

# 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 25 September 2023 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**

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Nil	
<b>1.3 CONFLICT OF INTEREST</b>	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 28 August 2023	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
Nil	
<b>2. PETITIONS/DEPUTATIONS</b>	
Nil	
<b>3. REPORTS OF COMMITTEES</b>	
Nil	

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

4.1	Draft Unley Parking Management Plan 2023-2033	7
4.2	Reflect Reconciliation Action Plan	69
4.3	Conservation Grants Policy Review	81
4.4	Animal Management Plan Year 2 Actions 2022/23	94
4.5	Funding Extension - Commonwealth Home Support Program (CHSP)	115
4.6	Development of a new Community Plan	121
4.7	Variation to Operating Hours for December 2023 - January 2024	128
4.8	Council Action Records	131

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

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

5.1.1	Notice of Motion from Councillor R Rogers Re: Community Consultation for Australia Day 2025	136
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##### **5.2 MOTIONS WITHOUT NOTICE**

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

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

Nil

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

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

#### **6. MEMBER'S COMMUNICATION**

##### **6.1 MAYOR'S REPORT**

6.1.1	Mayor's Report for Month of September 2022	139
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##### **6.2 DEPUTY MAYOR'S REPORT**

6.2.1	Deputy Mayor's Report for Month of September 2023	141
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##### **6.3 ELECTED MEMBERS' REPORTS**

6.3.1	Reports of Members for September 2023	143
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##### **6.4 CORRESPONDENCE**

Nil



## 7. CONFIDENTIAL ITEMS

7.1	Confidentiality Motion for Item 7.2 - Tour Down Under Memorandum of Understanding	146
7.2	Tour Down Under Memorandum of Understanding	147
7.3	Confidentiality Motion to remain in confidence for Item 7.2 - Tour Down Under Memorandum of Understanding	191
7.4	Confidentiality Motion for Item 7.5 - Unley Swimming Pool Temporary Extension of Swim Season	192
7.5	Unley Swimming Pool Temporary Extension of Swim Season	193
7.6	Confidentiality Motion to remain in confidence for Item 7.5 - Unley Swimming Pool Temporary Extension of Swim Season	207

## SUGGESTED ITEMS FOR NEXT AGENDA

Living Young Action Plan 2023-2027	
Determination of Time and Place of Ordinary Meetings of Council for 2024	

## NEXT MEETING

Monday 23 October 2023 - 7.00pm

Council Chambers, 181 Unley Road Unley



## DECISION REPORT

<b>REPORT TITLE:</b>	DRAFT UNLEY PARKING MANAGEMENT PLAN 2023-2033
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	TANYA BACIC, TRANSPORT LEAD
<b>DIVISION:</b>	CITY DEVELOPMENT
<b>ATTACHMENTS:</b>	1. DRAFT UNLEY PARKING MANAGEMENT PLAN 2023-2033

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### 1. **PURPOSE**

The purpose of this report is to seek endorsement from Council of the Draft Unley Parking Management Plan 2023-2033 (Draft Plan) for community consultation. The feedback to be received will be considered in the development of a Final Plan which will be adopted by Council.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  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.
  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.
  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.
- 

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

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

#### 4. **BACKGROUND**

Council commenced the development of the Draft Plan (formerly titled City-Wide Parking Strategy) in the 2021-2022 financial year 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, 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 Draft Plan has been developed in two stages, as follows:

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

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

Shaping Unley comprised of five key steps, as shown in Figure 1. This was undertaken over a 12-month period. Step 1 commenced in April 2022, and Council endorsed the final Shaping Unley outcomes (Step 5), including the parking decision-making principles and ideas, in May 2023.

**Figure 1 Shaping Unley Process**



Two Elected Member workshops were held throughout the process. The first on 14 March 2023 and the second on 3 April 2023. The purpose of the workshops was to discuss eight specific parking issues, which were not discussed in detail as part of Shaping Unley. These are issues that the Administration deal with on a regular basis and as such, required further consideration to ensure consistency in decision-making.

The Administration presented a report regarding the Shaping Unley process to Council for its consideration at its meeting held on 22 May 2023. The report outlined all relevant details regarding the process which had been undertaken and the decision-making principles and ideas.

