animal management (dog collection) services which has increased due to a change in the cost structure by the service provider.
 - **Immunisation Program** \$21K increase. The cost of delivering the school immunisation program which has increased due to a new contract.

Employee Costs are expected to have favourable variances due to existing and new vacancies which will be utilised to engage temporary contractors to backfill vacant roles and support the delivery of projects.

2023-24 Quarter 2 Financial Performance Report

Operating Projects

\$'000	Year To Date			Full Year Budget (incl CFs)
	Actual	Budget	Variance	
Income				
Unley Gourmet Gala	18	18	(0)	18
Unley Central Project	4	-	4	-
GRANDFriends, an Intergenerational Program	-	-	-	18
Total Income	22	18	4	36
Expenditure				
Unley Gourmet Gala	(120)	(111)	(9)	(261)
Unley Central Project	(103)	-	(103)	-
Co-housing for Ageing Well	-	-	-	(4)
Events - Australia Day	-	-	-	(5)
Royal Adelaide Show Traffic Mgmt	(27)	(27)	-	(27)
Water Wells (Tree Inlets) Program	(53)	(50)	(3)	(50)
City Wide Greening Verges	-	-	-	(90)
Trader Event Sponsorship	(40)	(40)	-	(40)
Active Aging	(1)	(1)	0	(10)
Tree Strategy Expand Canopy Target Public Land	(54)	(55)	1	(180)
Santos Tour Down Under Stage Start	-	-	-	(55)
Christmas in Unley	(27)	(25)	(2)	(30)
Living with Trees	-	-	-	(57)
Creative Activation Stations	(3)	(3)	0	(3)
Clarence Park Community Centre - Community Shed Program	(15)	(15)	-	(15)
City-wide Parking Strategy (Stage 2)	(25)	(26)	1	(26)
Sustainability Projects Officer	(26)	(53)	27	(115)
Shaping Unley - Trees on Private Land	(47)	(50)	3	(70)
Significant Tree List Review- Additional Candidates	-	-	-	(7)
Plastics Free SA Program	-	-	-	(2)
History of Unley Book	-	-	-	(24)
GRANDFriends, an Intergenerational Program	(18)	(18)	(0)	(28)
Fleet Tracking	-	-	-	(45)
Unley Business & Eco Dev Board	-	-	-	(20)
Events Project - Generic	-	-	-	(40)
Unley Civic Precinct - 183 Unley Rd Car Park Design	-	-	-	(32)
Carbon Accounting and Communications	(20)	(20)	(0)	(25)
Council Operations Carbon Emissions Reduction	-	-	-	(130)
Unley Gourmet Gala	(120)	(111)	(9)	(261)
Total Expenditure	(578)	(494)	(84)	(1,391)

2023-24 Quarter 2 Financial Performance Report

Net Expenditure	(557)	(476)	(80)	(1,355)
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Operating Projects continued

Commentary

Expenditure

Operating Project Expenditure is \$80K unfavourable to budget.

Unley Central \$103K unfavourable due to unbudgeted legal costs. Council is anticipating the recovery of costs to offset the unfavourable variance.

This unfavourable variance is partially offset by the **Sustainability Projects Officer**, \$27K favourable. This role was filled in late September, with the favourable variance expected to be utilised during the financial year.

Forecast

Income and expenditure are presently forecast to be in line with budget.

2023-24 Quarter 2 Financial Performance Report

New Capital Projects

S'000	Year To Date			Full Year Budget (incl CFs)
	Actual	Budget	Variance	
Income				
Unley Oval Sports Precinct	208	208	-	635
Wilberforce Walk (Stage 3)	-	-	-	150
Marino Rocks Greenway / Cooke Terrace / Rose Terrace Bend	50	-	50	-
Total Income	258	208	50	785
Expenditure				
Brownhill Keswick Creek	(420)	(420)	-	(840)
Capitalised Project Delivery Costs including Overheads	(133)	(132)	(0)	(265)
LATM Implementation	(9)	(13)	4	(25)
Unley Oval Sports Precinct	(208)	(208)	0	(635)
Living Streets	(12)	(7)	(5)	(7)
Unley Road Streetscape Upgrade (Stage 1)	-	-	-	(40)
Stage 1 George St & Young St Intersection	(2)	(15)	13	(30)
Cottages Museum Expansion 78-80 Edmunds Ave	(27)	(30)	3	(270)
Mobility & Operational Mgmt Improvements (Year 1)	(16)	(15)	(1)	(97)
Light Fleet Renewal EV Premium	-	-	-	(20)
Wilberforce Walk (Stage 3)	-	-	-	(300)
Railway Terrace South (Devon Street to Goodwood Road)	(19)	(30)	11	(30)
Wood-Weller Bikeway (Stage 5) Wood Street to Cross Road	(2)	(5)	3	(5)
Young Street Neighbourhood Bicycle Route Stages 2 and 3	(2)	(10)	8	(20)
Jellicoe-Ningana Avenue Neighbourhood Bicycle Route	(1)	(4)	3	(15)
Marino Rocks Greenway / Cooke Terrace / Rose Terrace Bend	-	-	-	(50)
Bicycle End of Trip Facilities Installation	(4)	(5)	1	(10)
Improve amenity of Gladstone Street	-	-	-	(30)
Heywood Park Safety & Amenity Improvements	-	-	-	(15)
Solar Panels	-	-	-	(50)
Public Electric Vehicle (EV) Charging Station	-	-	-	(20)
Batteries to Store Solar Power	-	-	-	(50)
Unley Road Streetscape Upgrade (Stage 2)	-	-	-	(50)
East Avenue Pedestrian Refuge	-	-	-	(70)
Total Expenditure	(854)	(894)	40	(2,944)
Net Expenditure	(596)	(686)	90	(2,159)

New Capital Projects

Commentary

Income

New Capital Income is \$50K% favourable to budget. This is due to the recognition of grant income for the Marino Rocks Greenway / Cooke Terrace / Rose Terrace Bend project.

Expenditure

New Capital Project expenditure is \$40K favourable to budget primarily due to Transport & Traffic projects \$37K which are due to be completed by June 2024.

Forecast

Proposed adjustment in the Quarter 2 Budget Review:

- Marino Rocks Greenway / Cooke Terrace / Rose Terrace Bend:**
 Recognition of funding from the State Bicycle Fund (Department of Infrastructure and Transport), and the associated expenditure budget to install kerb buildouts, separation of pedestrians from cyclists, printed street pavement, and bicycle sharrows.

Otherwise, income and expenditure are presently forecast to be in line with budget.

Project completion information is provided as part of the Quarterly Corporate Performance Report.

2023-24 Quarter 2 Financial Performance Report

Capital Renewal Program

S'000	Year To Date			Full Year Budget (BUDF)
	Actual	Budget	Variance	
Income				
Building	-	-	-	40
Plant and Equipment	90	111	(21)	298
Total Income	90	111	(21)	338
Expenditure				
Building	(277)	(269)	(8)	(1,230)
Drains & Stormwater	(101)	(88)	(13)	(830)
Footpaths	(63)	(120)	57	(1,070)
IT Equipment	(457)	(367)	(90)	(1,278)
Kerb & Watertable	(938)	(1,025)	87	(1,940)
Plant and Equipment	(4)	(50)	46	(857)
Project Delivery	(494)	(494)	0	(987)
Reserves	(699)	(715)	16	(1,184)
Roadworks	(464)	(520)	56	(1,251)
Total Expenditure	(3,495)	(3,647)	152	(10,628)
Net Expenditure	(3,405)	(3,536)	131	(10,290)

Capital Renewal Program continued

Commentary

Expenditure

Capital Renewal Project expenditure is \$152K or 4.2% favourable to budget, primarily due to timing variations for works scheduled to be completed by June 2024. These include:

- **Kerb & Watertable \$87K favourable**
- **Roadworks \$56K favourable**
- **Footpaths \$57K favourable**

Plant & Equipment \$46K favourable: Timing variations for the delivery of vehicle purchases which are expected in June.

Partially offset by **IT Equipment \$90K unfavourable**. The variance is attributed to the timing of invoices and deliveries of IT equipment before the Christmas period. The overall project remains within budget for the full financial year.

Forecast

Income and expenditure are presently forecast to be in line with budget.

Project completion information is provided as part of the Quarterly Corporate Performance Report.

DECISION REPORT

REPORT TITLE:	2023-24 QUARTER 2 BUDGET REVIEW
ITEM NUMBER:	4.5
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	ROOXANA WEBBER, FINANCE BUSINESS PARTNER
DIRECTORATE:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	1. 2023-24 QUARTER 2 BUDGET REVIEW

1. **PURPOSE**

This report provides information on the Quarter 2 Budget Review, the second of three budget reviews for the 2023-24 financial year. It proposes variations to the existing budget, including new budget requests, budget savings, and zero budget requests, for Members' consideration and endorsement.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The proposed budget variations for the 2023-24 Quarter 2 Budget Review, which reduce the net funding requirement by \$209K as set out in Attachment 1 to this Report (Item 4.5, Council Meeting 26/02/2024), be endorsed.
 3. The revised budgeted Uniform Presentation of Finances in Attachment 1 to this Report, (Item 4.5, Council Meeting 26/02/2024) reflecting an increase in the estimated Operating Surplus to \$2.6M before Equity Accounted Businesses, and estimated borrowings at 30 June 2024 of \$2.4M, 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 the best value services to the community.
 - 4.3 Our business systems are effective and transparent.

4. **BACKGROUND**

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

Council adopted its 2023-24 Annual Business Plan and Budget on 26 June 2023.

Following the adoption of the 2023-24 Budget, Council approved the carry forward of \$2.57M net expenditure from the 2022-23 financial year into the 2023-24 financial year. These carry forwards were approved by Council at its Meeting held 28 August 2023.

Council approved further adjustments to the approved budget in November 2023 as part of the 2023-24 Quarter 1 Budget Review.

5. **DISCUSSION**

The Administration has taken the opportunity to revise the budget at the completion of the second quarter of operations. An overview of the proposed adjustments is provided below.

Summary of Proposed Adjustments	UPoF Ref#	Net \$'000s
Operations (excluding Projects) Increase in net operating income (excluding projects)		209
Operating Projects No change in net expenditure on Operating Projects		-
Net increase to the Operating Surplus before Capital Amounts	1	209
Net Outlays on New and Upgraded Assets (New Capital) No change in net expenditure	2	-
Net Outlays in Existing Assets (Capital Renewal Program) No change in net expenditure	3	-
Net Lending / (Borrowing) for the Financial Year Reduction in Net Borrowing	4	209

Details of the proposed changes are provided within Attachment 1 by budget category (see pages 2-3). These proposed changes are reflected in the *Uniform Presentation of Finances (UPoF)* in Attachment 1 (see page 5).

Attachment 1

Equity Accounted Businesses

There are no proposed adjustments to the 2023-24 forecasts from the equity accounted businesses.

Revised Budgeted Financial Statements

The 2023-24 Budgeted Financial Statements have been revised to incorporate the proposed adjustments in the Quarter 2 Budget Review. They are presented in Attachment 1 (see pages 5-9).

Movement in Forecast Borrowings

The opening borrowings position, prior to the proposed Quarter 2 Budget Review adjustments, was \$2.6M. The proposed budget adjustments in the Quarter 2 Budget Review decreases the forecast annual borrowing requirement by \$209K. Consequently, borrowings are forecast to be \$2.4M at 30 June 2024.

Forecast Borrowings at 30 June 2024	\$'000
Forecast borrowings prior to Quarter 2 Budget Review	2,614
Proposed adjustments in Quarter 2 Budget Review	(209)
Forecast borrowings after Budget Review adjustments	2,405

Financial Indicators

The financial indicators have been revised based on the proposed changes, in the Quarter 2 Budget Review.

Financial Indicator	Adopted Target	Quarter 1 Budget Review	Quarter 2 Budget Review
Operating Surplus Ratio (excluding equity accounts businesses)	> 5.0%	4.7%	5.0%
Net Financial Liabilities Ratio	< 80%	9%	9%
Asset Funding Renewal Ratio (based on the Asset Management Plans)	=> 100%	115%	115%
Depreciation % Asset Renewal	=> 100%	89%	89%

The *Operating Surplus Ratio* will increase from 4.7% to 5.0% due to the increase in the operating surplus of \$209K from \$2.7M to \$2.9M (before equity accounted businesses). The proposed budget adjustments contributing to this increase are:

- the receipt of supplementary local road funding \$181K, and
- additional income from bin services of \$79K.

This favourable adjustment was partially offset by:

- increases in contractual costs for animal management out of hours dog collection \$30K and the school immunisation program \$21K.

Further details of these proposed adjustments are included on page 2 of Attachment 1.

The *Net Financial Liabilities Ratio* as forecast had a minor reduction from 9.2% to 8.8% but when rounded remains at 9%, due to the reduction in borrowings by \$209K, and additional operating income as outlined above.

The *Asset Funding Renewal Ratio* has remained at 115%, and the *Depreciation % Asset Renewal Ratio* has remained at 89%, as there were no budget adjustments for Capital Renewal.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The proposed revised budget will form the approved budget if the proposed budget adjustments are approved.

6.2 Risk Management (identification and mitigation)

- Nil

6.3 Staffing/Work Plans/Additional Resource Impact

- Nil

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- Nil

7. ANALYSIS OF OPTIONS

Option 1

1. The report be received.
2. The proposed budget variations for the 2023-24 Quarter 2 Budget Review, which reduce the net funding requirement by \$209K as set out in Attachment 1 to this Report (Item 4.5, Council Meeting 26/02/2024), be endorsed.
3. The revised budgeted Uniform Presentation of Finances in Attachment 1 to this Report, (Item 4.5, Council Meeting 26/02/2024) reflecting an increase in the estimated Operating Surplus to \$2.6M before Equity Accounted Businesses, and estimated borrowings at 30 June 2024 of \$2.4M, be adopted.

This option will enable the budget adjustments to be processed, recognising additional operational income and expenditure.

Option 2

1. The report be received.
2. The 2023-24 Quarter 2 Budget Review be noted and an updated report, incorporating the changes outlined below, be returned to Council at its next meeting.
 - Council to list the changes it seeks to amend.

This option allows Council to adjust the proposed budget adjustments.

If the proposed budget adjustments are not approved, the delivery of services for animal management and the school immunisation program may be impacted.

8. **RECOMMENDED OPTION**

Option 1 is the recommended option.

9. **REPORT CONSULTATION**

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

10. **REPORT AUTHORISERS**

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

City of Unley

2023-24 Quarter 2 Budget Review Attachment 1

Contents

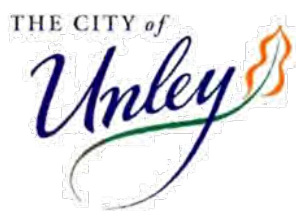
Proposed Budget Adjustments by Budget Category

Operations (excluding Projects)	2
Capital Renewal Program	3

Financial Indicators 4

Proposed Budgeted Financial Statements

Uniform Presentation of Finances	5
Statement of Comprehensive Income	6
Statement of Financial Position	7
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Statement of Equity	9



Operations (excluding Projects)

Description	Proposed Adjustment Favourable/(unfavourable)		
	Income	Expenditure	Net
Proposed Budget Adjustments			
Supplementary Local Road Funding: Grants, Subsidies & Contributions Recognition of income from the Supplementary Local Road Funding program. The associated expenditure is allocated to roads within the Road Renewal Program.	180,568	-	180,568
Additional Bin Collection: Other Income Increased income from additional bin services.	79,000	-	79,000
Animal Management: Contract Services The cost of out of hours animal management (dog collection) services has increased due to a change in the cost structure by the service provider.	-	(30,000)	(30,000)
Immunisation Program: Contract Services To cost of delivering the school immunisation program has increased due to a new contract.	-	(21,000)	(21,000)
Total Net Adjustments: Operations (excl. Projects)	259,568	(51,000)	208,568

The proposed adjustments to Operations result in an increase in net income of \$209K.

- **Income** is proposed to **increase** by \$260K.
- **Expenditure** is proposed to **increase** by \$51K.

Key	Favourable Adjustment	Unfavourable Adjustment	Net Zero Adjustment
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New Capital Projects

Description	Proposed Adjustment Favourable/(unfavourable)		
	Income	Expenditure	Net
Proposed Budget Adjustments			
Marion Rocks Greenway/Cooke Terrace/Rose Terrace Bend Recognition of funding from the State Bicycle Fund (Department of Infrastructure and Transport), and the associated expenditure budget, to install kerb buildouts, separation of pedestrians from cyclists, printed street pavement and bicycle sharrows.	50,000	(50,000)	-
Total Net Adjustments: New Capital	50,000	(50,000)	-

The proposed adjustments to New Capital no change to net expenditure.

- **Income** is proposed to **increase** by \$50K.
- **Expenditure** is proposed to **increase** by \$50K

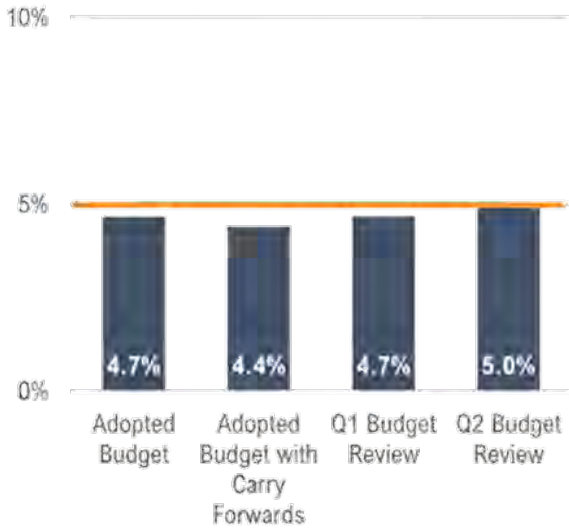
Key	Favourable Adjustment	Unfavourable Adjustment	Net Zero Adjustment
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Financial Indicators

Operating Surplus Ratio

Operating surplus as a percentage of operating income.

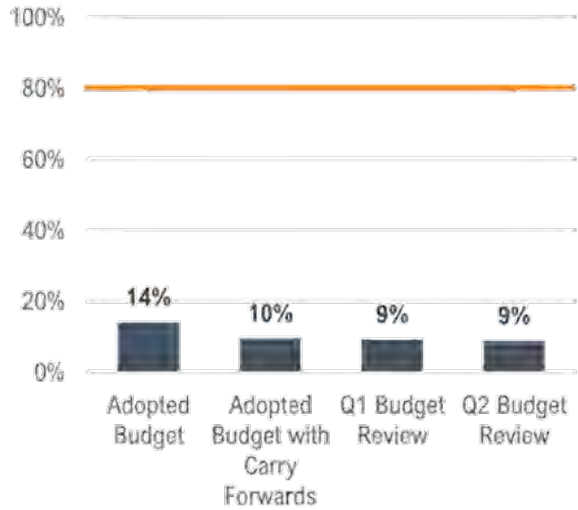
The target range is 5% and above.



Net Financial Liabilities Ratio

Net financial liabilities as a percentage of operating income.

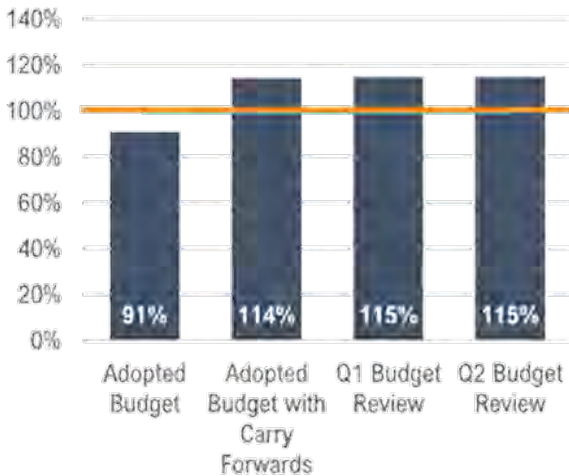
The target range is below 80%.



Asset Funding Renewal Ratio

Capital Renewal expenditure as a percentage of recommended expenditure in the Asset Management Plans.

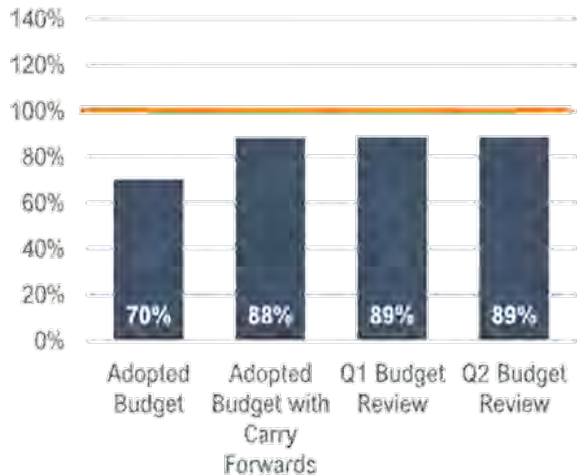
The target range is equal to 100% average over 10 years.



Depreciation % Asset Renewal

Depreciation expenditure as a percentage of recommended expenditure in the Asset Management Plans.

The target range is equal to 100% average over 10 years.



2023-24 Quarter 2 Budget Review

Proposed Budgeted Financial Statements

Uniform Presentation of Finances

\$'000s	UPoF Ref #	Proposed Quarter 1 Budget Review	Proposed Budget Adjustments Favourable/ (Unfavourable)	Proposed Quarter 2 Budget Review
Income		57,449	260	57,709
less Expenses		(54,756)	(51)	(54,807)
Subtotal		2,693	209	2,902
Equity Accounted Subsidiaries		(255)	-	(255)
Operating Surplus / (Deficit) before Capital Amounts (inclusive of Equity Accounted Businesses)	1	2,438	209	2,647
less Net Outlays on Existing Assets				
Net Capital Expenditure on Renewal & Replacement of Existing Assets		(10,628)	-	(10,628)
less Depreciation, Amortisation and Impairment		12,000	-	12,000
less Amounts received specifically for Replacement of Existing Assets		40	-	40
less Proceeds from the Sale of Replaced Assets		298	-	298
Net Outlays on Existing Assets	3	1,710	-	1,710
less Net Outlays on New and Upgraded Assets				
Net Capital Expenditure on New and Upgraded Assets		(2,944)	(50)	(2,994)
less Amounts received specifically for New and Upgraded Assets		785	50	835
less Proceeds from Sale of Assets		-	-	-
Net Outlays on New and Upgraded Assets	2	(2,159)	-	(2,159)
Net Lending / (Borrowing) for the Financial Year (inclusive of Equity Accounted Businesses)		1,989	209	2,198
Less Equity Accounted Businesses		255	-	255
Net Lending / (Borrowing) for the Financial Year (exclusive of Equity Accounted Businesses)	4	2,244	209	2,453
Net Financial Liabilities at Beginning of Year		7,557	-	7,557
Decrease / (increase) in Other		-	-	-
Net Financial Liabilities at End of Year		5,313	209	5,104

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

Proposed Budgeted Financial Statements

Statement of Comprehensive Income

\$'000s	Proposed Quarter 1 Budget Review	Proposed Budget Adjustments Favourable/ (Unfavourable)	Proposed Quarter 2 Budget Review
Income			
Rates	48,885	-	48,885
Statutory Charges	1,852	-	1,852
User Charges	2,253	-	2,253
Grants, Subsidies & Contributions	3,242	181	3,423
Asset Disposal	-	-	-
Investment Income	15	-	15
Reimbursements	202	-	202
Other Income	964	79	1,043
Operating Projects	36	-	36
Total Income	57,449	260	57,709
Expenditure			
Employee Costs	20,647	-	20,647
Materials, Contracts & Other Expenses	20,628	51	20,679
Depreciation, Amortisation & Impairment	12,000	-	12,000
Finance Costs	90	-	90
Operating Projects	1,391	-	1,391
Total Expenditure	54,756	51	54,807
Operating Surplus / (Deficit) before of Equity Accounted Businesses	2,693	209	2,902
less Net loss – Equity Accounted Council Businesses	255	-	255
Operating Surplus / (Deficit) inclusive of Equity Accounted Businesses	2,438	209	2,647
Asset Disposal & Fair Value Adjustments	338	-	338
Amounts received specifically for new, upgraded or replacement assets	785	50	835
Net Outlays on New and Upgraded Assets	1,123	50	1,173
Net Surplus / (Deficit) inclusive of Equity Accounted Businesses	3,561	259	3,820
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	1,050
Total Comprehensive Income inclusive of Equity Accounted Businesses	4,611	259	4,870

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

Proposed Budgeted Financial Statements

Statement of Financial Position

\$'000s	Proposed Quarter 1 Budget Review	Proposed Quarter 2 Budget Review
Assets		
Current Assets		
Cash & cash equivalents	1,655	1,655
Trade & other receivables	3,647	3,647
Other financial assets	-	-
Total Current Assets	5,302	5,302
Non-current Assets		
Financial Assets	-	-
Equity accounted investments in Council businesses	33,017	33,017
Infrastructure, Property, Plant & Equipment	714,121	714,171
Total Non-current Assets	747,138	747,188
Total Assets	752,440	752,490
Liabilities		
Current Liabilities		
Trade & Other Payables	3,709	3,709
Borrowings Fixed Term	288	288
Provisions	4,058	4,058
Total Liabilities Assets	8,055	8,055
Non-current liabilities		
Borrowings	2,326	2,117
Provisions	234	234
Total Non-current Liabilities	2,560	2,351
Total Liabilities	10,615	10,406
Net Assets	741,824	742,083
Equity		
Accumulated Surplus	181,636	181,895
Asset Revaluation Reserves	559,971	559,971
Other Reserves	217	217
Total Equity	741,824	742,083
Net Financial Liabilities	5,313	5,104

Net Financial Liabilities are defined as total liabilities less financial assets.

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

Proposed Budgeted Financial Statements

Statement of Cash Flows

\$'000s	Proposed Quarter 1 Budget Review	Proposed Quarter 2 Budget Review
Cash Flows from Operating Activities		
Receipts		
Operating Receipts	57,434	57,694
Investment Receipts	15	15
Payments		
Operating Payments to suppliers and employees	(42,666)	(42,717)
Finance Payments	(90)	(90)
Net Cash provided by (or used in) Operating Activities	14,693	14,902
Cash Flows from Investing Activities		
Receipts		
Amounts specifically for new or upgraded assets	785	835
Amounts received specifically for Replacement of Existing Assets	40	40
Proceeds from Sale of Surplus Assets		
Sale of replaced assets	298	298
Repayments of loans by community groups		
Payments		
Expenditure on renewal/placement of assets	(10,628)	(10,628)
Expenditure on new/upgraded assets	(2,944)	(2,994)
Net Cash provided by (or used in) Investing Activities	(12,449)	(12,449)
Cash Flows from Financing Activities		
Receipts		
Proceeds from borrowings		
Payments		
Repayments of borrowings	(2,244)	(2,453)
Net Cash provided by (or used in) Financing Activities	(2,244)	(2,453)
Net Increase/(Decrease) in cash held	-	-
Plus: Cash & cash equivalents at beginning of period	1,655	1,655
Cash & cash equivalents at end of period	1,655	1,655

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

2023-24 Quarter 2 Budget Review

Proposed Budgeted Financial Statements

Statement of Equity

\$'000s	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
Proposed Quarter 2 Budget Review				
Balance at end of previous reporting period	177,026	559,971	217	737,214
Net Surplus/(Deficit) for Year	3,820	-	-	3,820
Other Comprehensive Income	-	-	-	-
Gain/(loss) on revaluation of Infrastructure and Assets	-	-	-	-
Equity Adjustments - Equity Accounted Business	-	-	-	-
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
Other Comprehensive Income	1,050	-	-	1,050
Total Comprehensive Income	4,870	-	-	4,870
Balance at end of period	181,896	559,971	217	742,083

\$'000s	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
Proposed Quarter 1 Budget Review				
Balance at end of previous reporting period	177,026	559,971	217	737,214
Net Surplus/(Deficit) for Year	3,561	-	-	3,561
Other Comprehensive Income	-	-	-	-
Gain/(loss) on revaluation of Infrastructure and Assets	-	-	-	-
Equity Adjustments - Equity Accounted Business	-	-	-	-
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
Other Comprehensive Income	1,050	-	-	1,050
Total Comprehensive Income	4,611	-	-	4,611
Balance at end of period	181,637	559,971	217	741,824

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

INFORMATION REPORT

REPORT TITLE:	SECOND QUARTER 2023-24 CORPORATE PERFORMANCE REPORT
ITEM NUMBER:	4.6
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	NICOLA TINNING, GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. SECOND QUARTER CORPORATE PERFORMANCE REPORT 2023-242. CAPITAL RENEWAL AND NEW CAPITAL PROJECTS REPORT

1. **PURPOSE**

This report provides Council with information and data analysis on areas of service delivery and customer satisfaction survey results for the second quarter of the 2023-24 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

This report covers the second period of the 2023-24 financial year from 1 October 2023 to 31 December 2023.

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.

The Corporate Performance Report relating to services is provided as Attachment 1.

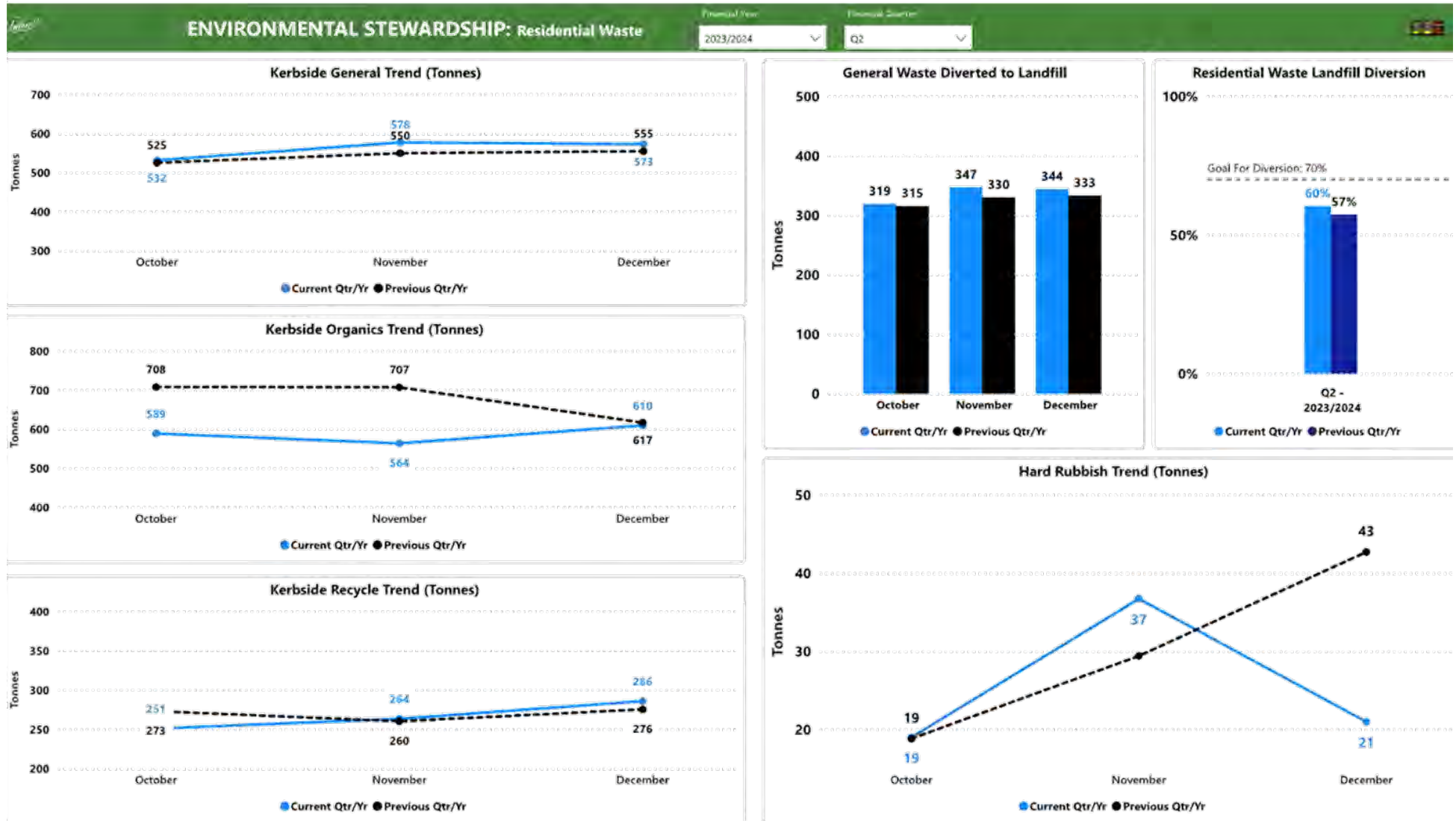
Attachment 1

The Corporate Performance Report also includes a report which outlines the project status for the capital renewal program and certain new capital projects and this report is provided as Attachment 2.

Attachment 2

6. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer



 **ENVIRONMENTAL STEWARDSHIP**
Residential Waste

Financial Year and Quarter For Comments
2023/2024 Q2



Comments

The total tonnage disposed of general waste increased by 51 tonnes compared to the same time last year.

There was a significant reduction in the tonnage of organic material collected this quarter in the order of 269 tonnes. The reduction can be attributed to the mild spring experienced this year and potentially the reduction in organic bin presentation following notification to residents known to be presenting additional bins with out payment.

The total tonnage of recycled material collected for the quarter has remained consistent for the same period last year.

The total tonnage of general waste going to land fill over the last 3 months is estimated to be 1008 tonnes and is a 3% increase for the same time last year.

The total tonnage of hard rubbish collected was 15 tonnes less this quarter than previous periods with December recording a reduction of 22 tonnes.



COMMUNITY LIVING - Development Applications

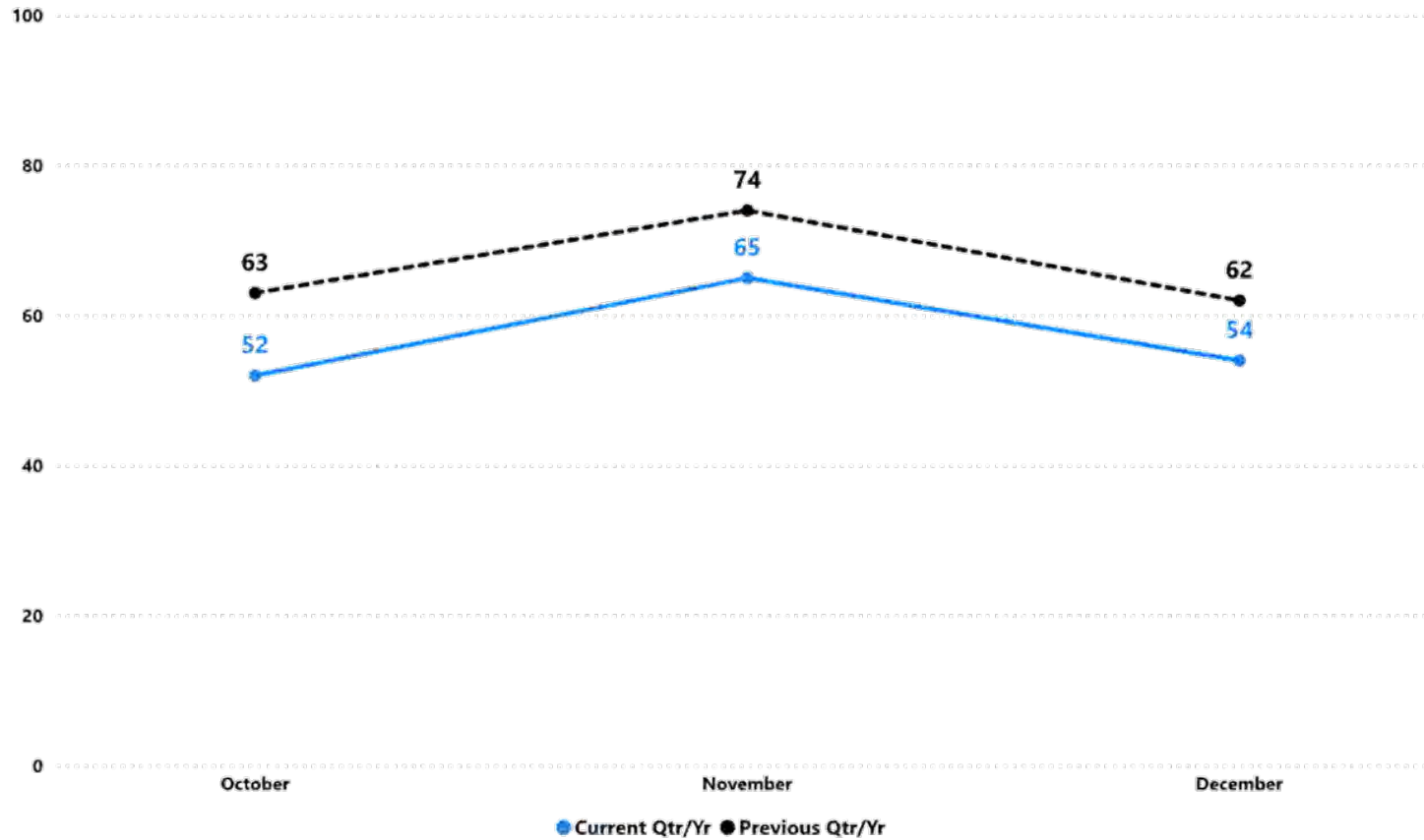
Financial Year

2023/2024

Financial Quarter

Q2

Total Development Applications Lodged



 **COMMUNITY LIVING** Financial Year and Quarter For Comments
Development Applications - Planning Consents Granted 2023/2024 Q2 

Comments

The number of applications lodged this quarter, 171 (compared to 199 for the matching quarter the previous year), continues a trend for the last 12-18 months of a lower than 5-year average for lodgements. This is reflective of increasing interest rates, cost of living, building materials, and the shortage of trades.

It is anticipated that this trend will continue until these factors stabilise.

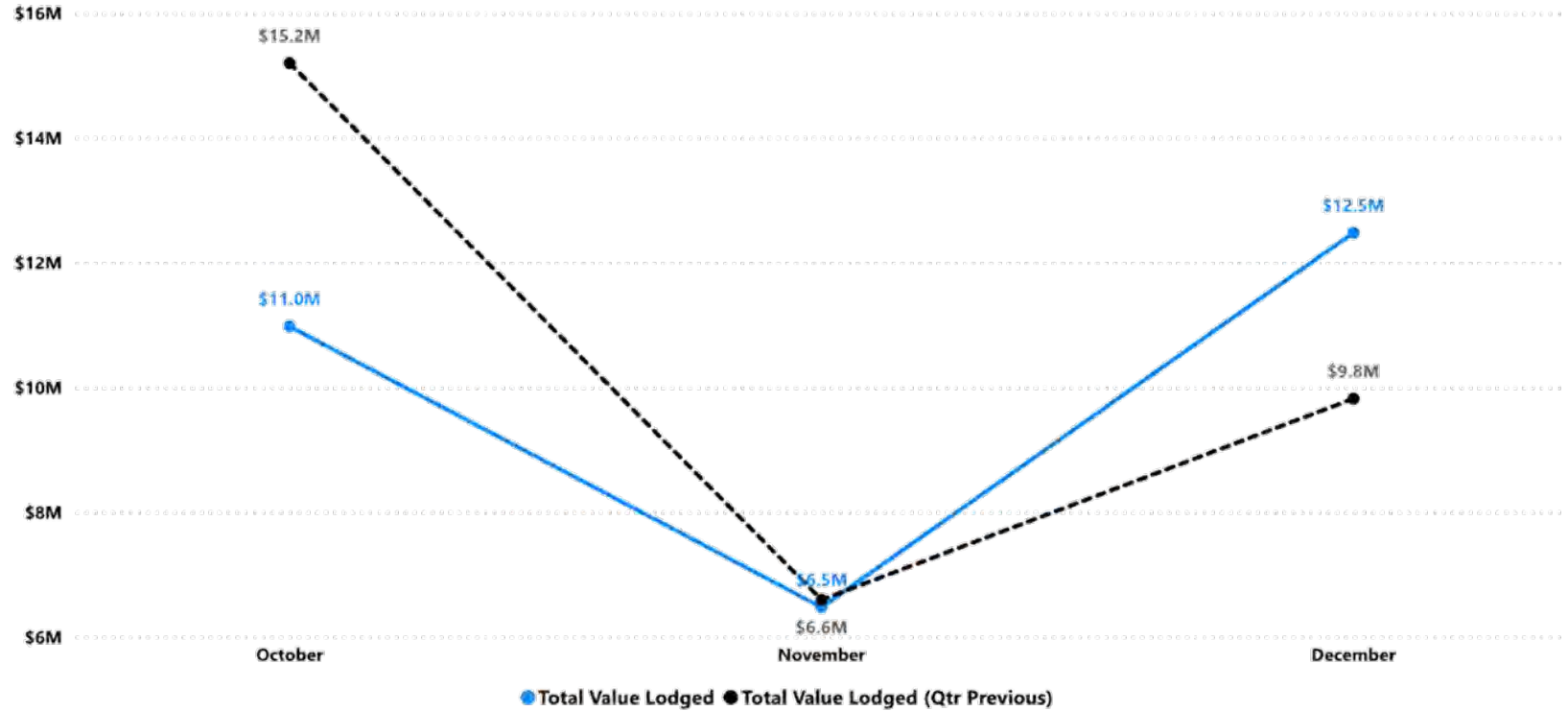
COMMUNITY LIVING - Value of Approved Development Applications Financial Year: 2023/2024 Financial Quarter: Q2

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

Average Development Value
\$104K
 Financial Year 2022/2023

Average Development Value
\$158K
 Financial Year 2023/2024 YTD

Total Value of Approved Applications





The banner features the Unley logo on the left, the title 'COMMUNITY LIVING Value of Approved Development Applications' in the center, and a dropdown menu on the right labeled 'Financial Year and Quarter For Comments' with '2023/2024 Q2' selected. A small icon of a hand holding a dollar sign is on the far right.

Comments

The value of lodged development applications has declined slightly from the previous quarter with the result that the total value of developments approved has also reduced from \$31.6M to \$30M, as compared to the same quarter in the previous year.

This is reflective of the current economic impacts of higher interest rates that has seen development application numbers reduced for a period of time now. It is anticipated that these numbers will return to be in line with the previous trends once interest rates start to go down again.

COMMUNITY LIVING - Planning Compliance Inspected

Financial Year: 2023/2024 | Financial Quarter: Q2

Total Completed Requests

42

Compliance Requests In Progress

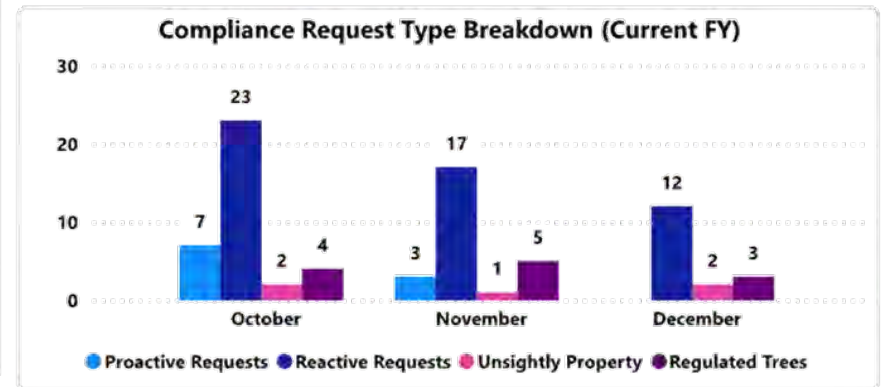
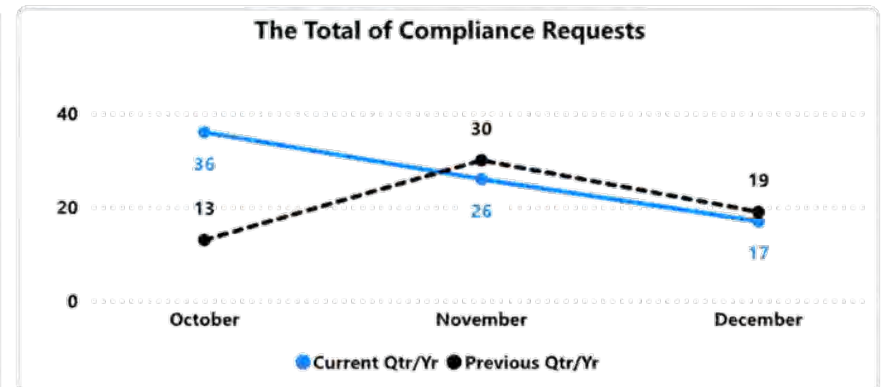
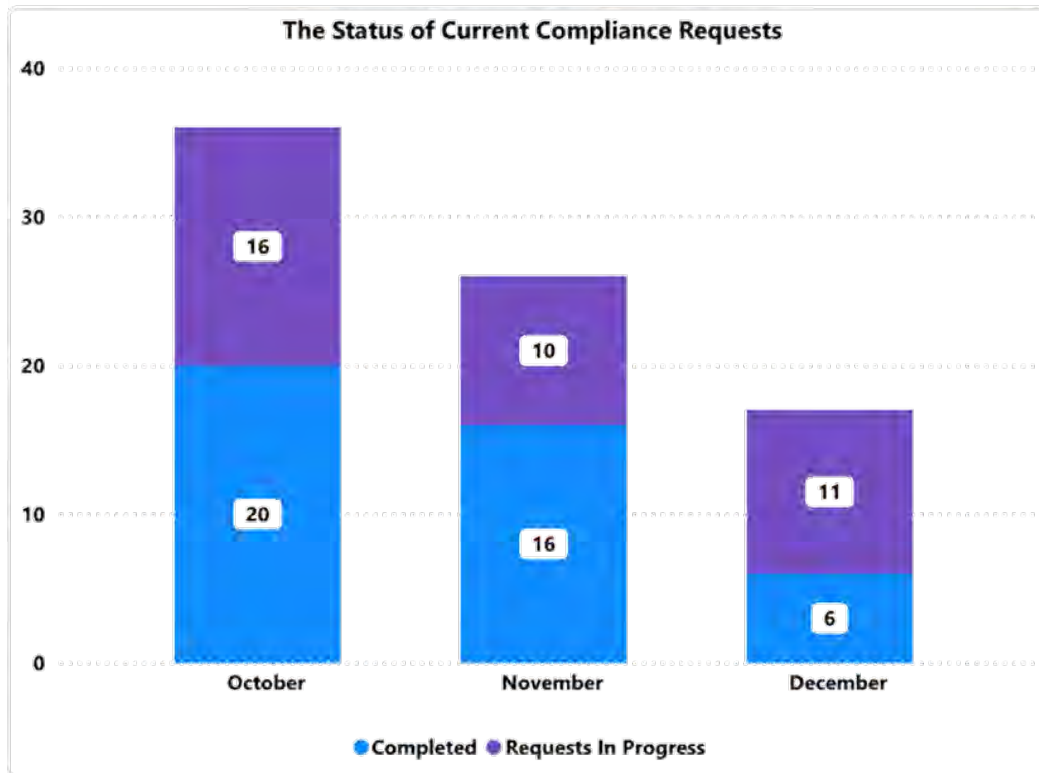
37