Following consideration of the matter, Council resolved the following, that:

1. *The report be received.*
2. *The Shaping Unley Engagement Outcomes including the parking decision-making principles and ideas, as set out in Attachment 3 to the report (Item 4.5, Council Meeting 22/05/2023) be endorsed for the purpose of developing the draft City-wide Parking Strategy.*
3. *A further report be presented to Council outlining the details of the draft City-wide Parking Strategy, to seek Council's endorsement of the document for community consultation.*

*Resolution No. C1028/23*

## **5. DISCUSSION**

### **About the Draft Plan**

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

The Draft Plan is based on the endorsed Shaping Unley outcomes, and the feedback received from the two Elected Member Workshops which were held in March and April 2023.

The Draft Plan is contained in Attachment 1.

*Attachment 1*

### **Structure of the Draft Plan**

The key components of the Draft Plan include:

#### *Parking user type considerations*

Parking user types and needs often compete, as residents, workers, shoppers, tradespeople, and commuters vie for limited number of on-street parking spaces. This section of the Draft Plan summarises the key parking user considerations, highlights the mixed-use nature of the City of Unley and the need to implement balanced, fair, and sustainable parking management practices that considers all users within the City of Unley.

#### *Parking control types*

There are four broad types of parking controls that can be applied to effectively manage on-street parking including user based, safety based, time controlled and pay for use parking. This section of the Draft Plan summarises each of the control types and how they should be applied within the City of Unley.

### *Key parking management decision-making principles*

As part of the Shaping Unley process, a Community Panel comprising of up to 20 resident and business representatives was established. The Community Panel developed six key parking decision-making principles to guide Council on how it should make decisions regarding parking matters. The principles, which were endorsed by Council at its Meeting on 22 May 2023 (*Item 4.5, Resolution No. C1028/23*), are presented in this section of the Draft Plan.

### *Parking Management Directions*

The Draft Plan outlines 13 parking management directions, grouped into six themes (as presented in Table 1). These are considered to be essential for achieving the aims of the Draft Plan.

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

*Operational directions* are also provided, for some parking management directions. These are intended to guide Council in making clear and consistent decisions regarding parking matters that necessitate additional information (e.g. implementation of parking restrictions, management of narrow streets, driveway access and permits).

**Table 1 Parking themes and parking management directions**

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

### *10-Year Action Implementation Plan*

A 10-Year Action Implementation Plan is currently being developed by the Administration and will be included in the Final Plan as an Appendix to the document. This will propose Council's implementation priorities, and estimated costs over the 10-year implementation period.

The 10-Year Action Implementation Plan does not form part of the Draft Plan, as some of the proposed actions may change based on community feedback.

### **Next Steps (Community Consultation)**

If Council endorse the Draft Plan, community consultation is planned to commence on 4 October 2023 and will run for a four-week period.

Community consultation will involve:

- An online feedback portal through Your Say Unley website.
- Social media campaign to encourage interaction with Your Say Unley feedback portal.
- The Draft Plan will be:
  - on display at Council's Civic Centre and Libraries;
  - emailed to all prior respondents to the Stage 1 Shaping Unley process, including the Community Panel members; and
  - emailed to key local stakeholders including Unley Bicycle User Group, FOCUS, traders' associations, schools, etc.
- A flyer developed for distribution with the October 2023 rates notice.
- Promotion of the consultation on Council's smart screens at Civic Centre, King William Road, and Heywood Park.

Noting the extensive community engagement that has already been undertaken as part of the Shaping Unley process regarding Stage 1 of the Draft Plan development, the aim of this consultation will be to generate awareness of the Draft Plan itself and to identify any improvements and/or gaps that should be considered prior to finalising the document.

On completion of community consultation, the feedback will be analysed, and the Draft Plan updated as appropriate. The Final Plan, together with a summary of the community feedback to be received will be presented to Council for its consideration, expected to be in December 2023.

## **6. POLICY IMPLICATIONS**

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

- Council has allocated \$30,000 in its 2022/23 Annual Business Plan and Budget to deliver Stage 2 of the project. This funding has been used to engage an external consultant to assist the Administration to develop the Draft Plan document. This funding will also be used to undertake the proposed community consultation.

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

- The Draft 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 Shaping Unley process, used for Stage 1 of the project, has provided Council with confidence that the Draft Plan has been developed based on an extensive and robust engagement process.