Compliance Requests Under Investigation

0

Total Lodged Requests

79





COMMUNITY LIVING
Planning Compliance Inspected

Financial Year and Quarter For Comments
2023/2024 Q2



Comments

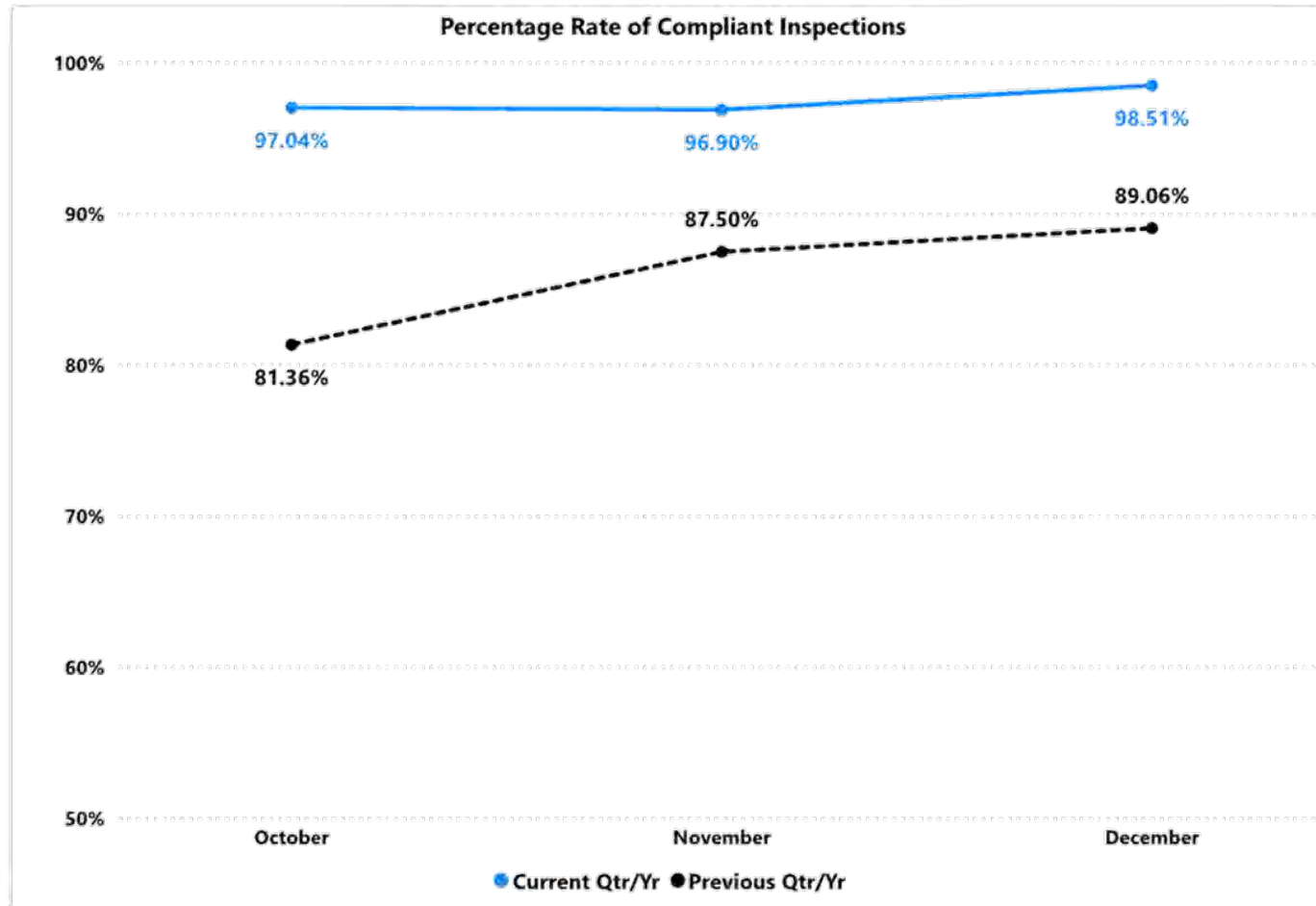
This report details planning compliance inspections undertaken by Council over the last quarter. Inspections are a result of either customer requests/complaints being lodged through the Customer service desk (reactive complaint) or inspections conducted by Council's Planning Compliance Officer (proactive). The purpose of proactive inspections is to mitigate the number of reactive complaints received by Council, ensuring sensitive or potentially contentious development matters are addressed prior to receiving a complaint. As part of this methodology, planning compliance focuses primarily on the following proactive inspection types as these typically cause community concern:

- 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

The timing of development application notifications are monitored to ensure that the proactive inspections are timed appropriately as there can be significant delays between the approval being issued and the requirement for an inspection.

The report identifies Council has received a total of 79 customer requests for investigation in quarter 2. Of these, Council have inspected and closed out 42. The remaining 37 requests in progress are comprised of a combination of proactive and reactive investigations that are either pending action, are currently under investigation, or have been inspected but cannot be closed pending confirmation of further action. The number of compliance requests currently under investigation (0) indicates all requests are currently being actioned by Council staff. It is noted that the workloads are high in this area at the moment, particularly in comparison to the previous quarter which had a total of 62 customer requests lodged. To support the planning compliance functions, additional resources are made available across development and regulatory services as needed to assist in managing this workload.

 **COMMUNITY LIVING - Building and Planning - % Compliance vs Non Compliance** Financial Year: 2023/2024 Financial Quarter: Q2





COMMUNITY LIVING
Building and Planning - % Compliance vs Non Compliance

Financial Year and Quarter For Comments
2023/2024 Q2

Comments

The purpose of this report is to demonstrate the level of compliance for 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 generally being undertaken in line with the approvals granted and remains consistent with a high compliance rate of 97.48% on average for this quarter. This reflects that applicants are gaining the appropriate consents and constructing development in accordance with their approval. Additionally, it highlights the Planning and Building Compliance roles have been effective in investigating compliance matters in a timely manner.

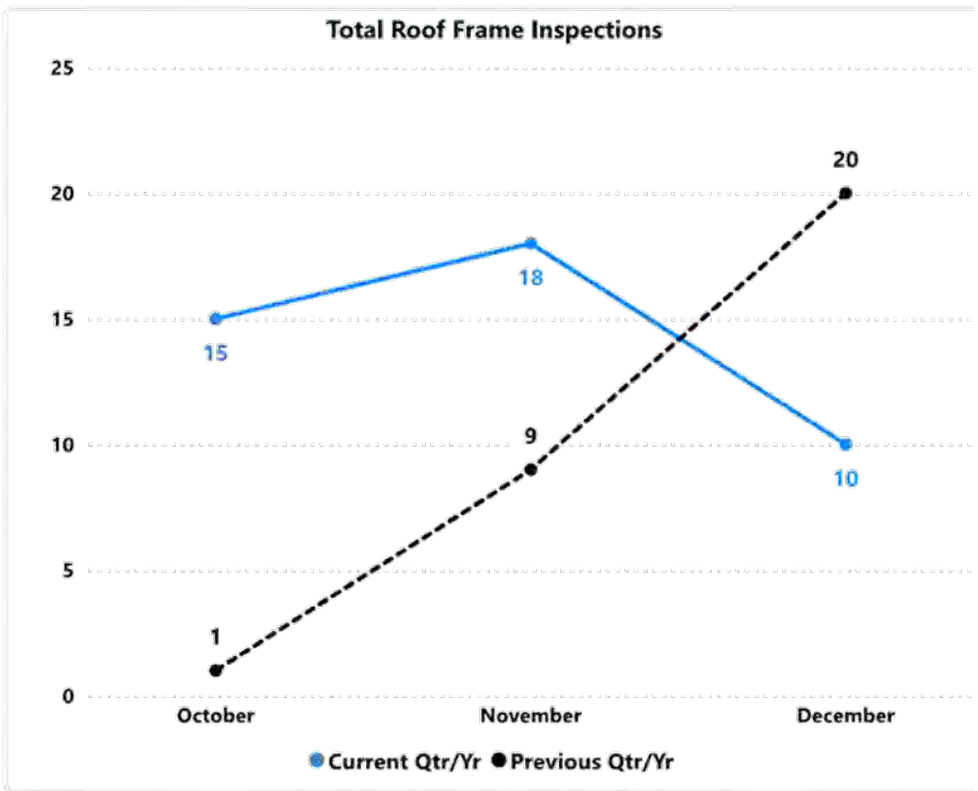
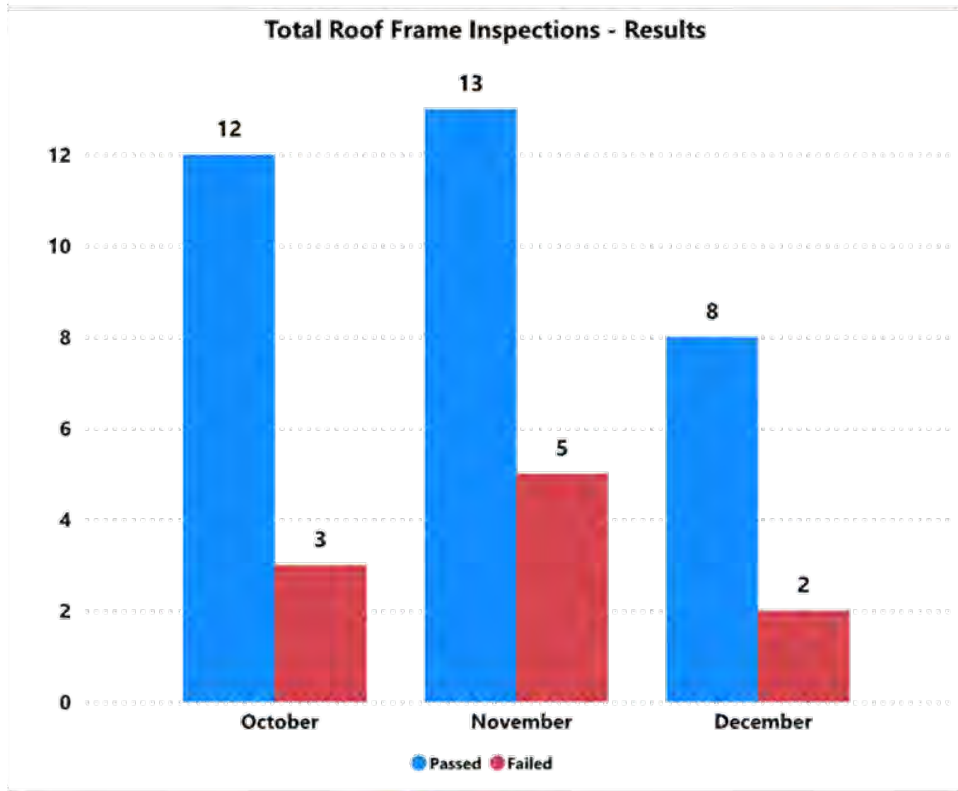
Developments that have not obtained the appropriate consents; and/or developments proceeding contrary to their approvals or conditions can present minor technical non-compliances with the relevant Building Code or Australian Standards. All matters are followed up by staff through education, instruction or formal enforcement action in accordance with Council's Compliance Policy with further inspections undertaken to confirm the works have been satisfactorily resolved.

COMMUNITY LIVING - Building/Roof Frame Inspections Financial Year: 2023/2024 | Financial Quarter: Q2

Total Roof Frame Inspections
43

Total Inspections Passed
33

Total Inspections Failed
10



 **COMMUNITY LIVING**
Building/Roof Frame Inspections

Financial Year and Quarter For Comments
2023/2024 Q2



Comments

The purpose of this report is to detail the number of Building/Roof frame inspections undertaken 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 43 building/roof frame inspections have been undertaken with 10 failed inspections recorded. The reasons for a failed inspection can vary depending on the development being inspected, but most commonly relate to minor technical non compliances with either the Building Code or related Australian Standards. These are 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.

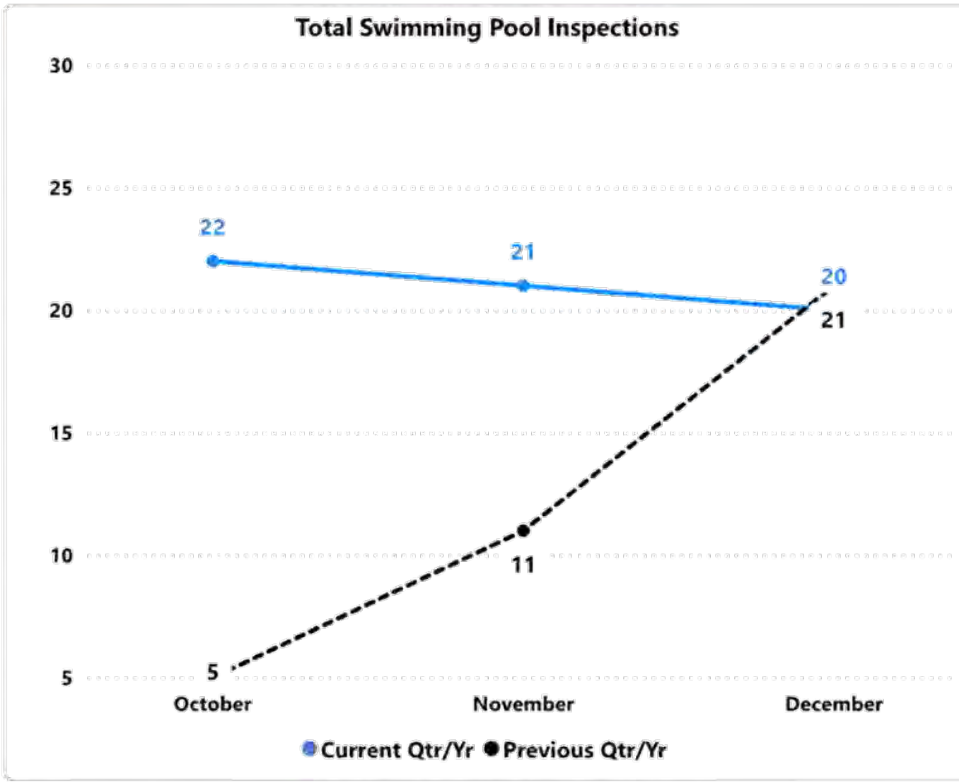
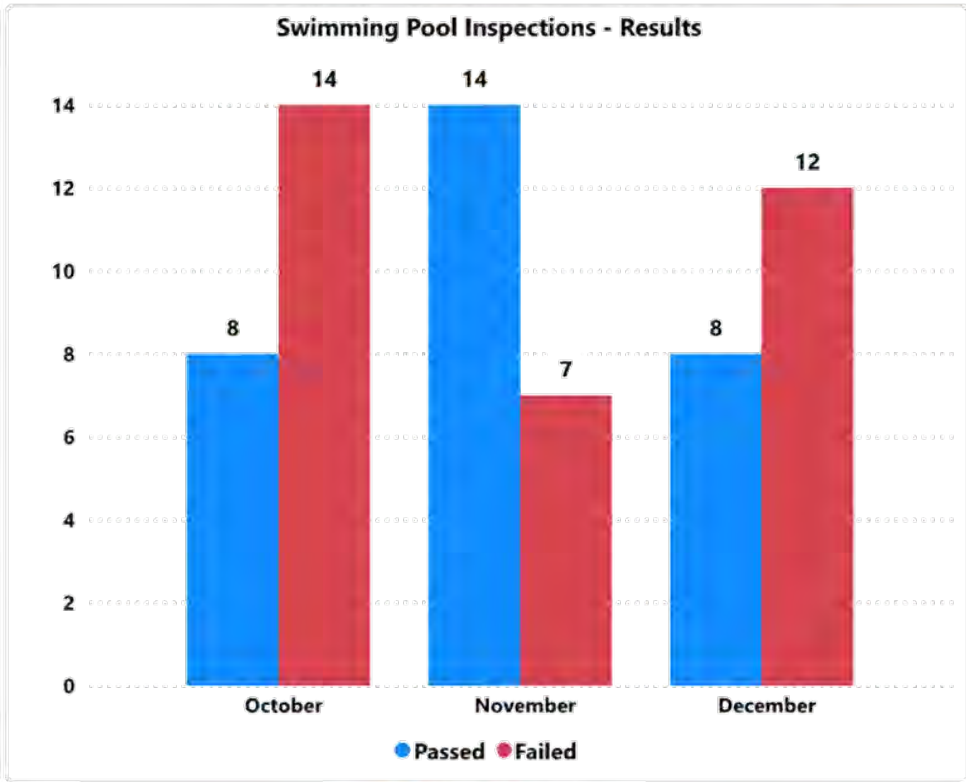
The data for this quarter reflects inspection numbers undertaken and recorded through the new PlanSA portal inspection system. The number of inspections undertaken this quarter (43) is higher in comparison with the same quarter of the previous year (30).

COMMUNITY LIVING - Swimming Pool Inspections Financial Year: 2023/2024 Financial Quarter: Q2

Total Swimming Pool Inspections
63

Total Inspections Passed
30

Total Inspections Failed
33





COMMUNITY LIVING

Swimming Pool Inspections

Financial Year and Quarter For Comments

2023/2024 Q2 ▼



Comments

The purpose of this report is to detail the number of mandatory swimming pool safety barrier inspections undertaken 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 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 prior to the pool being filled with water.

Historically, swimming pool safety barrier inspections tend to peak prior to or during the summer period as people rush to complete swimming pool installations, then drop off again through the winter months. Of the 63 swimming pool inspections undertaken, 33 of those were recorded as a failed inspection. The reasons for failure can vary but have a very low tolerance for non-compliance due to high risk considerations. Failed inspections relate to minor defects or non-compliances with the Australian Standards for Swimming Pools, such as minor adjustments to gates, 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 in comparison to total inspections, highlights the importance of Council maintaining a robust pool safety inspection regime in accordance with statutory requirements.

Building officers continue to take a proactive approach with pool safety barriers 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, officers work with owners and builders providing specialist advice and several follow up inspections to ensure a 100% compliance rate. 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

2023/2024

Financial Quarter

Q2

Total Health Food Inspections

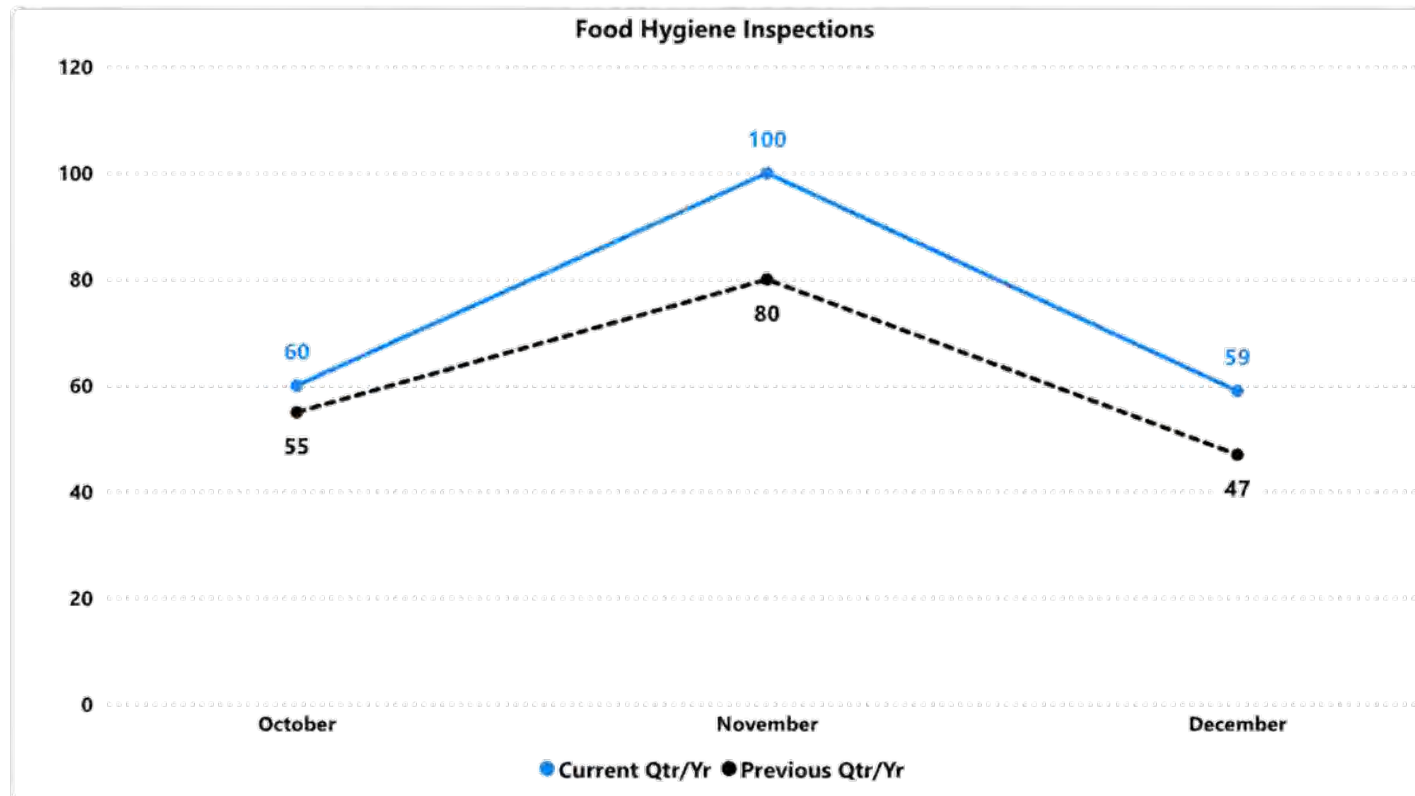
219

Number of Routine Inspections

156

Number of Written Warnings

41





The banner features the 'Unitary' logo on the left, the title 'COMMUNITY LIVING Food Hygiene Inspections' in the center, and a dropdown menu on the right labeled 'Financial Year and Quarter For Comments' with '2023/2024 Q2' selected. A small illustration of food items is on the far right.