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

- The Draft Plan and its 13 key parking management directions have been developed in consultation with other Departments from across the organisation and has ensured the proposed actions and operational directions are aligned.
- The development of the Draft Plan was delivered as part of Council staff's workplans. The community consultation process on the Draft Plan will also be managed internally by Council staff.

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

- The Draft 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 Draft 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 Draft 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 Draft 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 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.
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.
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.



This option enables Council to endorse the Draft Plan for community consultation. A Final Plan, including a report on the results of the community consultation, will then be presented for Council's endorsement, expected to be in December 2023.

#### Option 2

1. The report be received.
2. Subject to the incorporation of the following amendments, 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.
  - *Amendments to be determined by Council.*
  - *Etc*
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.
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.

Council may wish to request amendments and/or additions to the Draft Plan prior to going out to community consultation. These changes can be incorporated for the purposes of the community consultation phase without the need to come back to Council for further consideration.

A Final Plan, including a report on the results of the community consultation, will then be presented for Council's endorsement, expected to be in December 2023.

#### Option 3 –

1. The report be received.
2. The Draft Unley Parking Management Plan 2023-33, as set out in Attachment 1 to this report (Item 4.1, Council Meeting 25/09/2023), be further amended to incorporate:
  - *Amendments to be determined by Council.*
  - *Etc*and returned to Council for review.

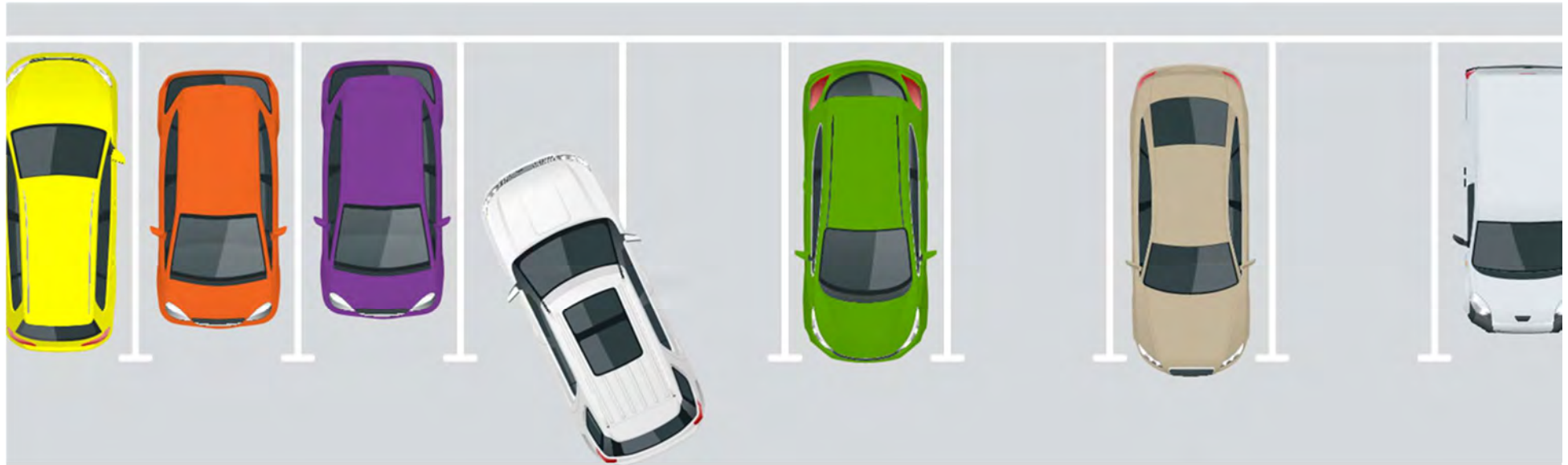
Council may wish to make more substantial changes to the Draft Plan, and for the revised document to return for endorsement prior to going out to community consultation. This option enables Council to do so.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Ben Willsmore	Manager City Design
Claude Malak	Acting Chief Executive Officer



# Unley Parking Management Plan 2023-2033

**Draft vA**  
15 September 2023



## 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.

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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

## Contents

Introduction.....	1
Development of this Plan .....	2
Key challenges.....	5
Strategic alignment .....	7
Parking user-type considerations.....	11
Parking control types .....	15
Parking management: decision-making principles.....	17
Parking management directions .....	19
1. Parking congestion .....	21
2. Narrow streets.....	24
3. Driveway access .....	26
4. Retail/entertainment precincts .....	28
5. School precincts.....	31
6. Accessible parking.....	33
7. Smart parking .....	34
8. Parking information.....	36
9. Pay-for-use parking.....	37
10. Parking permits: residents, businesses and events .....	39
11. Temporary parking: construction and events .....	47
12. Sustainable travel.....	50
13. Planning and building design .....	51





## 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, 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 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 two 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.