Comments

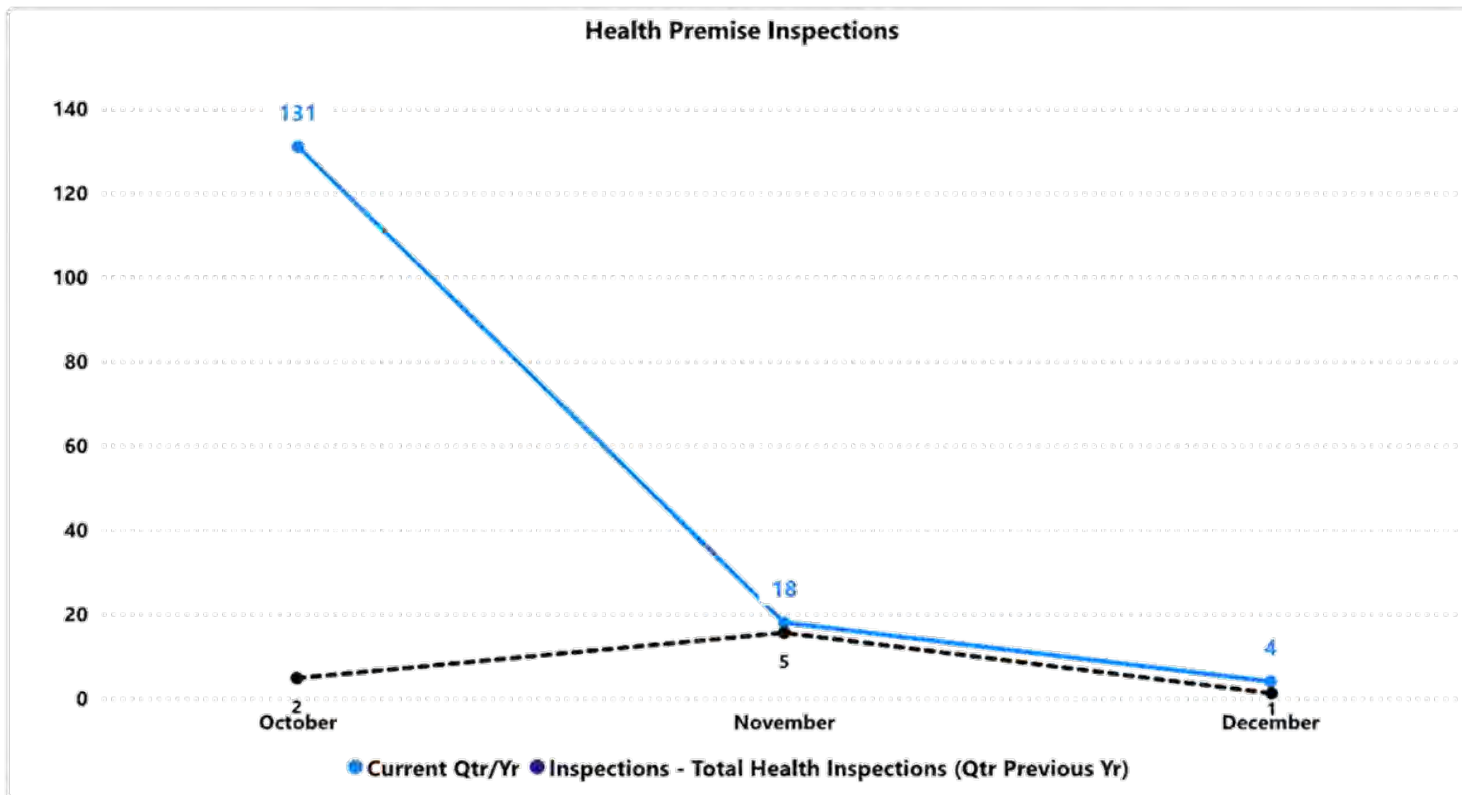
The purpose of this report is to demonstrate the number of food premises inspections undertaken by Environmental Health Officers to ensure businesses are compliant with food safety requirements. Where a non-compliance is recorded during inspections, officers will conduct a risk assessment of the premises and either take informal or formal action depending 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 work; while 'Total Inspections' refers to the routine inspections undertaken, in addition to any follow up audits where either informal or formal action has been directed by Health Officers during a previous inspection.

This report identifies a total of 219 food inspections were undertaken and these inspections resulted in 41 formal written warnings issued in quarter 2. This number is higher than the previous quarter (182) which is a result of full resourcing being available within the team this quarter. Of those businesses that received a written warning, officers will either apply enforcement action for significant non-compliances, or for minor non-compliances, reassess at the next scheduled routine inspection. The intent of Council's Health team is to reduce the total number of written warnings being issued, through conducting regular routine inspections, and monitoring and educating 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: 2023/2024 Financial Quarter: Q2

Total Health Premise Inspections 153	Self Audit Inspections 2	Compliant Inspections 148	Non-Compliant Inspections 3
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The banner features the City of Unley logo on the left, the text 'COMMUNITY LIVING Health Premise Inspections' in the center, a dropdown menu for 'Financial Year and Quarter For Comments' set to '2023/2024 Q2' on the right, and a small illustration of a grocery basket on the far right.

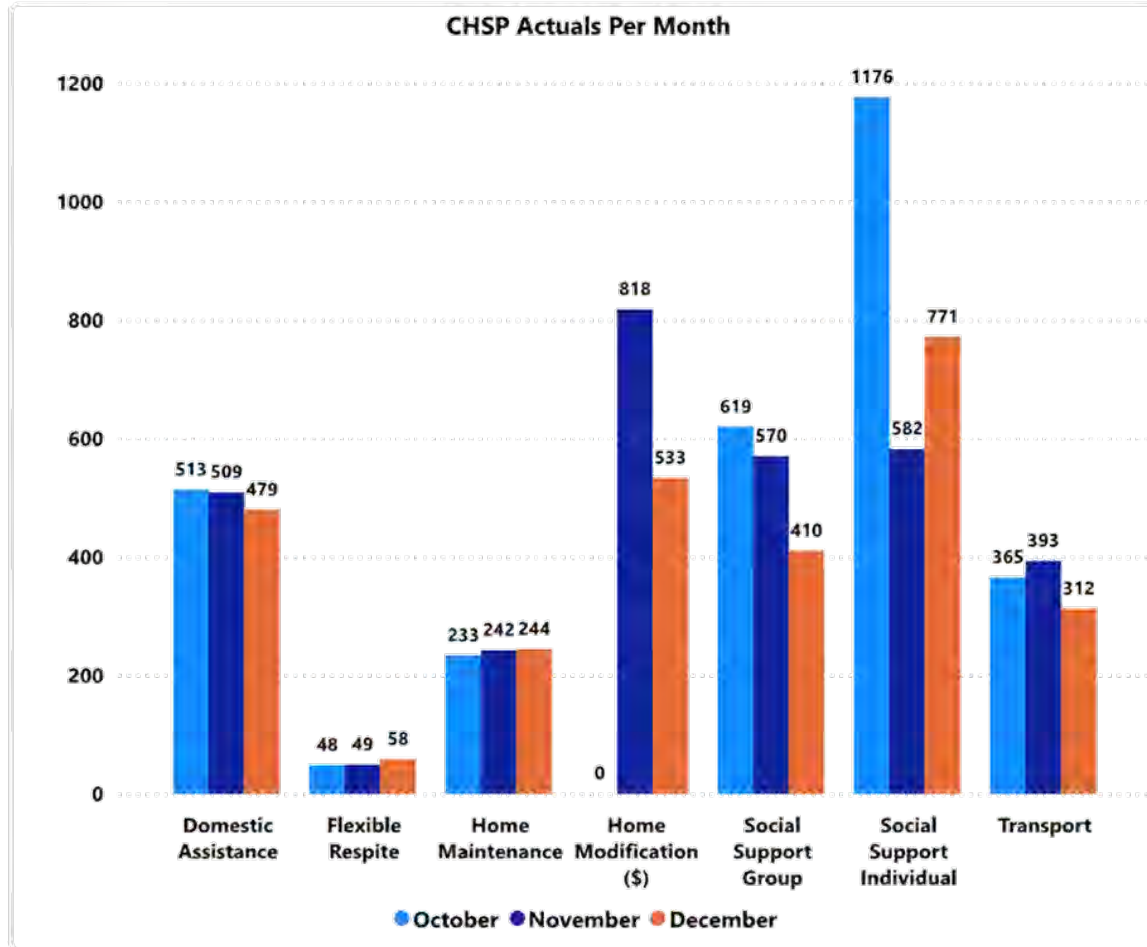
Comments

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

Inspections are either undertaken onsite or via a desktop assessment where the business owner provides information to Council relating to compliance for review by Council's health team. A total of 153 health inspections were undertaken this quarter, which is substantially higher than the same quarter of the previous year. This is a result of self-audit inspections being undertaken on a 2 year cycle during October, with the remaining inspections being cooling towers, onsite audits and swimming pools, which are undertaken seasonally. Where an inspection results in non-compliance, a risk assessment is undertaken to determine whether informal or formal action is warranted in accordance with Public Health Act and Council's Compliance Policy and the 3 that were identified this quarter will be followed up in accordance with the City of Unley Compliance Policy.

COMMUNITY LIVING - Community Home Support Programs

Financial Year: 2023/2024 Financial Quarter: Q2



CHSP Outputs Table

CHSP Program	Annual Outputs	Required (KPI)*	Actuals
Domestic Assistance	5935	1485	1501 ↑
Flexible Respite	1080	270	155 ↓
Home Maintenance	2312	579	719 ↑
Home Modification (\$)	23482	5871	1351 ↓
Social Support Group	2102	528	1599 ↑
Social Support Individual	7196	1800	2529 ↑
Transport	4333	1086	1070 ↓

*As at the end of the quarterly reporting period

 **COMMUNITY LIVING**
Home Support Program Visits

Financial Year and Quarter For Comments
2023/2024 Q2



Comments

The Commonwealth Home Support Program (CHSP) provides a range of services to enable older residents to continue living independently in their own homes. The program is funded by the Australian Government and residents must have a My Aged Care referral in order to receive services.

A total of 690 residents received services this quarter, with over half receiving more than one service type.

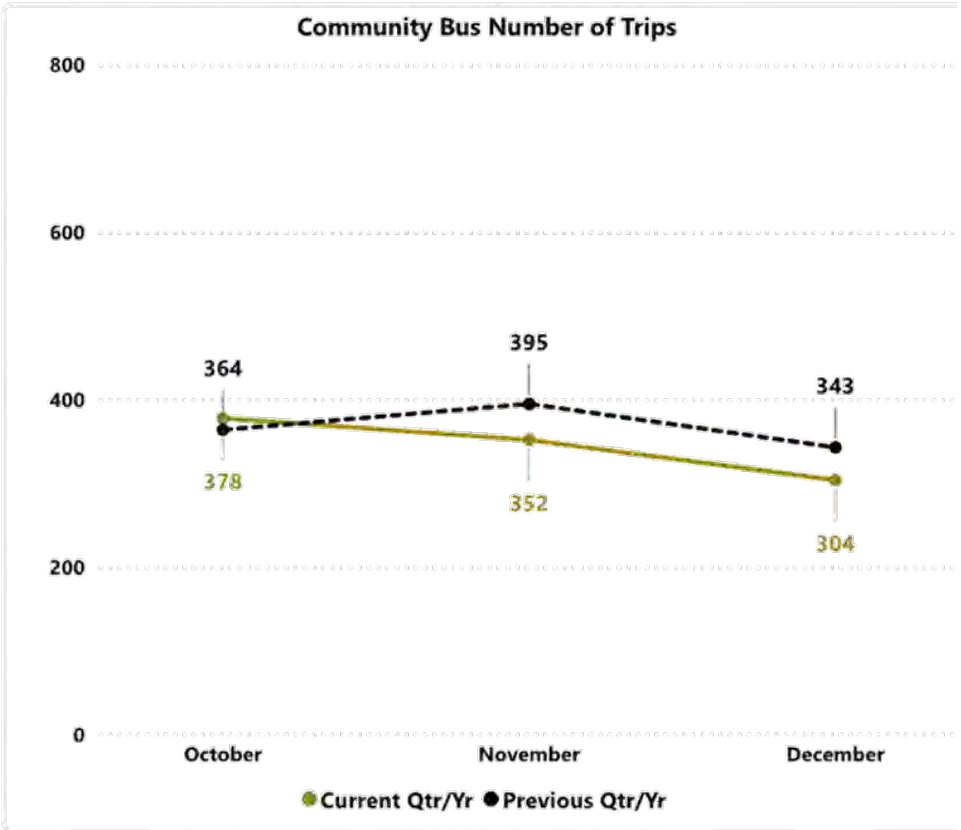
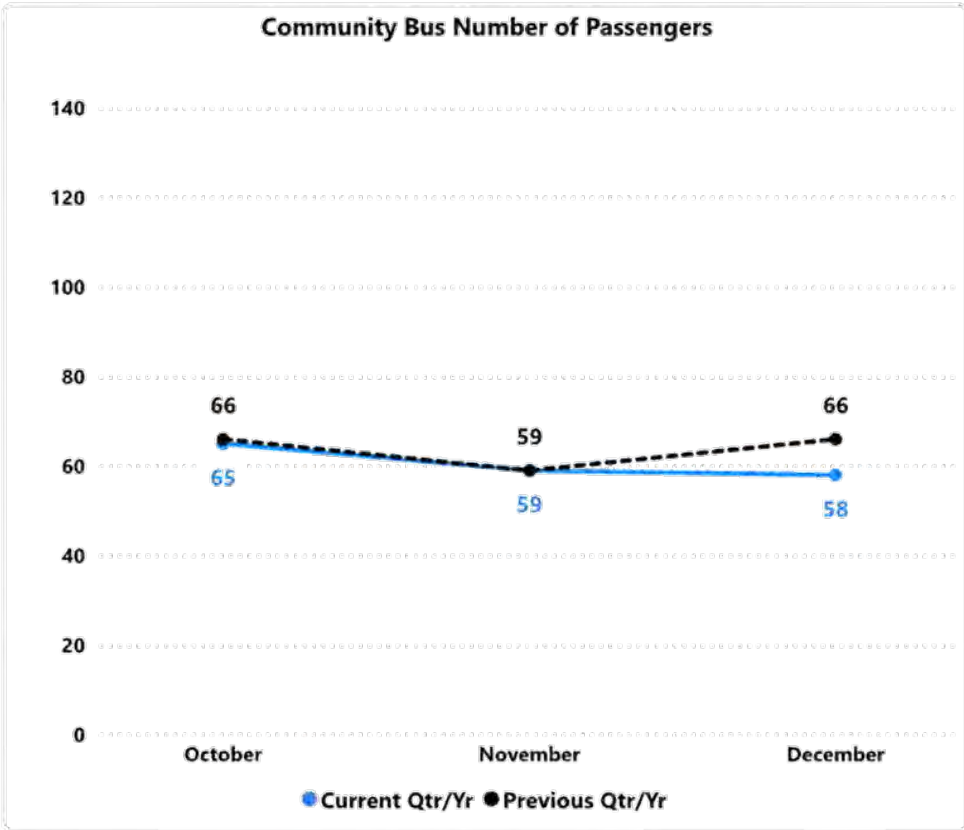
The table outlines the required KPIs to be achieved for each service type under the funding agreement, and our corresponding actual achievements against each for the quarter. The figures provided are for hours of service, except for Transport that is captured as one-way trips, and Home Modifications that is captured as the dollar amount of the subsidy provided towards the cost of a required home modification.

Fluctuations in the number of services provided each month are generally related to the number of referrals that Council receives through the My Aged Care portal. Flexibility within the contract allows a proportion of funding to be moved between service types to cater for those where there is greater or lesser demand.

COMMUNITY LIVING - Community Bus Passengers Financial Year: 2023/2024 Financial Quarter: Q2

Total Number of Trips
1034

Average Passengers Per Month
61





The banner features the Unley logo on the left, the text 'COMMUNITY LIVING' in large white letters, and 'Community Bus Passengers' below it. On the right, there is a dropdown menu labeled 'Financial Year and Quarter For Comments' with '2023/2024 Q2' selected, and a small red bus icon.

Comments

The Community Bus service is comprised of a fleet of three buses driven by volunteers, and supported by volunteer helpers who assist the passengers as required. The service primarily provides return door to door transport to local shopping centres and other community-based venues, with most passengers utilising the service multiple times each month. There are currently 95 residents registered to use the service.

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.

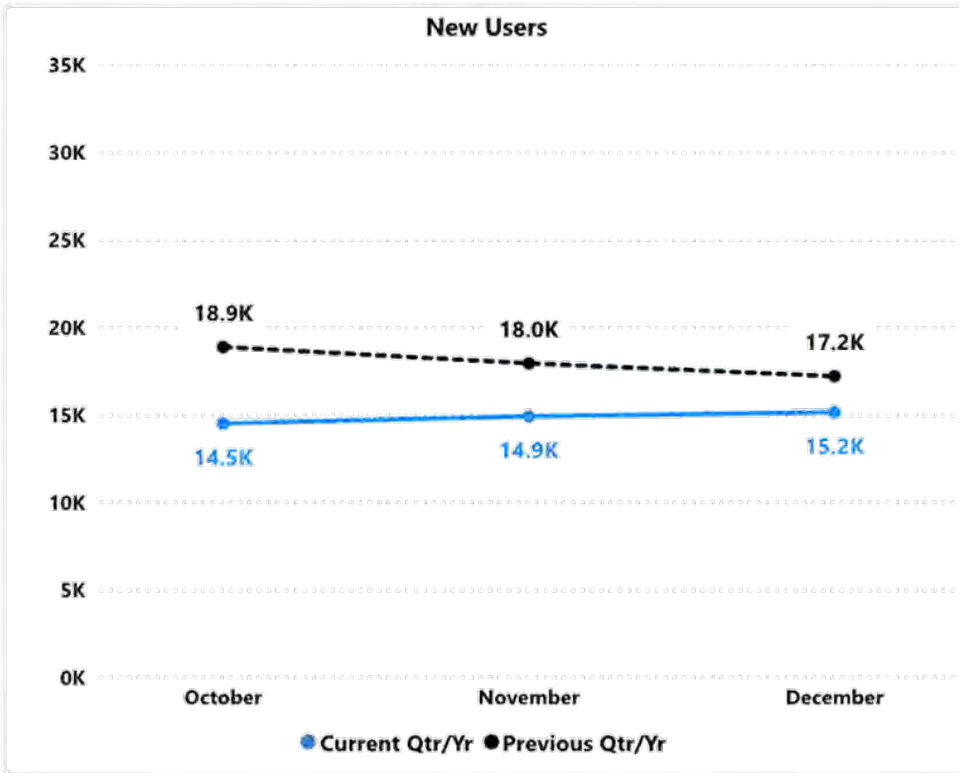
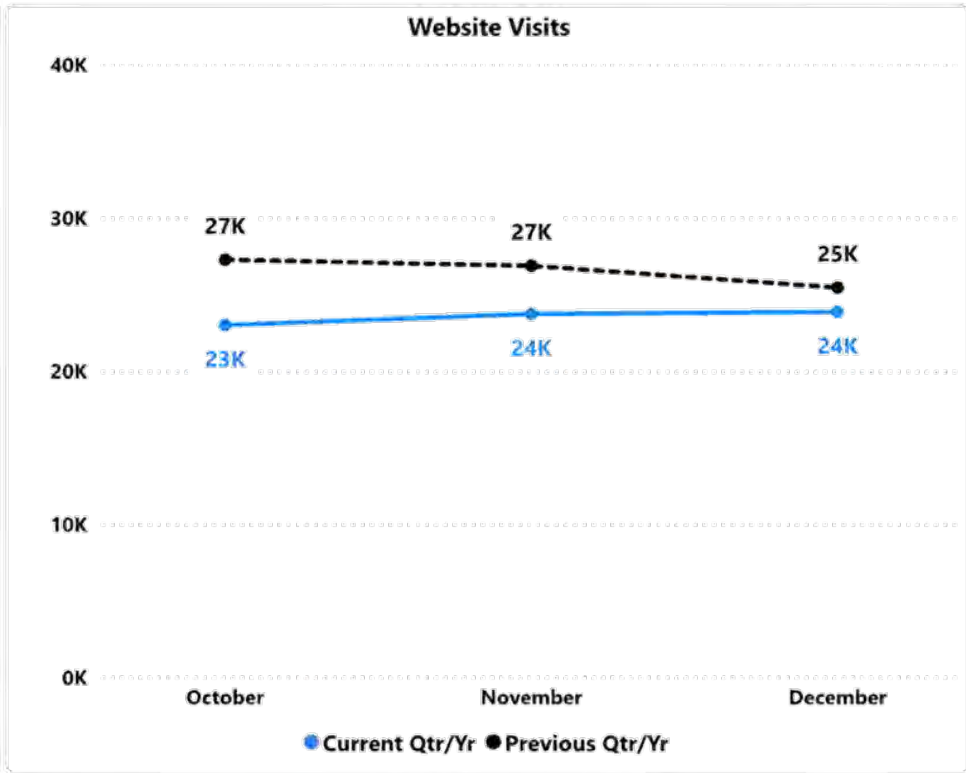
A review of the Community Bus service is currently underway. It will identify opportunities to improve the efficiency and effectiveness of the service and maximise utilisation.

CIVIC LEADERSHIP - Website Visits Financial Year: 2023/2024 Financial Quarter: Q2

Total Website Visits
71K

Total Website Visits Outside Aus
5012

Total New Users
45K





CIVIC LEADERSHIP
Website Visits

Financial Year and Quarter: **2023/2024 Q2**



Comments

WEBSITE DATA QTR 2 23-24

Compared to the previous quarter (Qtr 1 23-24) we saw an approx. 14.5% decrease in visits to our corporate website. A 13.4% decrease was also visible when compared to the previous October-December quarter (Qtr 2 22-23). Though there was a decrease in visitors by over 10% this quarter, this appears to be distributed equally across all pages. There is no obvious difference in the type of content being viewed compared to the previous year's quarter.

Q2 data 23-24:

- Total website visits 71k
- Total new users 45k

Previous quarter (Q1 data 23-24):

- Total website visits 83k
- Total new users 58k

POPULAR PAGES

Google Analytics reveals the popular pages visited during October, November and December 2023. Our home page received the most views (11.4% of page views). The top 10 content reflected people searching for information on the Unley Swimming Centre, Unley Libraries and rubbish collections.

Top 10 viewed pages for Q2 23-24:

1. Home page
2. Unley Swimming Centre – Landing Page
3. Search results
4. Rubbish collection dates
5. Unley Libraries – Landing Page
6. Unley Swimming Centre – Lane Availability
7. Contact Us
8. Hard Waste Collection
9. Unley Swimming Centre – Pricing & Costs
10. Events Directory

The next most popular pages (Pages 11-20) included the Swimming Centre Open Hours, Waste and Recycling, Report an Issue, Venues for Hire and Justice of the Peace.

POPULAR CONTENT

Topics that attracted the most website visitors for this period included:

- Swimming Centre
- Waste and Recycling
- Events
- Libraries.

There was a notable spike in page views for Rubbish Collection Dates from December 24 to 31, as residents checked the changed schedule. (The average non-holiday season daily page view is approx. 60).

Page views to Rubbish Collection Dates:

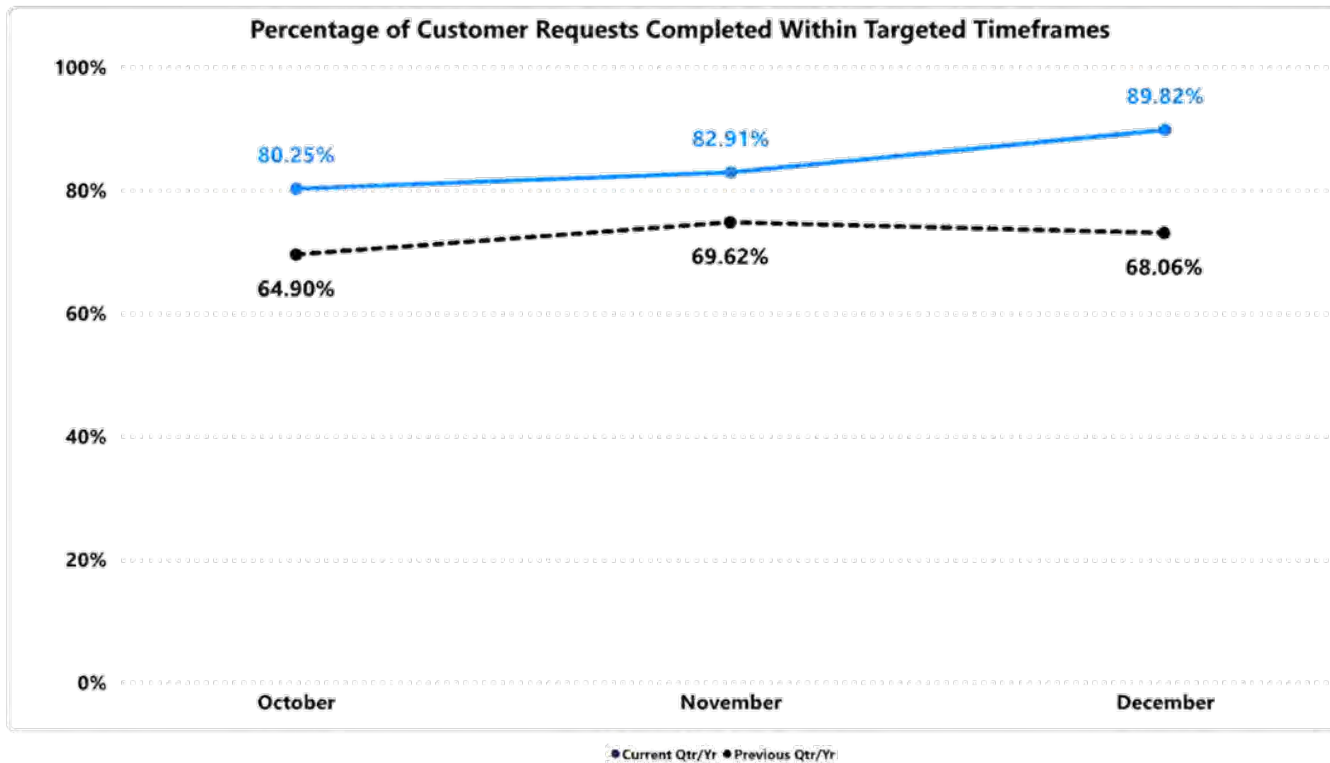
- Sunday 24 December - 371
- Monday 25 December - 315
- Tuesday 26 December - 385
- Wednesday 27 December - 380
- Thursday 28 December - 401
- Friday 29 December - 259
- Saturday 30 December - 94
- Sunday 31 December - 306.

The rubbish collection changes for Christmas and New Year were also promoted in advance on Council's Facebook page.

CIVIC LEADERSHIP - Key Customer Request Timeframes Financial Year: 2023/2024 Financial Quarter: Q2

Target Time Frame Met Average
84%
Of the Time

Most Common Request
Request for Street Tree Maintenance
Requests Done in Time frame **79.30%**





CIVIC LEADERSHIP
Customer Requests Timeframes

Financial Year and Quarter for Comments
2023/2024 Q2

Comments

This data illustrates the percentage of customer requests completed within a target timeframe, noting that timeframes vary based on the request type.

A significantly higher proportion of customer requests were completed within set timeframes across each of the three months in this quarter. This peaked in December with nearly 100% of all customer requests being completed within the set timeframe, and an average of 84% across the quarter. This is up by 16.5% from the same quarter last year.

These increases were likely a result of improvements to our Planning enquiry process, enhancements in our internal workflows and improved task allocation. The increase in December is additionally explained by the fast turnaround time on storm clean-up requests.

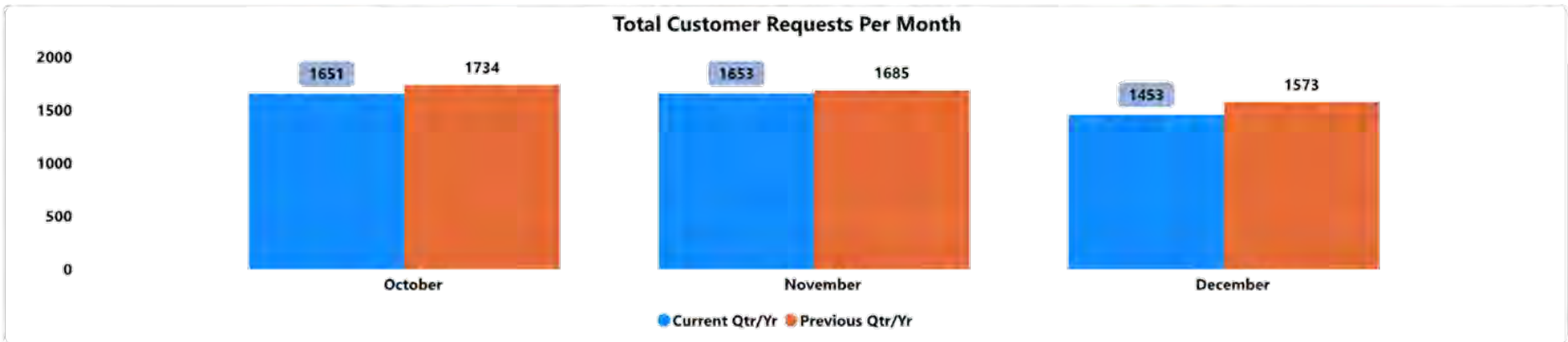
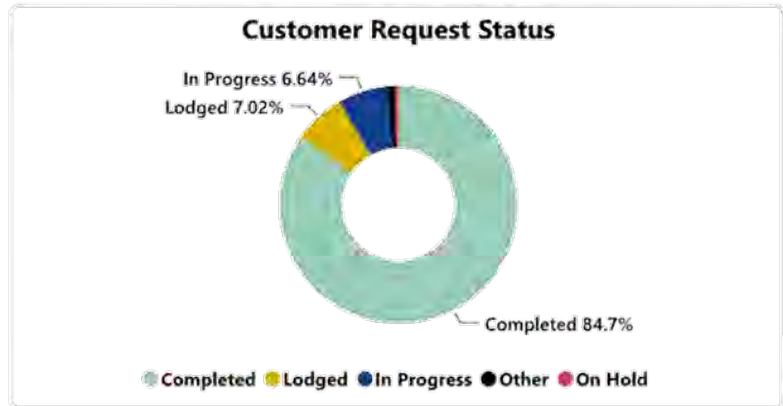
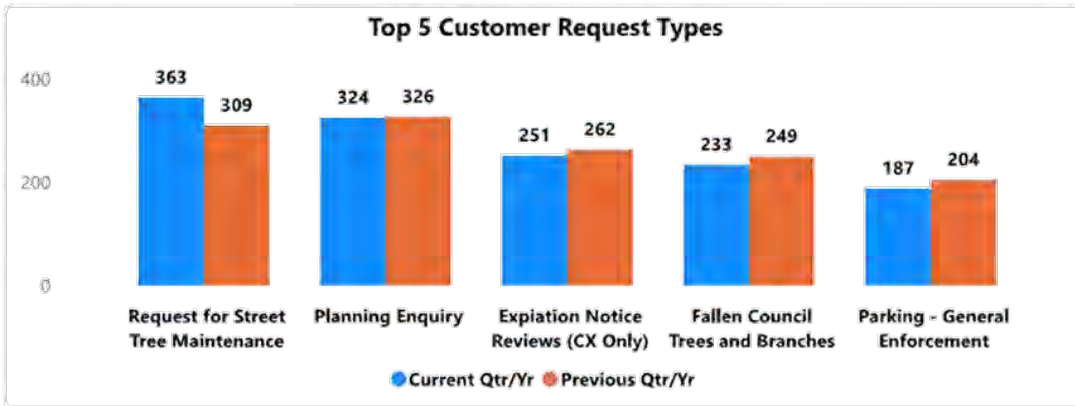
Due to recent weather events, there has been a notable shift in the most frequent requests for the quarter, with Street Tree Maintenance requests having surpassed Planning inquiries as the most common request and having a 79.3% completion rate within the designated timeframe.

CIVIC LEADERSHIP - Customer Requests Financial Year: 2023/2024 Financial Quarter: Q2

Total Customer Requests
4757

Suburb with Most Requests
UNLEY
526 Requests

Week Day with Most Requests
Monday





The banner features the City of Unley logo on the left, the title 'CIVIC LEADERSHIP Customer Requests' in the center, and a dropdown menu on the right labeled 'Financial Year and Quarter Filter' with '2023/2024 Q2' selected. A small icon of a computer monitor is visible on the far right.

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 4,757 requests were received, which was a decrease of 235 requests compared to the same quarter last year.

Of the top five lodged customer requests, street tree maintenance, planning enquiries, expiation notice reviews and parking enforcement have remained consistently high across quarters.

The increase of requests for Street Tree Maintenance (increase of 54) is a result of the strong storm conditions experienced within the quarter.

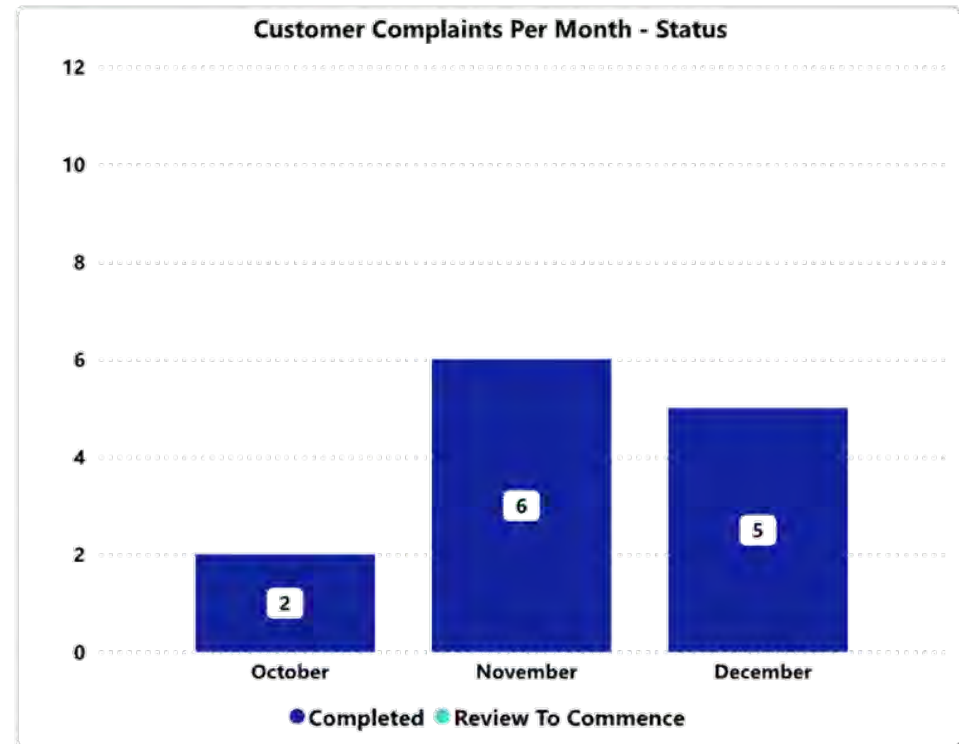
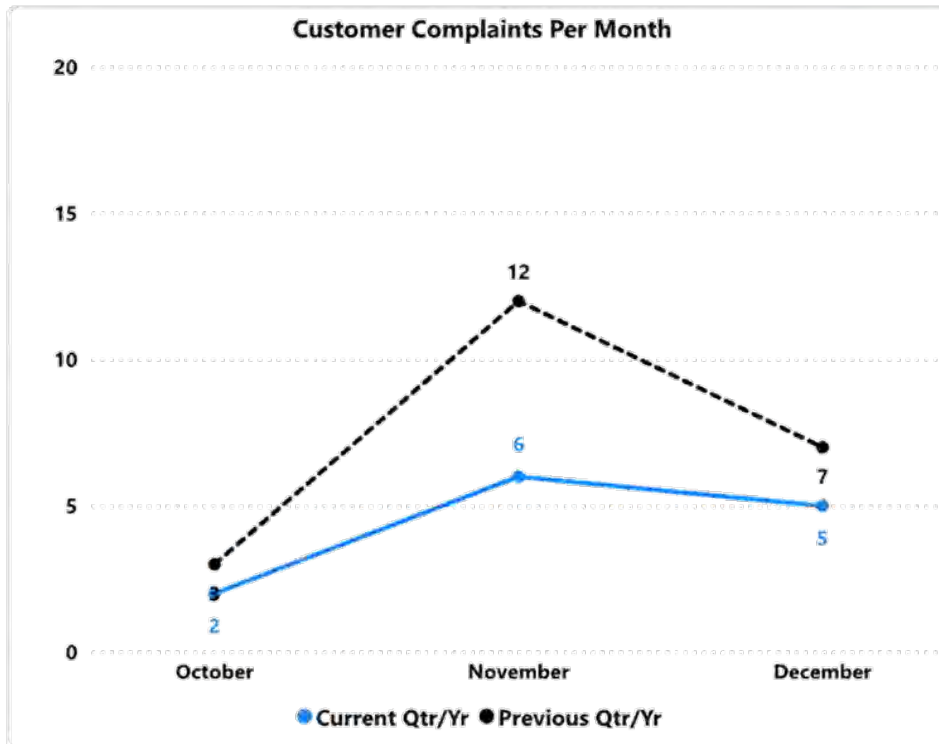
Almost 85% of requests were completed within specified timeframes. This is an increase from 80% for the same quarter last year and largely attributed to the Depot team's quick response to storm clean up, tree maintenance and flooding issues.

CIVIC LEADERSHIP - Customer Complaints Financial Year: 2023/2024 Financial Quarter: Q2

Total Complaints Received
13

Complaints Under Review
0

Complaints Review To Commence
0





Comments

A complaint is defined in the City of Unley's 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. Complaints do not include requests for service.

A total of 13 complaints were submitted this quarter, which is a significant decrease on the number of complaints for the corresponding period last year (Q2 2022/23: 22 complaints). The higher number of complaints during Q2 last year was primarily attributed to the transition to East Waste and adjustments in kerbside collections.

Of the 13 complaints received this quarter, 10 related to Assets and Operations and 3 related to Parking and Regulatory matters. Complaints related to individual situations or dissatisfaction and there were no consistent patterns or concerns.

All complaints were resolved within the service standard timeframe.

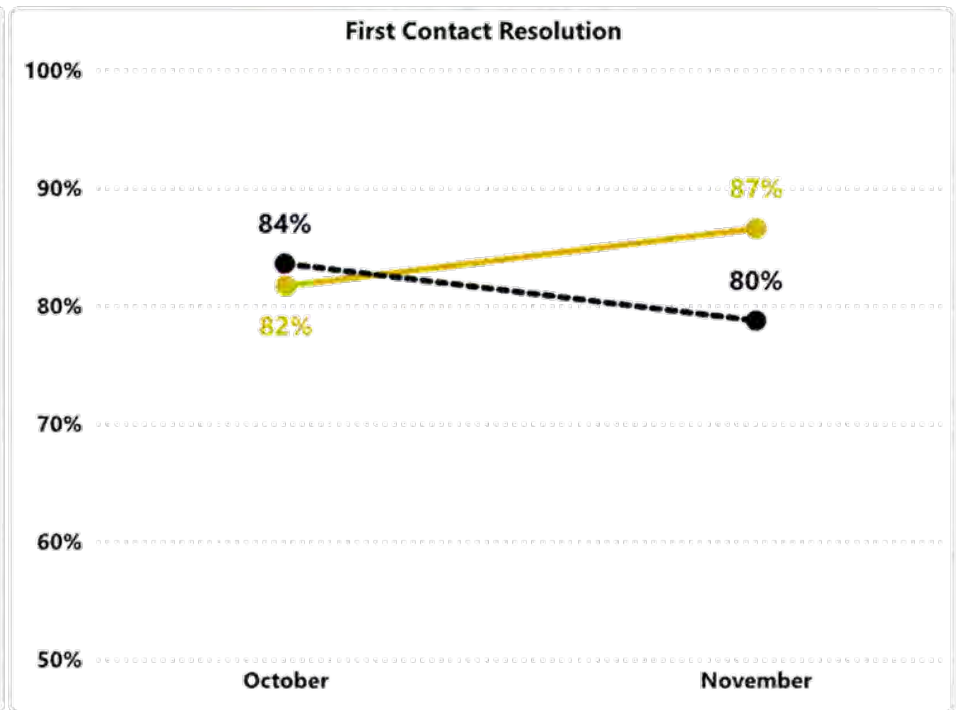
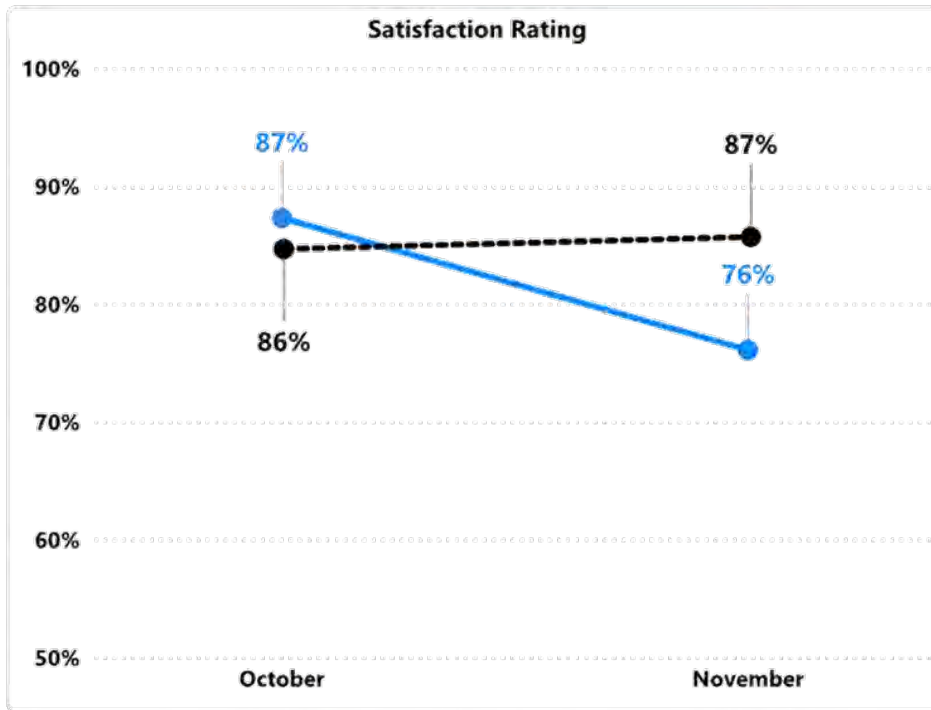
When considering the depth and breadth of services provided to customers and measuring the total number of complaints received against the number of requests for the same period, complaints were less than 0.2% of the total interactions with the City of Unley.

CIVIC LEADERSHIP - Customer Satisfaction

Financial Year: 2023/2024 Financial Quarter: Q2

Average Satisfaction Rating
82%

Average First Contact Resolution
84%



● Current Qtr/Yr ● Previous Qtr/Yr

● Current Qtr/Yr ● Previous Qtr/Yr



CIVIC LEADERSHIP

Customer Satisfaction

Financial Year and Quarter for Comments

2023/2024 Q2



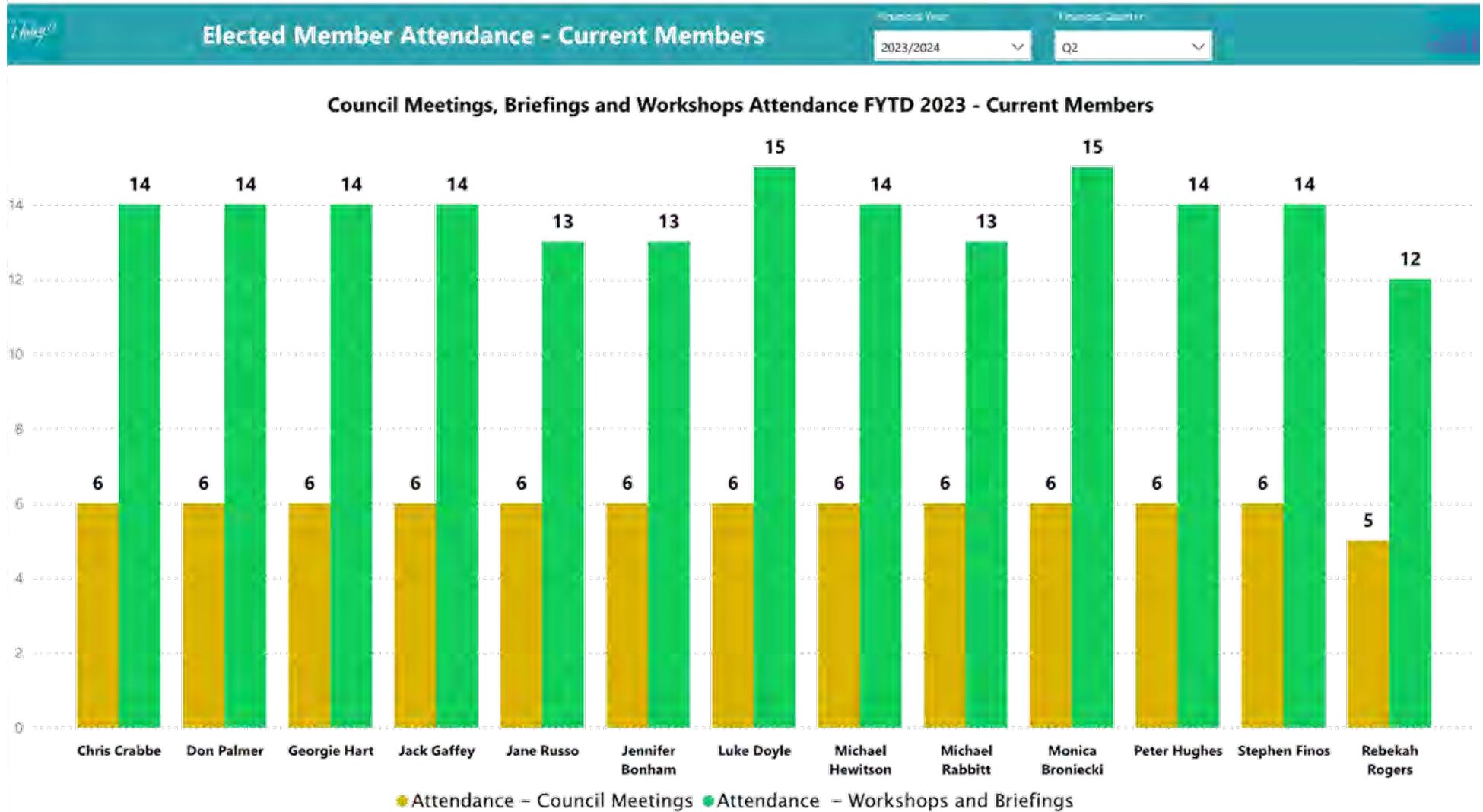
Comments

During Quarter 2, 300 customers were contacted to participate in a survey about their level of satisfaction with services provided by the City of Unley. Of those contacted, 46% of customers agreed to participate (up on 43% in Q1).

Quarter 2's average satisfaction rating of 82% is consistent with previous quarters. Satisfaction scores continues to be above both the SA council benchmark of 71% as well as the City of Unley's target of 80%.

First Contact Resolution for the quarter remained stable at 84%, which is above the industry benchmark of 57% and exceeds the City of Unley's target of 80%. First contact resolution is when customer experience staff properly address a customer's needs the first time they call.

Council's ongoing commitment to enhancing services and customer response times, as well as a more stable and skilled workforce is reflected in our consistently high satisfaction and First-Contact Resolution (FCR) rates. Duty Planner assistance, CX assistance with payments and finance enquiries and prompt clean up after storms also featured this quarter.



 **CIVIC LEADERSHIP**
Elected Member Attendance

Financial Year and Quarter for Comments
2023/2024 Q2



Comments

A total of 6 Council Meetings have been held during the reporting period, and a total of 15 Elected Members Briefings and Workshops.