## Community testing

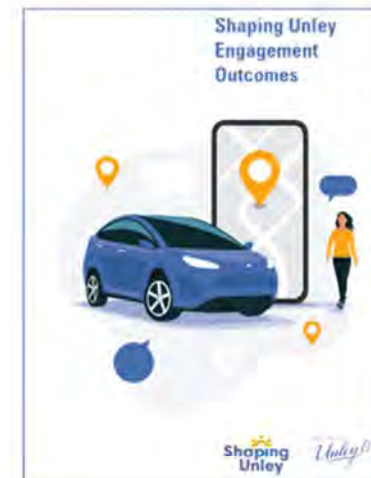
In August 2022, the community was invited to offer feedback on the 'Shaping Unley Parking Conversation Guide' by participating in a community poll.

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.

Key documents prepared during the 'Shaping Unley' engagement process





## 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 there.

### ▸ 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 50-100 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):

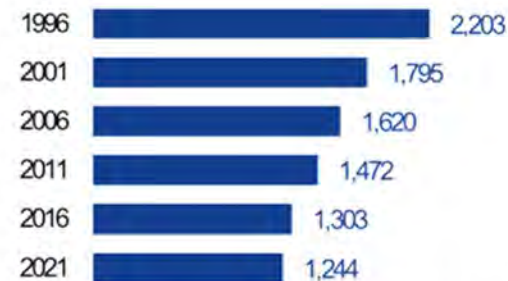
- ▶ The number of occupied households increased by 5% or 718 dwellings
- ▶ The number of households without motor vehicles decreased by 44% or 959 dwellings
- ▶ The estimated number of vehicles owned by individuals within occupied households increased by 29% or 5,590 vehicles.

### 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).

### 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).

### 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

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.

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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 catchments, including:

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

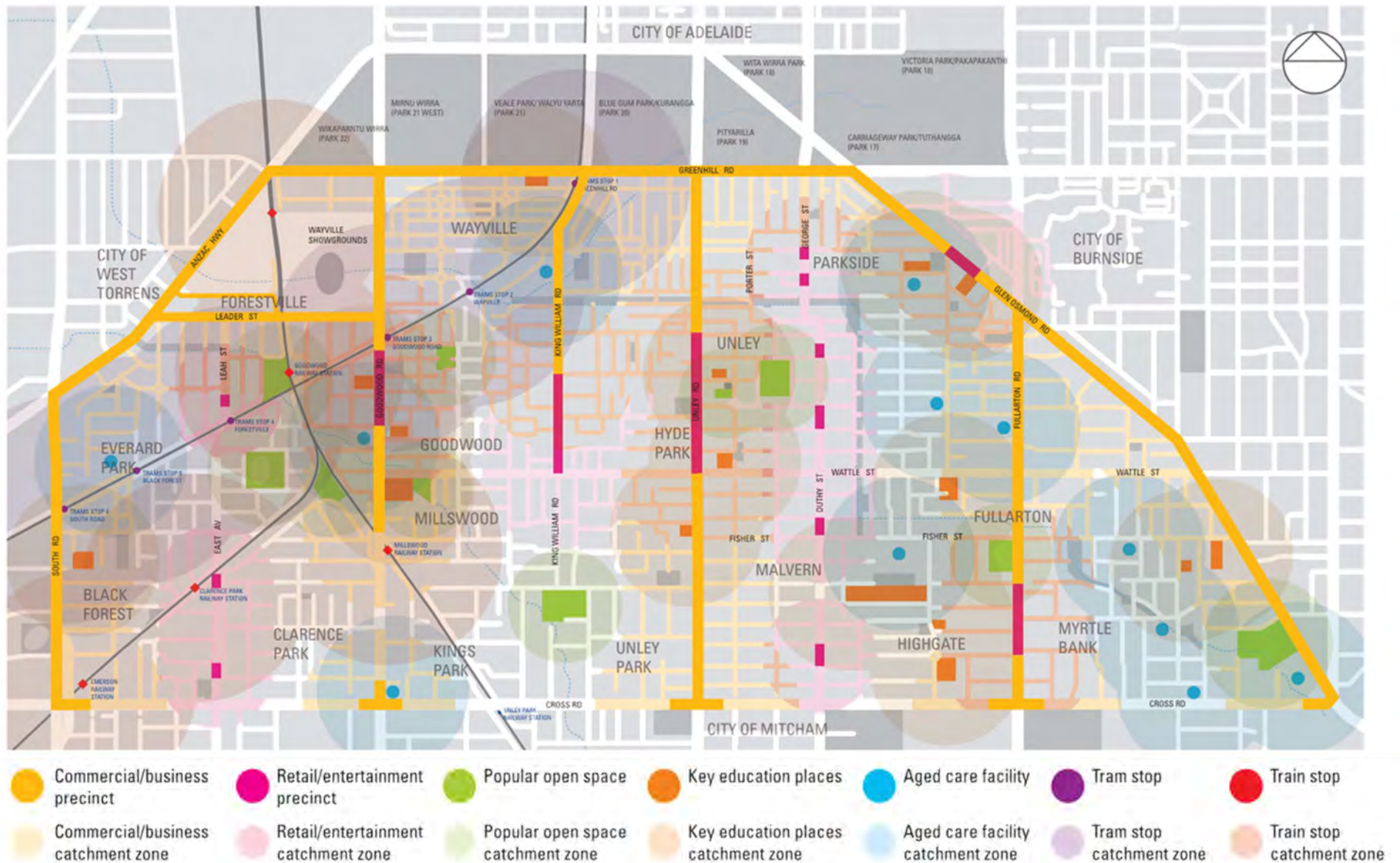
Catchments refer to the likely distance that someone is willing to walk between their parked vehicle and destination. A 200 metre walking distance takes about 2.5 minutes, 400 metres is about 5 minutes and 600 metres is about 7.5 minutes.