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

Mr Don Palmer has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

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

Mr Jack Gaffey has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

Mr Jane Russo has attended all Council Meetings and submitted an apology for 2 Elected Member Briefings and Workshops

Mr Jennifer Bonham has attended all Council Meetings and submitted an apology for 2 Elected Member Briefings and Workshops

Mr Luke Doyle has attended all Council Meetings and all Elected Member Briefings and Workshops

Mayor Michael Hewitson has attended all Council Meetings and submitted an apology for 1 Elected Member Briefings and Workshops

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

Mr Monica Broniecki has attended all Council Meetings and all Elected Member Briefings and Workshops

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

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

Mr Rebekah Rogers has submitted an apology for 1 Council Meeting and submitted an apology for 1 Elected Member Briefings and Workshops

New Capital Projects

Status as at December 2023

Not to Commence
Commenced
Completed
Not to proceed

Overall Project Dashboard				
9	0	7	1	1
Total Number of Projects	Projects Yet to Commence	Projects Commenced	Projects Completed	Projects Not to Proceed

Project Name	Budget	Deliverable	Status	Update
East Avenue Pedestrian Refuge	\$70,000	Install pedestrian refuge adjacent Langdon Avenue.		Awaiting confirmation from Café owner of their support for the original design, prior to advancement of works.
Walking & Cycling Plan Year 1 of 5	\$30,000	Develop detailed design for Railway Terrace South (Devon Street to Goodwood Road).		Design complete
	\$5,000	Undertake consultation for Wood-Weller Bikeway (Stage 5) Wood Street to Cross Road.		Consultation complete. Community feedback being considered.
	\$20,000	Develop concept design for Young Street Neighbourhood Bicycle Route Stages 2 and 3 (Unley Road to Goodwood Road).		Concept design has commenced. Consultation is underway with relevant Council staff.
	\$15,000	Develop concept design for Jellicoe-Ningana Avenue Neighbourhood Bicycle Route.		Concept design has commenced. Consultation is underway with relevant Council staff.
	\$50,000	Construct new pram ramp and realign cyclist movements at Cooke Terrace / Rose Terrace Bend.		Works scheduled to be undertaken in late January 2024
	\$10,000	Install bicycle racks and a bicycle repair station.		9 bike racks installed including a repair station. Remaining 2 racks to be completed in 2024
	\$130,000			
Wilberforce Walk (Stage 3)	\$300,000	Construct Wilberforce Walk (Stage 3), Second Avenue to Leah Street, subject to receiving 50-50 grant funding (\$150,000).		Project to be carried forward to be commenced following BHKC works to creekline and subject to outstanding grant funding request.
Gladstone Street Amenity Improvements	\$30,000	Improve amenity of Gladstone Street to address various concerns raised by local residents.		Ward Members have engaged with local residents. Scope of works being confirmed.

Item 4.6 - Attachment 2 - CAPITAL RENEWAL AND NEW CAPITAL PROJECTS REPORT

Capital Renewal Projects									
Status as at December 2023				Overall Project Dashboard					
<table border="1"> <tr> <td>Not to Commence</td> <td>Commenced</td> <td>Completed</td> <td>Not to Proceed</td> </tr> </table>		Not to Commence	Commenced	Completed	Not to Proceed			46	14
Not to Commence	Commenced	Completed	Not to Proceed						
				Total Number of Projects	Projects Not to Commence				
				14	12				
				Projects Completed	Projects Not to Proceed				
				6					
Project Name	Budget	Site	Scope of Works	Status	Update				
Road Renewal Program	\$95,000	Greer Street, Hyde Park	Remove existing road pavement and resurface.	Not to Proceed	Consultation with residents complete. Consultation outcomes to be presented to Council for decision				
	\$70,000	Foundry Street, Wayville	Remove existing road pavement and resurface.	Not to Proceed	Scheduled for 6th March after drainage and footpath reinstatement works are completed				
	\$95,000	Andrew Avenue, Millswood	Remove existing road pavement and resurface.	Complete					
	\$300,000	Miller Street, Unley	Remove existing road pavement and resurface.	Complete					
	\$75,000	Birks Street, Parkside	Remove existing road pavement and resurface.	Not to Proceed	Scheduled for 17th/18th January 2024				
	\$50,000	Myra Street, Parkside	Remove existing road pavement and resurface.	Not to Proceed	Scheduled for 17th/18th January 2024				
	\$50,000	Percy Street, Millswood	Remove existing road pavement and resurface.	Not to Proceed	Will not proceed due to proposed BHKC works and will be deferred. Funds have been redirected to Unley Oval.				
	\$150,000	Leicester Street, Parkside	Remove existing road pavement and resurface.	Not to Proceed	Scheduled for 7th/8th March 2024				
	\$45,000	Meggunyah Avenue, Unley Park	Remove existing road pavement and resurface.	Not to Proceed	Scheduled for 5th March 2024				
	\$70,000	Future designs	Designs for roads to be resurfaced in 2024-25.	Not to Proceed	Designs have commenced and are expected to be completed by 30 June 2024.				
	\$1,000,000								
Footpath Renewal Program	\$360,000	Unley Road, Unley	Reconstruct footpath western side	Not to Proceed	On hold pending discussions with DIT and potential changes to road width and alignment.				
	\$35,000	Greer Street, Hyde Park	Reconstruct footpath on both sides.	Not to Proceed	Consultation with residents complete. Consultation outcomes to be presented to Council for decision				
	\$20,000	Trevelyan Street, Goodwood	Reconstruct footpath on both sides.	Complete					
	\$20,000	John Street, Goodwood	Reconstruct footpath on both sides.	Complete					
	\$35,000	Foundry Street Laneway, Wayville	Reconstruct laneway footpath	Not to Proceed	Works to be completed by end March 2024				
	\$20,000	Bendall Street, Wayville	Reconstruct footpath on both sides.	Not to Proceed	Works to be completed by end March 2024				
	\$15,000	Nibley Avenue, Everard Park	Reconstruct footpath on northern side.	Not to Proceed	Scheduled to commence in March 2024.				
	\$15,000	Highgate Street, Highgate	Reconstruct footpath on northern side.	Complete					
	\$85,000	Collins Street, Parkside	Reconstruct footpath on eastern side.	Complete					
	\$170,000	Ridge Park, Myrtle Bank	Remove existing gravel path and construct new path.	Not to Proceed	At tender stage.				
	\$775,000								
Kerb & Water Table Renewal Program	\$230,000	Unley Road, Unley	Reconstruct Kerb western side	Not to Proceed	On hold pending discussions with DIT and potential changes to road width and alignment.				
	\$280,000	Greer Street, Hyde Park	Reconstruct kerb & water table on both sides.	Not to Proceed	Consultation with residents complete. Consultation outcomes to be presented to Council for decision				
	\$160,000	Foundry Street, Wayville	Reconstruct kerb & water table on both sides.	Complete					
	\$30,000	Bendall Lane, Wayville	Reconstruct kerb & water table on western side.	Not to Proceed	Works to be completed by end March 2024.				
	\$230,000	Andrew Avenue, Millswood	Reconstruct kerb & water table on both sides.	Completed in August 2023.					
	\$185,000	Birks Street, Parkside	Reconstruct kerb & water table on both sides.	Completed in October 2023.					
	\$125,000	Myra Street, Parkside	Reconstruct kerb & water table on both sides.	Completed in October 2023.					
	\$365,000	Miller Street, Unley	Reconstruct kerb & water table on both sides.	Completed in July 2023.					
	\$160,000	Percy Street, Millswood	Reconstruct kerb & water table on both sides.	Not to Proceed	Will not proceed due to proposed BHKC works and will be deferred. Funds have been redirected to Unley Oval.				
	\$35,000	Hillsley Avenue, Everard Park	Reconstruct kerb & water table on southern side.	Not to Proceed	Scheduled to commence in February 2024				
\$120,000	Meggunyah Avenue, Unley Park	Reconstruct kerb & water table on both sides.	Complete	Completed in October 2022.					
\$180,000	Future designs	Designs for kerbing to be reconstructed in 2024-25.	Not to Proceed	Designs have commenced and are expected to be completed by 30 June 2024.					
	\$2,100,000								
Stormwater & Drainage Renewal Program	\$600,000	Unley Road, Unley	Reconstruct concrete box culvert Greenhill Road to Clyde	Not to Proceed	Tender closed, expect to award contract in January 2024				
	\$115,000	Foundry Street, Goodwood	Renew pipe and outlet.	Not to Proceed	Works to be completed by end March 2024				
	\$90,000	Northgate Street, Unley	Renew section of pipe.	Not to Proceed	Works to be completed by end March 2024				
	\$25,000	Side entry pits	Renew various side entry pits.	Not to Proceed	Scheduled to commence in February 2024.				
	\$50,000	Ridge Park MAR Scheme	Renew SCADA and telemetry system.	Not to Proceed	Testing and User Acceptance Phase - Final completion March 2024				
	\$50,000	Heywood Park MAR Scheme	Renew SCADA and telemetry system.	Not to Proceed	Testing and User Acceptance Phase - Final completion March 2025				
	\$830,000								
Open Space Renewal Program	\$45,000	Dora Gild Reserve	Renew softfall.	Not to Proceed	Scheduled to commence in February 2024.				
	\$200,000	Orphanage Park	Renew softfall.	Not to Proceed	Will not proceed due to proposed BHKC works and will be deferred. Funds have been redirected to Unley Oval.				
	\$15,000	Soutar Park	Renew picnic tables and seating.	Not to Proceed	Tables being manufactured. Install planned for April 2024				
	\$120,000	Everard Park Reserve	Renew irrigation system.	Not to Proceed	Will not proceed and is deferred to 2024/25. Funds have been redirected to Unley Oval.				
	\$25,000	Everard Park Reserve	Renew lighting.	Not to Proceed	Will not proceed and is deferred to 2024/25. Funds have been redirected to Unley Oval.				
	\$60,000	Soldiers Memorial Park	Renew lighting subject to receiving grant funding.	Not to Proceed	Will not proceed as grant application was unsuccessful. Funds have been redirected to Unley Oval.				
	\$40,000	North Unley Park	Detailed design and documentation.	Not to Proceed	Consultant has been engaged. Scope increased to undertake design of all elements within Park.				
\$45,000	Various parks and reserves	Renew benches.	Not to Proceed	Benches being manufactured. Install planned for April 2024					
	\$550,000								

DECISION REPORT

REPORT TITLE: CONSERVATION GRANTS 2023/24
ITEM NUMBER: 4.7
DATE OF MEETING: 26 FEBRUARY 2024
AUTHOR: GARY BRINKWORTH, MANAGER
DEVELOPMENT & REGULATORY
DIVISION: CITY SERVICES
ATTACHMENTS: 1. CONSERVATION GRANTS POLICY
2. CONSERVATION GRANTS
ASSESSMENT SHEET

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) appearing as Attachment 1.

Attachment 1

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 \$14,341 as follows:
 - \$440 for tree pruning at 1 Alma Road, Fullarton
 - \$2,688 for tree pruning at 3/141 Leicester Street, Parkside
 - \$5,000 for re-roofing at 11 Rushton Street, Goodwood
 - \$603 for tree pruning at 28 Roberts Street, Unley
 - \$5,000 for a new front fence at 36 Hill Street, Parkside
 - \$610 for replacement flyscreens and window conservation at 105-107 Young Street, Parkside
-

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.

4. BACKGROUND

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.

This has been supported through the allocation of an annual budget of \$50,000 towards grants that meet the established criteria. The Conservation Grants provide funding of up to 50% of the total cost of works, with a maximum amount of \$3,000 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.

At the August 2023 Council Meeting, funding totalling \$9,097 was allocated to Conservation Grant applications. The remaining allocation of \$40,903 was to be offered as a second round of grant funding and at the December 2023 Council meeting, additional funding totalling \$26,588 was allocated. The remaining \$14,315 was to be offered for a third round of grant funding.

A public awareness campaign was undertaken of the release of grants followed by the grants being opened. Grants closed on 28 January 2024 and the applications received have subsequently been assessed by staff and are now being presented to Council for consideration.

5. DISCUSSION

Under direction of the Policy, the availability of the grants was advertised for four weeks in January 2024, with a total of seven (7) applications received, totalling \$16,072. Of these, six (6) eligible applications are recommended for support. These relate to three (3) tree pruning applications and three (3) Local Heritage Places with a total funding amount of \$14,341 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.

The application not supported relates to pruning of a tree for which insufficient information has been provided to allow consideration of the proposed pruning. Further information was sought in support of the application but was not provided.

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.
- The recommendation proposes an increase to the operating budget of \$26 in order to support all suitable applications for funding.

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 \$14,341 as follows:
 - \$440 for tree pruning at 1 Alma Road, Fullarton
 - \$2,688 for tree pruning at 3/141 Leicester Street, Parkside
 - \$5,000 for re-roofing at 11 Rushton Street, Goodwood
 - \$603 for tree pruning at 28 Roberts Street, Unley
 - \$5,000 for a new front fence at 36 Hill Street, Parkside
 - \$610 for replacement flyscreens and window conservation at 105-107 Young Street, Parkside

In this round, Council received 6 eligible grant applications totalling \$14,341. The amount recommended is an increase to the remaining \$14,315 in the Conservation Grants fund for the 2023/24 financial year as it exceeds the value by a total of \$26. Given that all applications displayed suitable merit when assessed, this small increase above the allocated \$50,000 for the year is considered acceptable to support.

The supporting applications all meet 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 form character will be achieved.

Following Council endorsement, all applications will be notified of the outcome of the Grants process.

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 \$*** as follows:

[to be determined by Council]
3. The remaining amount of \$*** be retained as savings in the 2023/24 operating budget.

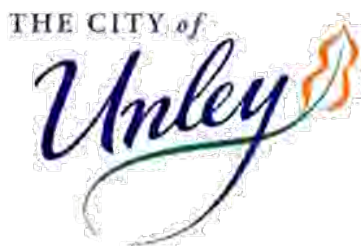
Council may wish to change the funding allocations to reflect alternate funding priorities, or to reduce the amount to reflect the allocated \$50,000 in the annual budget. In making any changes, Council should consider the budget, the Policy and probity of decision making. If any budget is to remain due to an alternate recommendation, it would need to be retained as savings for this financial year as there is insufficient time to advertise, assess and determine a further round of grant applications.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services



CONSERVATION GRANTS POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	Manager Development & Regulatory Services
Related Policies and Procedures	N/A
Community Plan Link	<i>Environmental Stewardship</i> 2.1 Unley's urban forest is maintained and improved.
Date Adopted	23 August 2004: C397
Last review date	23 August 2021: C0579/21
Next review date	August 2023
Reference/Version Number	COU0022: V8
ECM Doc set I.D.	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

- Two quotes from tree pruners, including the cost of arborist supervision for pruning works
- Recent photos detailing the proposed maintenance pruning required

5.4.3. Eligibility of Application

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above in clauses 5.4.1 and 5.4.2) may be

considered ineligible where there is insufficient information provided to assess an application.. Where such an application is not accepted, the documentation shall be returned to the applicant along with information on why it was not accepted.

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*. All tree pruning work funded by a Council grant must be supervised by a suitably qualified arborist at the applicant’s expense.

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. In order for administration to present recommendations to Council for endorsement, all trees/places/items which are the subject of applications for conservation funds are assessed by suitably qualified specialists in the relevant field on behalf of council, 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 \$3,000 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 5.6.2 and the merits of the application against the eligible works proposed in 5.2.

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.



- 6.2. The Manager Development and Regulatory is delegated to approve the eligibility of applications under Clause 5.4.3 where information has not been provided in accordance with Clauses 5.4.1 and 5.4.2.
- 6.3. The General Manager City Services has the ability to accept an application made outside of the advertised process where the amount included in the annual budget has not been allocated to grant applications. Such an application must demonstrate the unique circumstances of the situation in order for this to be accepted prior to Council determining if funding will be provided.

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

9. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
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
25 September 2023		



Item 4.7 - Attachment 2 - Conservation Grants Assessment Sheet

Number	Address	Suburb	Description	Item	Amount Budget	Eligible Amount	Notes	Heritage Advisory & Artisan Comments
1	1 Alma Road	Fullarton	Maintenance pruning	Tree	489	440		SUPPORTED WITH CONDITIONS - I inspected the subject tree earlier today. Support the tree does need some pruning to address crown defects. However I'd recommended only a 50% reduction of the selected branch identified for removal, not the removal of the entire branch. Also recommend the removal of deadwood and tidy up previous failure points and a 10-15% reduction on the northern side.
2	3341 Leicester Street	Parkside	Maintenance pruning	Tree	2688	2688		SUPPORTED Inspected the tree earlier today, a mature River Red Gum. The subject tree requires a great deal of maintenance and the pruning plan provided address the defects observed. The pruning plan by Tree Side provided by the applicant is a great example of the level of information Council should request from all applicants to the grants scheme. In this case happy to support a grant for this application.
3	4 Norman Terrace	Forestville	Maintenance pruning	Tree	785		to provide revised pruning plan by 7/2/24	NOT ENOUGH DETAIL - It appears the subject tree has some minor issues that require pruning. Unfortunately, the information provided lack sufficient detail. Therefore, further details in the form of a pruning plan are requested including images of the tree that clearly indicate the branch or branch areas proposed to be pruned. The images need to be marked up showing approximately where the branches or crown are to be pruned. The pruning specified in the quotes are too broad.
4	11 Rushton	Goodwood	LHP	Reroofing and repair/replace ment of associated timber	5,000	5,000		SUPPORTED WITH CONDITIONS - Recommended conditions for grant to proceed: roof to house and verandah to be Z600 heritage galvanised roofing (gutters may be Colorbond in approved colour). All timber profiles and details to match existing. Paint colours to be confirmed and approved prior to painting.
5	28 Roberts Street	Unley	Maintenance pruning	Tree	1,500	603		SUPPORTED - It appears the subject tree has some minor issues that require pruning. As with the other application the information provided lack sufficient detail. Therefore, further details are requested in form of an image or images of the tree that clearly indicate the branch or branch areas proposed to be pruned. The images need to be marked up showing approximately where the branches or crown are to be pruned. The pruning and images provided in the quotes are too broad. This was described to the applicant when I inspected the subject tree earlier today. Revised pruning plan received 4/2/24 and accepted Pruning proposed is now supported.
6	36 Hill Street	Parkside	LHP	New Front Fence	5,000	5,000		SUPPORTED - No specific conditions required; proposal has had Development approval and sufficient detail is provided to be confident in the outcome. Reputable trades provided quotes.
7	105-107 Young Street	Parkside	LHP	Replace flyscreens and conserve windows	610	610	Late Application	SUPPORTED WITH CONDITIONS - Recommended condition of grant: that the flyscreens are replaced to match traditional details.
8					16072	34341		

DECISION REPORT

REPORT TITLE:	REVIEW OF ENCROACHMENTS POLICY
ITEM NUMBER:	4.8
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	GARY BRINKWORTH, MANAGER DEVELOPMENT & REGULATORY
DIVISION:	CITY SERVICES
ATTACHMENTS:	1. DRAFT ENCROACHMENTS POLICY WITH TRACKED CHANGES

1. **PURPOSE**

This report seeks Council's endorsement of the revised Encroachments Policy (the Policy).

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Encroachments Policy as set out in Attachment 1 to this Report (Item 4.8, Council Meeting 26/02/2024), be adopted.
 3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Encroachments Policy.
-

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

1. Community Living
 - 1.1 Our Community is active, healthy and feels safe.
3. Economic Prosperity
 - 3.2 Thriving main streets and other business activities operate across our City.
4. Civic Leadership
 - 4.1 We have strong leadership and governance.

4. **BACKGROUND**

Council policies and procedures set the strategic tone of Council on matters that significantly affect the community. Once adopted, these policies require periodical review, after which they are presented to Council for consideration and endorsement.

Under Section 221 of the *Local Government Act 1999*, a person cannot make an alteration to a public road unless authorised to do so by Council. The Policy provides a framework for assessing and determining applications for encroachments over Council land under the *Local Government Act 1999*.

The Policy was last reviewed in January 2021 and therefore the three-year periodical review date is now due.

5. **DISCUSSION**

The Policy provides the basis for Council's assessment and decision making on encroachments for Council as a landowner.

A number of administrative changes have been included to update the Policy, including:

- Updating relevant legislation to the *Planning, Development and Infrastructure Act 2016*;
- Including a definitions table to assist in clarifying relevant terminology;
- Clarifying the guiding principles against which an encroachment will be assessed; and
- Inclusion of the Manager Development and Regulatory to also be able to make determinations on minor variations from the Policy or Operating Guidelines to assist operational decision making.

Additionally, a number of technical requirements have been removed from the Policy as they are contained within the Operating Guidelines that specify the criteria for an encroachment to be assessed against. Council's website information will be updated accordingly to ensure clear information is available to guide and assist requests for encroachment permits.

6. **POLICY IMPLICATIONS**

6.1 **Financial/budget implications**

- There are no additional financial implications with the recommendation. The assessment of encroachments is already funded within Council's Operating Budget.

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

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- All requests are administered under current resourcing and do not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Encroachments can assist in providing shelter to pedestrians across the public realm and encourage walking between destinations.

6.5 Social/Economic

- Encroachments should only be supported when they enhance the amenity, walkability and/or safety in the public realm.

7. ANALYSIS OF OPTIONS

Option 1

1. The report be received.
2. The Encroachments Policy as set out in Attachment 1 to this Report (Item 4.8, Council Meeting 26/02/2024), be adopted.
3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Encroachments Policy.

Option 1 provides recommended amendments that clarify the purpose and objectives of the Policy. It also removes the technical criteria that are already contained in the Operating Guideline that the Administration will use to assess an application. The inclusion of the additional delegation to the Manager Development and Regulatory is proposed to assist in the timely administration of applications that are of a minor variation only.

In endorsing this option there is no increased cost or resource impost on Council and the outcomes of these changes will assist in removing the double up of information that is contained in the Operating Guideline.

Option 2

1. The report be received.
2. The Encroachments Policy as set out in Attachment 1 to this Report (Item 4.8, Council Meeting 26/02/2024), be adopted with the following amendments:
 - 2.1 *[insert amendments as required]*
3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Encroachments Policy.

Option 2 provides the same inclusions as the recommended option, noting that Council may wish to request additional amendments to the Policy. If this is the case, the amendments should be articulated as part of the resolution.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services



ENCROACHMENTS POLICY

Policy Type:	Council
Responsible Department:	City Services
Responsible Officer:	Manager Development & Regulatory
Related Policies and Procedures	<ul style="list-style-type: none"> • Construction of Crossing Places & Stormwater Pipes to Properties • Footpath trading
Community Plan Link	<p><i>Community Living</i> 1.3 – Our City meets the needs of all generations. 1.5 – Our city is connected and accessible.</p> <p><i>Economic Prosperity</i> 3.1 – Unley is recognised as an easy place to do business. 3.2 – Thriving main streets and other business activities operate across our City.</p> <p><i>Civic Leadership</i> 4.2 – Council provides best value services to the community.</p>
Date Originally Adopted	9 December 2013: C995/13
Last Review Date	<i>To be populated once adopted</i>
Next Review Date	February 2027
ECM Document No	2133643

1. PREAMBLE

- 1.1. In relation to the assessment of encroachments, the Council has two roles:
- 1.1.1. To assess an application as the land owner; and
 - 1.1.2. As the relevant planning authority.
- 1.2. The Encroachments Policy provides the basis for the Council's assessment and decision making on encroachments as land owner. The Policy sets out both the criteria to guide the assessment and the processes for applying for a permit under Section 221 of the *Local Government Act 1999* (the Act) to alter a public road.
- 1.3. Where an encroachment constitutes development for the purposes of the *Planning, Development and Infrastructure Act 2016* (PDI Act), a development application and assessment will also be required. The development assessment will look more closely at the design, appearance and structural aspects of the encroachment.

- 1.4. Assessment under each process will be separate and distinct where both approvals are required.
- 1.5. Where an assessment for an encroachment is required under both the PDI Act and Section 221 of the Act, the applicant must obtain "in-principle" support for their works to ensure that there is no conflict in decisions issued by Council under either Act.

2. SCOPE

- 2.1. The policy applies to all applications for building work in, on or under public land.
- 2.2. This policy is applicable under Section 221 of the Act.

3. PURPOSE/OBJECTIVES

- 3.1. Council has obligations under Section 221 of the Act in relation to control of work on roads, and in particular to ensure those works are appropriately authorised.
- 3.2. All permit applications will be assessed on merit against the criteria set out in the supporting Operating Guideline. The fact that a proposed encroachment meets the criteria should not lead to an assumption that the encroachment will be approved. The overall impact on the amenity of the area if the permit is approved, and the impact on the proposed development if the permit is refused, will also be considered.
- 3.3. Encroachments will generally be supported where there is a public good or benefit in doing so. This includes situations where an encroachment will enhance the walkability, safety or built form amenity of the public realm.