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 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 lands uses/destinations and associated parking walking catchments



### Local insights: On-street parking analysis, 2021

The City of Unley conducted a comprehensive study<sup>1</sup> 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.

<sup>1</sup> '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 425 surveyed people parking on-street.





## Parking control types

Parking restrictions are not considered necessary when street occupancy is below 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 and uniform signage throughout a street 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, 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"> <li>1. Parking congestion</li> <li>2. Narrow streets</li> <li>3. Driveway access</li> </ol>
Precinct parking	<ol style="list-style-type: none"> <li>4. Retail and entertainment precincts</li> <li>5. School precincts</li> <li>6. Accessible parking</li> </ol>
Parking technology	<ol style="list-style-type: none"> <li>7. Smart parking</li> <li>8. Parking information</li> <li>9. Pay-for-use parking</li> </ol>
Permits	<ol style="list-style-type: none"> <li>10. Parking permits: residents, businesses and events</li> </ol>
Temporary parking	<ol style="list-style-type: none"> <li>11. Temporary parking: construction and events</li> </ol>
Advocacy	<ol style="list-style-type: none"> <li>12. Sustainable travel</li> <li>13. Planning and building design</li> </ol>

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 85% occupied



Industry standards define **parking congestion** as when parking spaces along a street or street section are 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 other 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 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 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.