4. DEFINITIONS

<u>Applicant</u>	Means the person who is responsible for requesting a permit and they must be one of the following: <ul style="list-style-type: none"> a. The owner of the property b. The body corporate of the property c. An occupier or applicant who has obtained the owners consent
<u>Authorised Person</u>	Means any person delegated by council to determine permit applications in accordance with this Policy
<u>Road</u>	Means a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes— <ul style="list-style-type: none"> (a) a bridge, viaduct or subway; or (b) an alley, laneway or walkway.
<u>Property</u>	Means the location of the property where the application for a permit relates

5. PRINCIPLES

5.1. Access

- 5.1.1. Any encroachment must ensure that access for pedestrians or other users are not compromised.
- 5.1.2. Any requirements of the *Disability Discrimination Act 1992* shall not be compromised by any encroachment.

5.2. Safety

- 5.2.1. Any encroachment shall be required to be maintained to a suitable standard, such that it does not create a safety hazard to the road users.

5.3. Design and Heritage

- 5.3.1. Structures should be of a high quality design and improve the appearance of the public realm. Areas of historic, social and architectural interest, which contribute to the significance, character and appearance of the streetscape, should be conserved.

5.4. Alterations to the Council Infrastructure

- 5.4.1. Any application that seeks to alter the existing Council infrastructure shall only be undertaken at the discretion of Council. Assessment of any such application shall be done on a "case by case" basis at the sole discretion of the Council.
- 5.4.2. Any costs associated with changes to Council infrastructure shall be borne by the applicant.

5.5. Non-Minor

- 5.5.1. The following structures cannot be considered "minor" for the purposes of this Policy:
 - 5.5.1.1. Balconies (*new*);
 - 5.5.1.2. Freestanding signs (*new*);
 - 5.5.1.3. Underground car parking (*new*);
 - 5.5.1.4. Fully or predominantly enclosed parts of any building which encroach over public space (e.g. increased leasable floor area at, below or above ground level) (*new*); and
 - 5.5.1.5. Enclosed balconies and any structures that exclude access to areas of public space (*new*).

5.6. Council use of Encroachments

- 5.6.1. Where a post is erected on Council property, by virtue of an encroachment permit, for the purposes of displaying a sign (or other reasons) Council reserves the right to install its own information signage on these posts. Such information signage may include direction signs for car parking or other relevant community information. Council may also require the street number of the adjacent property to be displayed on the sign or the supporting post in a font size and type approved by the permit issuing officer.

6. ROLES AND RESPONSIBILITIES

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

- General Manager City Services
- Coordinator, Property & Facilities
- Manager Development and Regulatory

7. STATEMENT

7.1. Where to Apply

7.1.1. All encroachments require a permit unless they are assessed as being excluded from this requirement. Completed applications can be lodged at the Civic Centre.

7.2. How to Apply for a New Permit

7.2.1. An application for an Encroachment Permit must include a completed application form accompanied by any relevant information specified within the application form.

7.3. Who Can Apply for a New Permit

7.3.1. Only the owner or body Corporate can be the recipient of a Permit, the owner, the occupier with the owner's permission, or the applicant with the owner's permission may apply for an Encroachment Permit. Where the property is not Torrens Title, permission of all the relevant parties must be obtained. For example, in the case of a Community Title or Strata Title, a permit will only be issued to the Body Corporate and not the individual. In the case of new residential developments involving balcony encroachments, the developer must be the applicant and the permits will be issued to the developer, and then transferred to the Body Corporate when it is established. A single permit can be issued to cover multiple residential balcony encroachments from the one structure.

7.4. Approval Process

7.4.1. The authority to assess and issue an Encroachment Permit is delegated to the Chief Executive Officer, who in turn may sub-delegate the responsibility for the assessment of applications for encroachments and the issue of permits. Authority to approve permits that are at minor variance to the Policy or Operating Guidelines is delegated to the General Manager, City Services, or the Manager Development and Regulatory. For a proposal that exhibits major variations to the Policy and Operating Guidelines, the General Manager or Manager may determine that the proposal is sufficiently in accordance with the intent of the Policy and Operating Guidelines to refer it to Council for a decision. Where a Development Approval is also required for an encroachment, the actual Encroachment Permit will not be issued until such Development Approval is granted.

7.5. When Development Approval is Required

7.5.1. Encroachments generally involve building work, which constitutes 'development' under the *Planning, Development and Infrastructure Act 2016*. As a result, a proposed encroachment will generally require both an Encroachment Permit (under the Act) and a Development Approval (under the

Planning, Development and Infrastructure Act 2016) before construction can commence. 'In principle' support for an Encroachment Permit is a requirement prior to a development application proceeding to assessment. If a development application is received that includes an encroachment that does not have 'in principle' support for an Encroachment Permit, the development application will be considered hypothetical and will be put on hold until an 'in principle' decision on the Encroachment Permit is made. If an Encroachment Permit is refused, the development application should be:

- modified to meet the requirements of the Policy;
- withdrawn; or
- refused on the basis that it does not have approval of the Council in its role as landlord for the elements that encroach.

7.6. Encroachment Permit Fees

7.6.1. Fees associated with an Encroachment Permit are detailed and set out in the Council's Schedule of Fees and Charges, which is reviewed annually. The fees vary according to the type of encroachment and are set according to the following principles:

- the extent and impact of the encroachment on public space;
- the potential for public benefit to be gained from the encroachment; and
- the potential for private benefit and/or commercial gain, unless of major public benefit.

7.7. Permit Renewal and Cancellation

7.7.1. An Encroachment Permit is valid for 12 months upon approval unless a longer term is approved, and may be cancelled or amended if:

- The owner/occupier fails to comply with the permit conditions (including payment of fees) or;
- There are changed conditions affecting the encroachment, such as increased risk to health or safety; or
- Other valid reasons require cancellation, such as streetscape upgrades or refurbishment.

7.7.2. Council will issue annual renewal notices to permit holders. It is the responsibility of the permit holder to ensure the permit is renewed annually, including the payment of fees and the currency of public liability insurance. If a permit lapses or is cancelled (for example due to non-payment of fees), Council should require the land owner to renew the permit or remove the encroachment and reinstate the public realm and any adjacent structure to Council's satisfaction. Council should advise recipients of an Encroachment Permit that it may review the health and safety of the encroachment, its compliance with any conditions and/or request a copy of the owner/occupier's public liability Certificate of Currency at any time.

7.8. Public Liability Insurance

7.8.1. Permit holders must take out and keep current a public liability insurance policy noting specifically the interest of the Council as an insured party. The policy must insure for the amount of at least twenty million dollars (\$20,000,000), unless otherwise negotiated by Council, and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Permit or the granting of this Permit by the Council. A Certificate of Currency for the

policy must accompany the application and the annual renewal of an Encroachment Permit or be presented to Council upon request.

8. DELEGATIONS

The General Manager City Services or Manager Development and Regulatory is delegated authority to approve Encroachment Permits that are at minor variance with the Policy or Operating Guidelines.

9. LEGISLATION

- *Local Government Act 1999*
- *Planning, Development and Infrastructure Act 2016*
- *Disability Discrimination Act 1992*

10. AVAILABILITY OF POLICY

10.1. 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.

11. DOCUMENT HISTORY

Date	Version No.	Comment
9 December 2013	C995/13: V1	
27 January 2015	C35/2015: V2	
27 January 2021	C<00>/21: V3	Changes made to reflect minor administrative alterations to document and removal of fees and charges in Policy
26 February 2024	<i>To be populated once adopted</i>	

Road Alteration Permit

Local Government Act 1999



Section 221

Permit Holder	Name: [Insert Name] Address [Insert Address] [Insert Address]
Permitted Alteration	[Insert Description] <input type="checkbox"/> Plan/s attached
Part of Road to be Altered	The part of the public road named [Insert] within the suburb of [Insert] as shown below/attached:



	<p>[insert GIS image of road with red box denoting area to be altered]</p>
<p>Granted For</p>	<p><input type="checkbox"/> Term <input type="checkbox"/> Act <input type="checkbox"/> Occasion</p> <p>[Insert Details]</p>
<p>Fee</p>	<p>[\$[Insert Fee] (GST incl)]</p>
<p>Additional Conditions</p>	<p>[Insert Details (if any)]</p>
<p>Authorised by City of Unley</p>	<p>..... Signature of delegate</p> <p>..... Date</p> <p>..... Name and Position of delegate</p>

This permit is subject to the conditions stated on the permit (see reverse/following pages). This permit may be cancelled at any time for breach of condition.

If this permit expires or is cancelled, the Council may remove and dispose of any structure, object or substance erected, placed or installed on the road by virtue of this permit and may recover the costs of undertaking those works from the permit holder.

See Part 2 of Chapter 11 of the *Local Government Act 1999*.

Permit Conditions

1. The rights conferred by this permit do not create or confer upon the permit holder any tenancy, estate or interest in, over or under the road.
2. The permit holder must maintain the permitted alteration in good repair and safe condition at all times while it remains on, over or under the road.
3. The permit holder must ensure that the permitted alteration does not interfere with or cause damage to or affect in any way:
 - 3.1 any adjoining property (except with the consent of the owner and occupier of such);
 - 3.2 any wire, post, cable, pipe or other property or infrastructure belonging to the Council, a service provider (including but not limited to Telstra, SA Water, United Water, Boral, SA Power Networks, Origin Energy Limited or any federal, state or local government department or authority) or any adjoining property owner;
 - 3.3 the use of the road or adjoining area by the public or any person legally entitled to use the road or other adjoining area.
4. If the permit holder causes or contributes to any damage or interference described in clause 3, without limiting the provisions contained in clauses 8-11, the permit holder indemnifies the Council to the full extent permitted by law against any claim made against the Council for such damage or interference and the permit holder must, at the Council's election, make good any damage or reimburse the Council for any cost or expense it incurs in making good the damage.
5. The permit holder must effect and maintain at all times while the permitted alteration remains on, over or under the road, a public risk insurance policy in the amount of **TWENTY MILLION DOLLARS (\$20,000,000.00)** per claim or such other amount as the Council may reasonably require from time to time and such policy must:
 - 5.1 be with an insurer and on terms approved by the Council;
 - 5.2 be in the name of the permit holder and note the interest of the Council;
 - 5.3 have no limit on the number of claims that can be made under it;
 - 5.4 cover events occurring during the policy's currency regardless of when claims are made;
 - 5.5 note that despite any similar policies of the Council, the permit holder's policy will be the primary policy; and
 - 5.6 require the permit holder to notify the Council if the policy is varied or allowed to lapse.
6. The permit holder must not undertake the alteration to the road until the permit holder has provided to the Council a copy of the public risk insurance policy specified in clause 5.
7. Evidence of the public risk insurance policy specified in clause 5 must be provided to the Council each time that the policy is required to be, and is, renewed.
8. The permit holder uses and alters the road at its own risk.
9. The permit holder acknowledges that the Council does not warrant that the road will, at any time, be structurally or otherwise suitable for the permitted alteration.
10. The permit holder indemnifies the Council from and against all actions, costs, claims and damages, which may be brought or claimed against the Council or incurred by the Council arising out of or in relation to the granting of this permit and the permitted alteration.
11. The permit holder releases the Council from any liability or claim resulting directly or indirectly from any accident, damage, loss or injury occurring or arising from the permitted alteration, the permit holder's use and alteration of the road or any damage caused to the permitted alteration.
12. The permit holder must remove any structure, object or substance erected, placed or installed under the authorisation of this permit at the expiry or cancellation of the permit.
13. Council may, at the permit holder's cost, do anything which the permit holder should have done under this permit but which the permit holder has not done or which the Council reasonably considers the permit holder has not done properly.

DECISION REPORT

REPORT TITLE:	ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY REVIEW
ITEM NUMBER:	4.9
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	MARK LABAZ, MANAGER GOVERNANCE
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	<ol style="list-style-type: none">1. CURRENT ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY2. DRAFT REVISED ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

1. **PURPOSE**

This report seeks Council's endorsement and adoption of the revised *Elected Member Training and Development Policy* (Policy).

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Elected Member Training and Development Policy as set out in Attachment 2 to this Report (Item 4.9, Council Meeting 26/02/2024), be adopted.
 3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Elected Member Training and Development Policy.
-

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

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

4. **BACKGROUND**

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and endorsement.

The current Elected Member Training and Development Policy (Policy) appearing as Attachment 1 affirms the City of Unley's commitment to provide Elected Members with training and development opportunities.

Attachment 1

This is a mandatory Policy required under Section 80A of the *Local Government Act 1999* (Act) and Regulation 8AA of the *Local Government (General) Regulations 2013* (Regulations).

This Policy has been reviewed as part of Council's ongoing policy and procedure review process with amendments made to accord with changes made to the said Act and Regulations and to align with updates made to the Local Government Association of South Australia (LGASA) Model Training and Development Policy and Plan for Council Members.

The Policy has also been transcribed into Council's recently updated policy and procedure template.

5. **DISCUSSION**

Section 80A of the Act requires that a council must prepare and adopt a training and development policy for its members. The Policy must be aimed to assist Elected Members in the performance and discharge of their functions and duties and incorporate prescribed mandatory training and development requirements.

Regulation 8AA of the Regulations requires that the Policy must incorporate the training requirements for Elected Members that are expressed to be mandatory requirements in the LGASA training standards (prescribed mandatory requirements).

This Policy has been reviewed taking into consideration the mandatory requirements of the above-mentioned Act and Regulations noting that updates within the Policy have considered the ongoing changes to the statutory provisions of the Act and Regulations and the LGASA mandatory training standards.

The updated Policy is provided as Attachment 2.

Attachment 2

Material amendments to the Draft Policy are summarised as follows:

Responsible Department and Community Plan Link

The Policy has been updated to reflect that the Office of the CEO is the Department now responsible for Policy administration.

Community Plan Links have been updated to reflect the relevant core strategies of the current four year delivery plan.

Definitions and Roles and Responsibilities

A definitions and roles and responsibilities section has been incorporated into the Policy as these sections now form part of the recently updated policy and procedure template.

Elected Member Training and Development Plan

This section of the Policy has been consolidated and simplified in respect to the mandatory training requirements as determined by the LGASA. The LGA training standards (prescribed mandatory requirements) are subject to change based on training needs analysis and local government reforms. The previous version of the Policy provided quite descriptive mandatory training requirements which have been updated and amended by the LGASA since the Policy was last reviewed.

Despite consolidating this section of the Policy the mandatory training frameworks of the LGASA have been retained. A section has also been included acknowledging that other training needs, whilst not mandatory, may also be considered and determined in consultation with Elected Members that directly relate to specific service areas and other community issues.

Training and Development Budget

This section of the Policy has been amended to exclude a nominated aggregate value and budget for training and development needs of each Elected Member during their term of office given that the budget allocation will vary annually depending on the nature of issues for which training and development activities may be required to be offered. For example, following a general election there would be a requirement for additional training for matters such as team building or direction setting thereby increasing the annual budget allocation. This amendment aligns with the content of the current LGASA Model training and development policy and plan for Council Members.

Attendance at Approved Training and Development Activities

The total cost to attend training and development activities, taking into account registration fees, accommodation, transport and meals, has been increased to allow for indexation.

Reimbursement of Expenses

Should an Elected Member wish to upgrade to higher class air travel (above economy) or higher class accommodation, above standard rates, the Policy now clearly stipulates that Elected Members must make personal payment of these higher class upgrades if so desired.

The reimbursement of meals (food and beverage) not provided as part of the fee for the conference or event has been simplified to provide for a daily upper limiting fee rather than making a distinction between specific meals ie breakfast, lunch and dinner.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The 2023/24 Council budget includes a budget allocation to support the training and development activities that may be undertaken by Elected Members. Should Council determine to change this allocation then a quarterly budget adjustment may be required.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- Nil.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Elected Member Training and Development Policy as set out in Attachment 2 to this Report (Item 4.9, Council Meeting 26/02/2024), be adopted.
3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Elected Member Training and Development Policy.

This option will finalise the review of the Elected Member Training and Development Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.
2. The Elected Member Training and Development Policy as set out in Attachment 2 to this Report (Item 4.9, Council Meeting 26/02/2024), be adopted with the following amendments:
 - 2.1 [Amendments to be determined by Council]
3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Elected Member Training and Development Policy.

Council may wish to make amendments to the Policy. If this is the case, the amendments should be articulated as part of the resolution.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer



ELECTED MEMBER TRAINING AND DEVELOPMENT

Policy Type	Council Policy
Responsible Department	People & Governance
Responsible Officer	General Manager People & Governance
Relevant Delegations	N/A
Related Policies and Procedures	Elected Member Allowances and Benefits Policy
Date Adopted	26 June 2006; C 351
Last Review Date	23 June 2014; C 1170
Next Review Date	June 2017
ECM Doc Set I.D.	1731837

1. POLICY STATEMENT

This policy affirms the City of Unley's commitment to provide Elected Members with training and development opportunities.

2. COMMUNITY GOAL

O5.3; Good governance and legislative framework.

3. PRINCIPLES

Council will develop and adopt an Elected Member Training and Development Plan and Register - that contributes to good governance, supports the achievement of the City of Unley Community Plan and details all Elected Member training undertaken within a training register.

Particular emphasis will be given in the Elected Member Training and Development Plan to the needs of new Elected Members joining Council following a general or periodic election.

The Elected Member Training and Development Plan will provide the Elected Members with a range of different training and development opportunities that will enable them to engage in the decision making process and equip them with the appropriate knowledge, skills and competencies to undertake their Elected Member role.

4. POLICY OBJECTIVES

Implementation of this Policy will ensure that Elected Members:

- have equitable access to training and development activities that contribute to their professional development and the achievement of the strategic objectives of the City;
- will be appropriately reimbursed for all expenses incurred as a result of attending appropriate training and development activities or programs.

5. REFERENCES

Training and Development – A Model Policy for Council Members, Local Government Association of South Australia.

6. PROCEDURES

Elected Member Training and Development Plan

After a general or periodic election, the Administration will facilitate the development of an Elected Member Training and Development Plan for the new Elected Member body. This Training and Development Plan will be developed by the Elected Members themselves in a Workshop that will be facilitated by an appropriate person with expertise in this area.

This Plan will be specific to the legislative and governance roles of the Elected Member body. Some of the areas to be addressed will include:

- Role and function of Council Members
- Relationship between Elected Members, the CEO, Executive and staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- External Board Responsibilities
- Municipal Financial Management.

The Plan will be reviewed on an annual basis. This annual review will not be as extensive as the initial stages of the plan development. Some of the methods that may be used to conduct the review include:

- assessment of the needs of Elected Members utilising the LGA's self assessment tool for Elected Members
- survey of Elected Members
- interviews
- mini Workshop.

Training and Development Budget

Money will be allocated in the budget each financial year for Elected Members to attend conferences, seminars, training and other professional development activities.

Elected Members are encouraged to attend professional development activities, each year such as training sessions, seminars or conferences.

Individual Elected Members can access training and development opportunities to a maximum aggregate value of \$8 000 per term of office. If an Elected Member wishes to exceed this maximum aggregate value within a term of office, they must first seek approval from the Council via a formal report written by Council Administration.

Attendance at Approved Training and Development Activities

Attendance at training, professional development activities, networking functions, seminars and conferences within Australia where the total cost (taking into account registration fees, accommodation, transport and meals) is less than \$3500-00, must be approved by the Chief Executive Officer, prior to incurring the expense.

Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals) is greater than \$3500 must be approved by Council, prior to incurring the expense via a formal report written by Council Administration.

Reimbursement of Expenses

Council will reimburse all out of pocket expenses associated with attending training, professional development activities, networking functions, seminars and conferences including:

- Local travel in taxis (by Cabcharge), buses, coaches and trains.
- Economy class air travel.
- Overnight accommodation at reasonable or standard rates or those associated with the conference via the conference convenors. (Elected Members may negotiate partial personal payment for higher class accommodation.)
- Meals (including food and beverage) for Members attending conferences or events, where any of those meals are not provided as part of the fee for the conference or event to the following limits:
 - Breakfast - \$30
 - Lunch - \$30
 - Dinner - \$70

Receipts must be submitted with claims for reimbursement.

It is recognised that 'incidental expenses' may be incurred while away from home (eg. newspapers, telephone calls etc). Reimbursement of \$10-00 per day is payable without the production of receipts to provide for such expenses.

For general expenses please refer to Council policy entitled 'Elected Member Allowances and Benefits Policy'.

Annual Reporting

Council's Annual Report will include a section on the Training and Development undertaken by Elected Members over the course of the year.

7. LEGISLATION

This is a mandatory policy under Section 80A of the Local Government Act 1999.

8. POLICY DELEGATIONS

Chief Executive Officer; see above "Attendance at Approved Training and Development Activities".

9. AVAILABILITY

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

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

10. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
26 June 2006	Council Item 351	Was policy no. 10
17 July 2006	City Services Item 359	
19 April 2010	CSP Item 306	
27 April 2010	Council Item 644	
14 May 2012	CSP Item 108	
28 May 2012	Council Item 420	
21 May 2014	Audit & Gov Committee Item 92	Was policy no. COU1
23 June 2014	Council Item 1170	



ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

Policy Type:	Council
Responsible Department:	Office of the CEO
Responsible Officer:	Manager Governance
Related Policies and Procedures	<ul style="list-style-type: none"> • Council Member Allowances and Benefits Policy • Elected Member Induction Policy • Local Government Association of South Australia – Model training and development policy and plan for Council Members
Community Plan Link	4. Civic Leadership 4.1 We have strong leadership and governance
Date Originally Adopted	26 June 2006
Last review date	23 June 2014
Next review date	July 2026
ECM Document No.	1731837

1. PREAMBLE

- 1.1. The Elected Member Training and Development Policy (Policy) affirms the City of Unley’s commitment to provide Elected Members with training and development opportunities.
- 1.2. This is a mandatory Policy required under Section 80A – Training and development of the *Local Government Act 1999* (Act) and Regulation 8AA – Training and development of the *Local Government (General) Regulations 2013* (Regulations).

2. SCOPE

- 2.1. This Policy applies to all Elected Members.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. Council has developed and adopted an Elected Member Training and Development Plan and Register (Plan and Register) that contributes to good governance, supports the achievement of the Community Plan and details all Elected Member training undertaken within the Register.



- 3.2. Particular emphasis will be given in the Plan to the needs of new Elected Members joining Council following a general or periodic election.
- 3.3. The Plan provides Elected Members with a range of different training and development opportunities that will enable them to engage in the decision making process and equip them with the appropriate knowledge, skills and competencies to undertake their role.
- 3.4. This Policy will ensure that Elected Members:
 - Have equitable access to training and development activities that contribute to their professional development and the achievement of the strategic objectives of the City of Unley; and
 - Will be appropriately reimbursed for all relevant expenses incurred as a result of attending approved training and development activities or programs.

4. DEFINITIONS

Term	Definition
Council	means a council constituted under the <i>Local Government Act 1999</i>
Elected Member	means a Council Member of the City of Unley
Prescribed mandatory requirements	means the requirements prescribed by the <i>Local Government (General) Regulations 2013</i> relating to training and development that must be completed by Elected Members, which may include timeframes for the completion of such training and development
LGA training standards	Means the document entitled <i>LGA training standards for council members</i> approved by the Minister for Local Government and published on a website maintained by the Local Government Association of South Australia (LGA SA), as in force from time to time

5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Elected Members	Must comply with the requirements of this Policy
Council	Approval of all Elected Member training and development expenses above \$5,000.
Chief Executive Officer (CEO)	Approval of all Elected Member training and development expenses up to \$5,000.
Governance	Responsible for the review and application of this Policy by Elected Members.