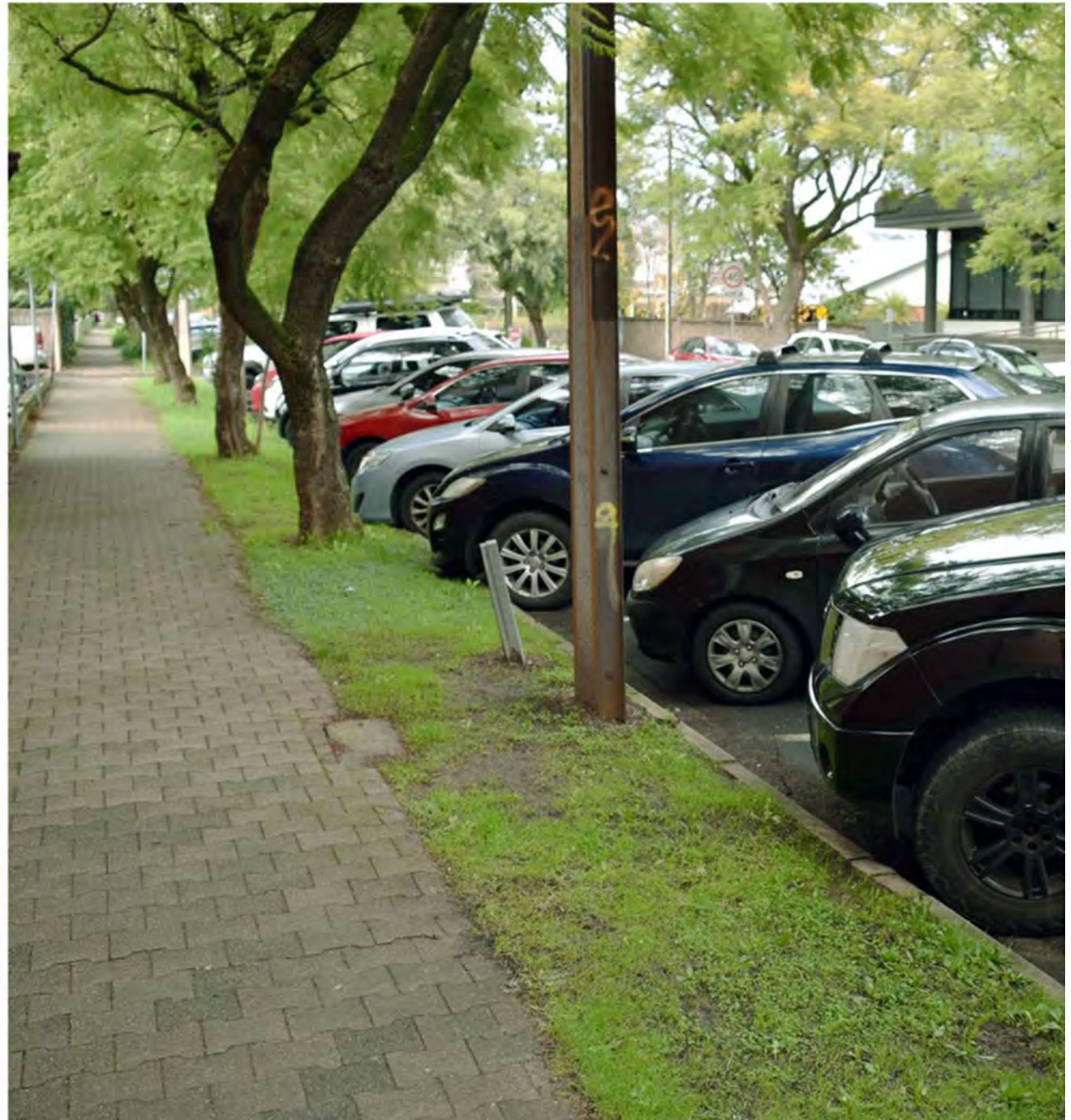


## Actions

- ▶ **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'.

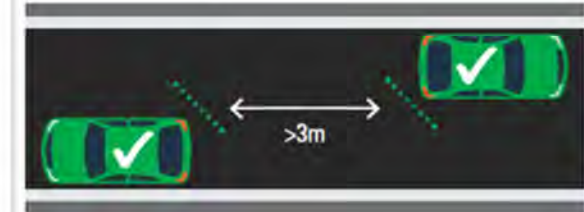
There is a common perception that it is difficult for two cars to pass each other on streets with a width between 7.1 metres and 9 metres when vehicles are parked on both sides of the street. These streets are what Council terms as 'small yield' streets.

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.
- ▶ **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
  - ▶ 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.