6. POLICY STATEMENT

6.1. Elected Member Training and Development Plan

- 6.1.1. After a general or periodic election, the Administration will facilitate the development of a Plan for the new Elected Member body. The Plan will operate during the entire term of the Council. This Plan will be developed by the Elected Members themselves in a workshop that will be facilitated by an appropriate person with expertise in this area.



6.1.2. This Plan will be specific to the legislative and governance functions of the Elected Member body and, as a minimum, must include the prescribed mandatory requirements of the LGA training standards as set out, reviewed and published on the LGA SA website. Some of the mandatory requirements to be addressed may include:

- Introduction to Local Government – Role and function of Council Members
- Legal Responsibilities
- Council and committee meetings
- Financial Management and Reporting

6.1.3. Other training and professional development needs relevant to Elected Member requirements and learning outcomes will be determined in consultation with Elected Members and Council Administration. Training and professional development issues may emerge that are directly related to specific service areas, subject matter and other community issues, for example:

- Media training
- Role and understanding of council committees
- Community engagement
- Conflict of Interest
- Enhanced Public Speaking and Presenting
- Relevant conference and seminars on local government matters e.g waste management and recycling strategies

6.1.4 The Plan will be reviewed annually. Options that may be used to conduct the review include:

- Annual assessment of Council performance
- Survey/questionnaire of Elected Members
- Interviews
- Workshops

6.2. Training and Development Budget

6.2.1. A budget allocation will be provided to support the training and development activities undertaken by Elected Members and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

6.2.2. Council will need to determine the size of its budget allocation, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered.

6.3. Attendance at Approved Training and Development Activities

6.3.1. Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals) is less than \$5,000 must be approved by the CEO, prior to incurring the expense.



- 6.3.2. Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals is greater than \$5,000 must be approved by Council, prior to incurring the expense, via a formal report to Council written by Council Administration.

6.4. Reimbursement of Expenses

- 6.4.1. Council will reimburse all out of pocket expenses associated with attending training, professional development activities, networking functions, seminars and conferences including:

- Local travel in taxis and/or ride share options, buses, coaches and trains
- Economy class air travel (Elected Members must make personal payment of the balance for higher class air travel if so desired)
- Overnight accommodation at reasonable or standard rates and those associated with the conference via the conference convenors. (Elected Members must make personal payment of the balance for higher class accommodation if so desired)
- Meals (including food and beverages) for Elected Members attending conferences or events, where any of those meals are not provided as part of the fee for the conference or event, up to a limit of \$150 per day.

- 6.4.2 Tax invoices (receipts) must be submitted with all claims for reimbursement.

- 6.4.3 For general expenses please refer to the Council Member Allowances and Benefits Policy.

6.5. Annual Reporting

- 6.5.1. Council's Annual Report will include a section on Training and Development undertaken by Elected Members over the course of the year.

7. POLICY DELEGATIONS

7.1. Council

- For the approval of all Elected Member training and development expenses above \$5,000.

7.2 Chief Executive Officer

- For the approval of all Elected Member training and development expenses up to \$5,000.

8. LEGISLATION

- *Local Government Act 1999*
- *Local Government (General) Regulations 2013*

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 the Council's website www.unley.sa.gov.au

10. DOCUMENT HISTORY

Date	Version No.	Comment
26 June 2006	1	Council Item 351
27 April 2010	2	Council Item 644
28 May 2012	3	Council Item 420
23 June 2014	4	Council Item 1170
26 February 2024	5	<i>To be populated once adopted</i>

DRAFT



INFORMATION REPORT

REPORT TITLE:	PROGRESS REPORT - CENTENNIAL PARK CEMETERY AUTHORITY DECEMBER 2023
ITEM NUMBER:	4.10
DATE OF MEETING:	26 FEBRUARY 2024
AUTHOR:	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO AND MAYOR
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. CEO PROGRESS REPORT - CENTENNIAL PARK CEMETERY AUTHORITY TO 31 DECEMBER 2023

1. **PURPOSE**

This report provides Council with an update on the performance of Centennial Park Cemetery Authority (CPCA), for the period ending 31 December 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 31 December 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 31 December 2023, together with providing insights into matters or activities that may be of interest.

6. **REPORT AUTHORISERS**

Name	Title
Mark Labaz	Manager Governance



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 31 DECEMBER 2023**

This report contains information in relation to the performance of the Centennial Park Cemetery Authority for the period ended 31 December 2023, as well as other matters or activities that may be of general interest to the constituent councils.

Financial Performance FY2024

After two years of significant revenue growth and a strong start to FY2024, we are currently seeing a softening of income. Revenues are underbudget for the year to date ended 31 December 2023 primarily due to an unexpected decline in the number of state deaths, fewer sales in perpetuity, and competition from low-cost cremation providers.

Expenditure, however, has been managed accordingly for the year-to-date and as a result we have returned a net operating surplus in excess of budget, after payment of a liability guarantee fee of \$372k to the owner councils for the six months.

Wrap up of CY2023

We are committed to securing the Park's long-term future through the development and implementation of four-yearly strategic plans that adapt and respond to the changing needs of our community. We achieved a lot in 2023; most importantly, we provided the following core services:

- 3185 Cremations
- 750 Burials
- 897 Ash Interments
- 947 Funeral Services
- 576 Catered Functions
- 77 Witness of Cremation Services
- 470 Witness of Ash Placements
- 1559 Ash Collections
- 856 New Interment Rights
- 2075 Interment Right Renewals

We managed thousands of customer and funeral director enquiries, pre-planning appointments, cemetery tours, memorial permit applications and welcomed around 530,000 visitors to the Park. We also found the time to further our strategic objectives through a range of projects and activities across the Park, including the following:

- The development of a comprehensive five-year Environmental Sustainability Plan.
- Refurbishment of our transitional memorial area, Contemplation Court. Old walls were demolished making way for a stunning memorial niche wall with landscaping and seating for visitors. Aside from its visual appeal, the new wall provides better access to the ash niches for our team and enhanced security for the ashes.
- Technology is being used to aid service delivery through the transition to a mobile device environment, enabling team members to work from anywhere in the Park. We also

developed an AV Master Plan that will provide a high-quality and reliable AV offering for funeral services.

- With the aim of a central visitor hub, we completed Stage One of the Jubilee Complex redevelopment, enabling co-location of the Bookings and Funeral Services teams.
- A full year of post-COVID events was held, including our first History Tours as part of the 2023 History Festival.
- Cyber security capability was further enhanced through an externally facilitated Cyber Incident Response Drill with the Board and Executive. The Drill involved an unfolding hacking scenario with individual responses to the unfolding situation monitored through a specially developed app. Learnings were included in our Cyber Incident Response Plan and Business Continuity Plan.
- At the Board's request, we completed a CEO & Executive Succession Planning review.
- A generator was installed outside our café, which will provide uninterrupted power to the chapels, café, and function rooms in the event of an outage.
- Vehicle entry and exit gates were automated and security cameras installed.
- Additional paved pedestrian pathways were laid through the cemetery grounds, and inclusive ramp access was provided on the southern boundary near the retirement village.
- We developed a Risk Appetite Framework and conducted an in-depth risk workshop with the Board and Executive to discuss key business risks and assessing the extent to which our strategic plan responds to those risks.

Plans for CY2024

A sample of the projects planned for this year are outlined below.

- The development of a comprehensive Cemetery Master Plan based on future community needs.
- Stage Two of the Jubilee Complex redevelopment, which will create space for all customer facing team members and allow for one central Reception area for all visitors to the Park.
- An upgrade of critical ICT systems including finance, payroll, HR, and asset management. We will implement Power BI and upgrade our phone system to provide greater reliability and additional functionality.
- The next stage of our premium vault area, Olive Terrace, will be completed. This will include the pouring of an additional thirty vaults and landscaping of the surrounding area. On the adjoining terrace on the southern boundary, we will create a new premium burial area in the checkerboard style of Martinique Grove, which is now almost full.
- The Crematorium Viewing Room and Main Hall will be refurbished to improve the visitor experience.
- Workforce succession and capability will be enhanced through targeted professional development, and we will develop a Diversity & Inclusion Framework.

And of course, we will continue to provide the best possible service to families and friends as they mourn those they've lost; we will further strengthen our relationships with Funeral Directors, build authentic connections with families and visitors, and raise the profile of Centennial Park through marketing and community engagement.

Keeping Up-To-Date Centennial Park Information

Details of past and upcoming events, as well as general information about the Park, are available on our website www.centennialpark.org.

We also encourage Elected Members to subscribe to our electronic newsletter, *ParkLife*. This can be done by clicking on the link <https://www.centennialpark.org/subscribe-to-e-news/> or by calling our office on 8276 6011.

Janet Miller
Chief Executive Officer
January 2024

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.11
DATE OF MEETING: 26 FEBRUARY 2024
AUTHOR: LARA GREGORY, EXECUTIVE ASSISTANT
TO THE CEO AND MAYOR
DIVISION: OFFICE OF THE CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

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 FEBRUARY 2024					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/10/22	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: INVESTIGATE OPTIONS FOR HARD TO RECYCLE MATERIAL INCLUDING MEDICATION BLISTER PACKS</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 April 2024. 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 2021 2025.	April 2024
				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
27/03/23	7.5	<p>MANAGEMENT OF GOODWOOD COMMUNITY CENTRE</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	The transition is complete and management of the Community Centre has been returned to Council.	Completed
				Review of Community Centre arrangements will occur once adequate time has passed to assess the existing operation and determine opportunities for Council's consideration.	April 2024
24/04/23	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR G. HART RE: COMMUNITY CONSULTATION REGARDING PROPERTY ACCESS TO THE FORESTVILLE RESERVE</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 announced that the Mike Turtur Bikeway Overpass will not proceed.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2024					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
22/05/23	4.7	<p>RAILWAY TERRACE SOUTH COMMUNITY CONSULTATION OUTCOMES AND NEXT STEPS</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> <p>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.</p>	General Manager City Development	<p>Endorsed by Council at its meeting in May 2023.</p> <p>The Agreement has been finalised by the Department of Infrastructure and Planning (DIT) and provided to Council for endorsement.</p> <p>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.</p>	<p>Completed</p> <p>Completed</p> <p>March 2024</p>
25/09/23	4.1	<p>DRAFT UNLEY PARKING MANAGEMENT PLAN 2023-2033</p> <p>2. The Draft Unley Parking Management Plan 2023-2033, as set as in Attachment 1 to the report (Item 4.1, Council Meeting 25/09/2023) be endorsed for the purpose of community consultation.</p> <p>3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as required to the Draft Unley Parking Management Plan 2023-2033, in order to finalise the document for the purposes of undertaking community consultation.</p> <p>4. Following the conclusion of community consultation, a further report be presented to Council for its consideration outlining a summary of the feedback to be received and a Final Plan.</p>	General Manager City Development	<p>Noted</p> <p>Noted</p> <p>Report to be considered at the February 2024 Council Meeting.</p>	<p>Completed</p> <p>Noted</p> <p>Completed</p>
25/09/23	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR R ROGERS RE: COMMUNITY CONSULTATION FOR AUSTRALIA DAY 2025</p> <p>1. Council commits to consulting with its community regarding Australia Day events in 2025 (26 January 2025).</p> <p>2. Administration will undertake community consultation in regards to Australia Day events in 2025 and provide a report to Council advising the outcome of this consultation.</p>	General Manager Business Support & Improvement	<p>Briefing held February 2024.</p> <p>With feedback received at the Briefing, consultation is now likely occur in August 2024.</p>	<p>Completed</p> <p>August 2024</p>
11/12/23	4.2	<p>ELECTRIC VEHICLE CHARGING STATIONS</p> <p>2. Administration undertakes a Request for Tender (RFT) process, inviting proposals from commercial operators for the provision and management of publicly accessible fast-charging EV stations in Council owned car parks.</p> <p>3. The proposed criteria outlined in this report for the provision and management of publicly accessible fast-charging EV stations being provided in Council owned car parks forms part of the Request for Tender.</p> <p>4. The nominated sites as contained in Attachment 1 to this Report (Item 4.2, Council Meeting 11/12/2023), for the provision and management of publicly accessible fast-charging EV stations in Council owned car parks is endorsed.</p> <p>5. A maximum of six EV stations (each station charging 1-2 cars) to be installed on Council owned land from the nominated sites as contained in Attachment 1, with Howard Florey Reserve included as a possible site, and as part of the Request for Tenders process, the tenderers be requested to nominate their preferred sites.</p> <p>6. Following the conclusion of the Request for Tender process and assessment of the submissions received, a further report be presented to Council seeking appointment of the preferred tenderer.</p>	General Manager City Development	<p>Request for Tender is currently out and will close on 2 March 2024.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>The timing of the report to Council will be subject to the number of tenders received and the time required to assess the tenders.</p>	<p>Completed</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>May 2024</p>

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2024					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
29/01/24	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR C CRABBE RE: DIFFERENTIAL RATE FOR SHORT TERM ACCOMMODATION RENTALS</p> <p>1. Administration facilitates an Elected Member Workshop, to take place in April 2024, exploring options to address concerns surrounding the availability of long-term rental residential stock, specifically:</p> <p>(a) the future management/regulation of short-term rental residential accommodation in the City of Unley; and</p> <p>(b) the future management/regulation of long-term vacant residential properties in the City of Unley.</p>	Group Manager Business Support & Improvement	Briefing scheduled for April 2024.	April 2024
29/01/24	5.1.3	<p>NOTICE OF MOTION FROM COUNCILLOR M RABBITT RE: OPERATION OF A FLORIST AT CENTENNIAL PARK CEMETERY</p> <p>1. Council provide delegation to the Centennial Park Cemetery Authority Board to consider leasing floor space for the operations of a florist.</p> <p>2. Council advise the City of Mitcham of this decision.</p>	CEO	Mitcham Council has been advised of the resolution.	Completed
29/01/24	5.1.4	<p>NOTICE OF MOTION FROM COUNCILLOR J BONHAM RE: GLEN OSMOND ROAD SPEED LIMIT REQUEST</p> <p>1. The City of Unley write to the Hon. Tom Koutsantonis, Minister for Infrastructure and Transport, and the Chief Executive, Department of Infrastructure and Transport, requesting that the speed limit on Glen Osmond Road between Fullarton Road and Greenhill Road be reduced from 60km/hr to 50km/hr.</p> <p>2. The City of Unley write to the Cities of Burnside and Adelaide advising them of Council's request and seeking their support for a lower speed limit.</p>	CEO	<p>Correspondence sent to the Hon. Tom Koutsantonis, Minister for Infrastructure and Transport, and the Chief Executive, Department of Infrastructure and Transport.</p> <p>Correspondence sent to Jane Lomax-Smith, Lord Mayor, City of Adelaide, and Anne Monceaux, Mayor, City of Burnside.</p>	Completed

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF FEBRUARY 2024

ITEM NUMBER: 6.1.1

DATE OF MEETING: 26 FEBRUARY 2024

ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.

Some functions attended (24/01/24 to 20/02/24)

Legend for attendance type at Function/Event:	
Attendee – only, no duties	Guest – specifically invited as an event guest
Interview – on-air radio guest	Host – hosted a meeting as Mayor
Mayor – attended as the Mayor of City of Unley	Presenter – involved in presenting awards
Representative – attended as Council representative	Speaker – attended and gave a speech as Mayor

Date	Function/Event Description	Type
25/01/24	Meeting with Parkside Ward Councillors	Mayor
25/01/24	Meet The Mayor	Host
25/01/24	Citizenship & Citizen of the Year Awards Ceremony	Mayor
26/01/24	Aus Lights on The River & Official Australia Day Ceremony – Adelaide Festival Centre	Guest
29/01/24	Meeting with Deputy Mayor	Mayor
29/01/24	Meeting with Jayne Stinson Member for Badcoe – re. tree canopy cover and tree removals	Mayor
29/01/24	Meeting with Clarence Park Councillors	Mayor
29/01/24	Council Meeting	Mayor
31/01/24	GAROC Forum for Mayors	Mayor
09/02/24	COP28 Debrief (Zoom) with Anna Reynolds Lord Mayor of Hobart and other attendees	Mayor
10/02/24	Evening Under the Stars – Soldiers Memorial Gardens	Guest
11/02/24	Grow Grow Grow Your Own – Workshop, Gardening for a Gut-healthy Mediterranean Lifestyle	Attendee
12/02/24	Meeting with Deputy Mayor	Mayor

Date	Function/Event Description	Type
12/02/24	Meeting with Goodwood Councillors	Mayor
12/02/24	EM Briefing – Australia Day Consultation 2025 / East Waste – Weekly FOGO & Statistical Reporting	Attendee
13/02/24	Re-opening of Goodwood Community Centre for 2024	Speaker
13/02/24	Art That Walks Off The Walls Exhibition Opening – Goodwood Theatre & Studios	Speaker
15/02/24	ERA Mayors & CEOs Group Meeting – NPSP Council	Mayor
16/02/24	Meeting with Unley Park Councillors	Mayor
19/02/24	Unley Primary School Visit to Unley Town Hall – students learning about civic responsibilities and citizenship	Mayor
19/02/24	Meeting with Clarence Park Councillors	Mayor
19/02/24	EM Workshop – Review of Council Code of Practice – Procedures at Meetings	Attendee
Date	TV Interview	
10/02/24	E-scooters	
Date	Radio Interview	
09/02/24	ABC – re. E-scooters	
11/02/24	ABC – re. Speed on Glen Osmond Road	

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF FEBRUARY 2024
ITEM NUMBER: 6.2.1
DATE OF MEETING: 26 FEBRUARY 2024
ATTACHMENTS: NIL

1. **RECOMMENDATION**

That:

1. The report be received.
-

Functions attended (24/01/24 to 20/02/24)

Date	Function/Event Description
25/01/2024	Citizenship Ceremony
29/01/2024	Meeting with Mayor
29/01/2023	Council Meeting
31/01/2024	Meeting with GM City Development and Councillor Rabbitt
1/02/2024	Active Transport Councillors Meeting at Adelaide City Council
4/02/2024	A Centenary of Rotary in Australia at Adelaide Oval
5/02/2024	Council Briefing: Financial Management
6/02/2024	Unley Community Centre Ride
7/02/2024	Unley Bicycle User Group meeting
9/02/2024	Unley Park Ward Briefing
10/02/2024	MS Mighty Swim
10/02/2024	Evening Under the Stars
12/02/2024	Meeting with the Mayor
12/02/2024	Elected Member Briefing: Australia Day Consultation 2025 / East Waste - Weekly FOGO & Statistical Reporting
13/2/2024	Unley Community Centre Ride
13/02/2024	Audit Committee
14/02/2024	Meeting with resident, GM City Development & Councillor Rabbitt
15/02/2024	Alliance Francaise French Film Festival

Date	Function/Event Description
16/02/2024	Meeting with Mayor and Councillor Rabbitt
19/02/2024	Council Briefing: Review of Council Code of Practice - Procedures at Meetings

REPORTS OF MEMBERS

REPORT TITLE: REPORTS OF MEMBERS FOR FEBRUARY 2024
ITEM NUMBER: 6.3.1
DATE OF MEETING: 26 FEBRUARY 2024
ATTACHMENTS: 1. COUNCILLOR D PALMER

Council to note attached reports from Members:

1. Councillor D Palmer
-

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR D PALMER**Functions attended (24/01/24 to 20/02/24)**

Date	Function/Event Description
25 January	Citizenship Ceremony
29 January	Full Council Meeting
1 February	Attended rate payer concern meeting with GM City Development
2 February	Buddies Breakfast
3 February	BEDAC Strategic Planning Session
5 February	Grant review with Manager Community Connections
	Financial Management training/briefing
6 February	East Avenue Pedestrian Refuge discussion @ Our Boy Roy. <i>Agreement reached to not proceed with project.</i>
8 February	Meeting with Mayor
	Catch up with Manager Development & Regulatory re planning and liquor licence issues @ Our Boy Roy.
10 February	Evening under the stars
12 February	Catch up with Manager Economic Development re concierge services for Our Boy Roy
	Australia Day, weekly FOGO briefing
13 February	BEDAC Governance training
14 February	GAROC meeting re LGA Constitution Review. <i>I encourage all members to respond to the LGA Constitution Review Survey.</i>
16 February	Buddies Breakfast
19 February	Mayoral Ward Briefing
	Council Code of Practice at Meetings Workshop

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	26 FEBRUARY 2024
ATTACHMENTS:	<ol style="list-style-type: none">1. CHRIS COWLEY CEO CITY OF BURNSIDE2. LORD MAYOR JANE LOMAX-SMITH CITY OF ADELAIDE

The correspondence from:

- Chris Cowley, CEO, City of Burnside – Re. Greater Adelaide Freight Bypass
- Lord Mayor Jane Lomax-Smith, City of Adelaide– Re. Reduced Speed Limit on Unley Road

be noted.



2 February 2024

Mr Michael Hewitson AM
Mayor
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor,

The purpose of my correspondence is to seek support from the City of Unley regarding City of Burnside Council's position for the Truro Bypass project and Greater Adelaide Freight Bypass amid continuing safety concerns around the South Eastern Freeway.

At its meeting held 23 January 2024, Council Resolved (C230124/13609):

11.5 Greater Adelaide Freight Bypass

Moved Councillor Cornish, Seconded Councillor Wilkins

That Council:

1. *Writes to the Hon Tom Koutsantonis MP (Minister for Infrastructure and Transport), the Hon Catherine King MP (Federal Minister for Infrastructure, Transport, Regional Development and Local Government), the Hon Vincent Tarzia MP (Shadow Minister for Infrastructure and Transport), Senator the Hon Bridget McKenzie MP (Shadow Minister for Infrastructure, Transport and Regional Development), Mr James Stevens MP (Federal Member for Sturt), Mr Jack Batty MP (Member for Bragg), Steven Marshall MP (Member for Dunstan) and the Mayor, Mid-Murray Council regarding the City of Burnside's:*
 - a. *continuing concerns about the safety of all road users (pedestrians, cyclists and drivers) due to large freight trucks utilising the South Eastern Freeway and subsequently navigating through local streets, notably Portrush Road and Glen Osmond Road;*
 - b. *support for the renewed attention on, and funding for, the Truro Bypass project, advocating for a well-designed and shovel-ready solution that aligns with the essential needs of the region; and*
 - c. *request for a commitment to the progression of the Greater Adelaide Freight Bypass as pledged, emphasizing its priority status and acknowledging its substantial significance to the Burnside community.*
2. *Writes to the ERA region Councils to encourage support of Burnside's position and to request that they also write to the relevant Ministers with their respective Council's position on the matter.*
3. *Submits a motion to the upcoming LGA SA Ordinary General Meeting, seeking support from the LGA SA to lobby the Federal and State governments, seeking their continued evaluation, funding and ultimate delivery of the Greater Adelaide Freight Bypass and associated details.*

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The City of Burnside has consistently voiced concerns about the presence of large freight trucks using the South Eastern Freeway and subsequently navigating local streets, such as Portrush Road and Glen Osmond Road. In alignment with the City's Master Plan, which prioritises sustainable transport and safer streets, the Council has actively engaged with Federal and State authorities to address heavy truck traffic issues. The Greater Adelaide Freight Bypass (GAFB) project holds significance for Burnside.

Despite the recent federal funding removal for some road projects in South Australia, including the Truro Bypass, the planning study for the GAFB remains active.

The City of Burnside Council supports renewed attention on the Truro Bypass project and emphasises its critical importance for the state. The Greater Adelaide Freight Bypass project is important to the Burnside community and the broader South Australian region and should be activated as a matter of priority.

Council requests that the City of Unley writes to the relevant Ministers with its respective Council's position on the matter.

Thank you for your consideration and please do not hesitate to contact me should you have any questions or concerns.

Yours sincerely,



Chris Cowley
Chief Executive Officer

cc Mr Peter Tsokas, Chief Executive Officer