## 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.

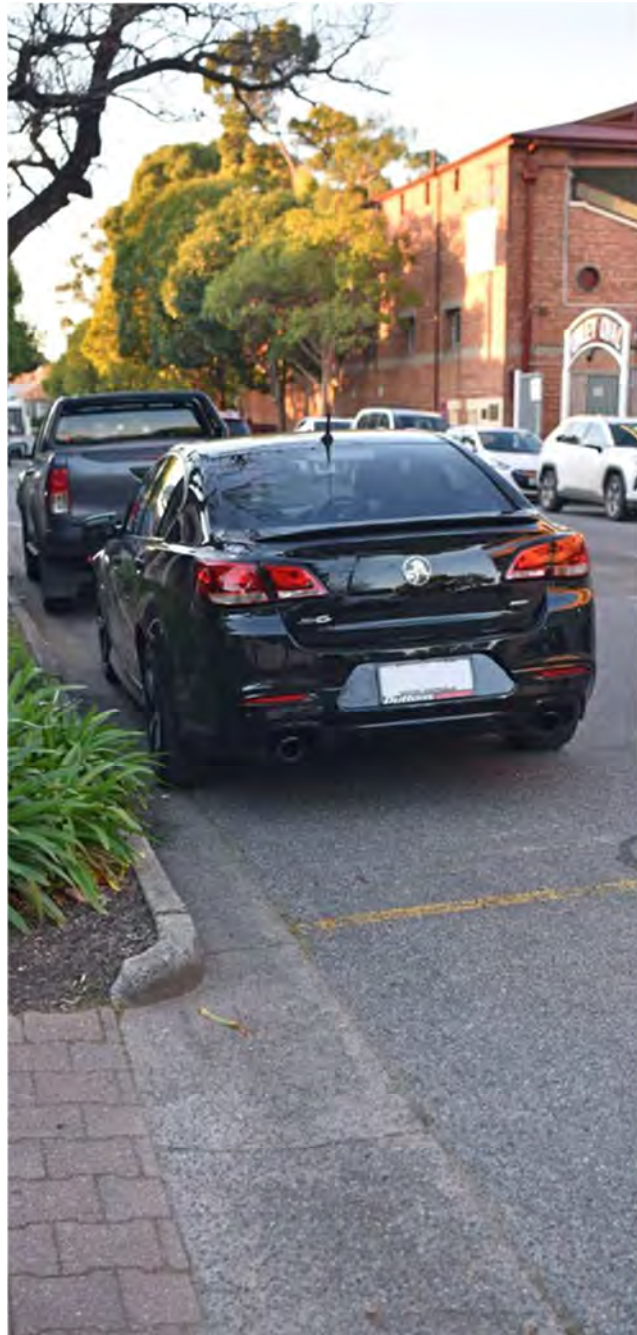
- ▶ **3. Restrict** - If education and enforcement (steps 1 and 2) are not effective, the Council will seek input from local residents on potential parking restrictions, prioritising minimal loss of on-street parking capacity. If most residents support the restrictions, they will be implemented. In cases 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, 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



DRAFT 15/09/23 - Unley Parking Management Plan 25





### 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.

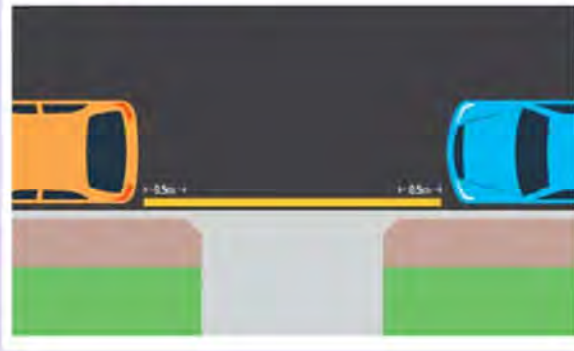
You are permitted to stop across a driveway only if you are dropping off or picking up passengers, do not leave the vehicle unattended and complete the dropping off or picking up within two minutes of stopping.



## 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 the following conditions:
  - ▶ The street is less than 8.5 metres wide
  - ▶ The driveway is less than 3 metres wide
  - ▶ There is no shared driveway immediately next to or opposite the driveway
  - ▶ On-street parking occupancy along the street section is more than 50%.

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 driveways narrower than 3 metres and obstructed sightlines caused by fence lines or buildings should consider redesigning their driveways 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 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.

### 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 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.



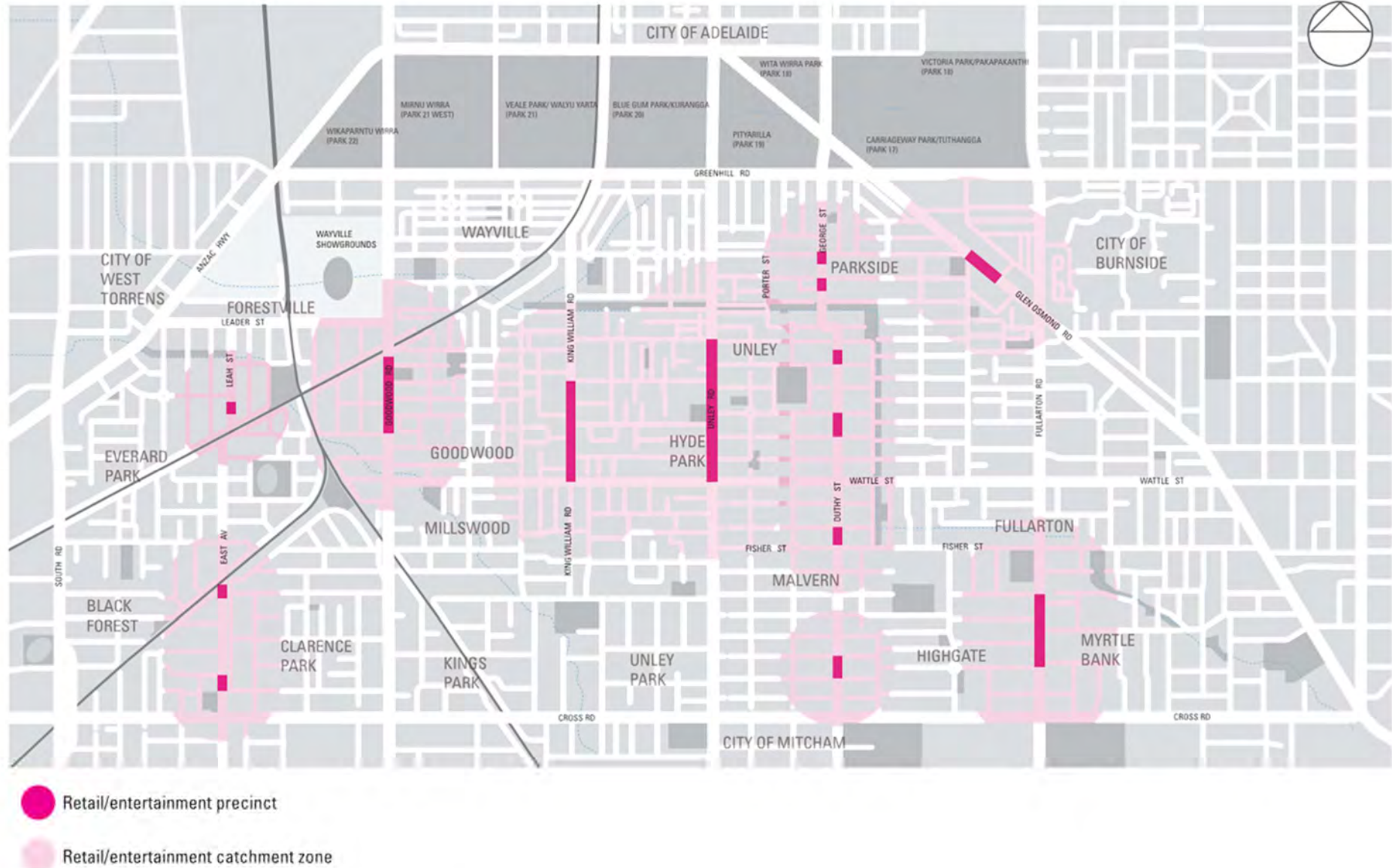
## Actions

- ▶ **4.1** Re-assess parking controls in key retail and entertainment precincts, extending the assessment to encompass nearby residential streets with the objective of aligning them effectively with the specific requirements of local businesses and customers. This alignment includes the provision of loading zones, accessible parking areas, bicycle parking facilities, and short- and medium-term parking options within a pedestrian-friendly proximity. Involve businesses in the assessment process to understand their parking requirements.
- ▶ **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, ensuring that enforcement aligns with the objectives of these areas.
- ▶ **4.4** Collaborate with private property owners 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 retail and entertainment precincts and corresponding arking walking pcatchments





## 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).

The parking reviews aim to:

- ▶ Enhance Kiss and Drop zones 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, aligning the timings of installed zones with the schools' start and end times
- ▶ Prevent illegal parking obstructing driveways
- ▶ Improve parking compliance through the measures listed above, combined with enforcement.

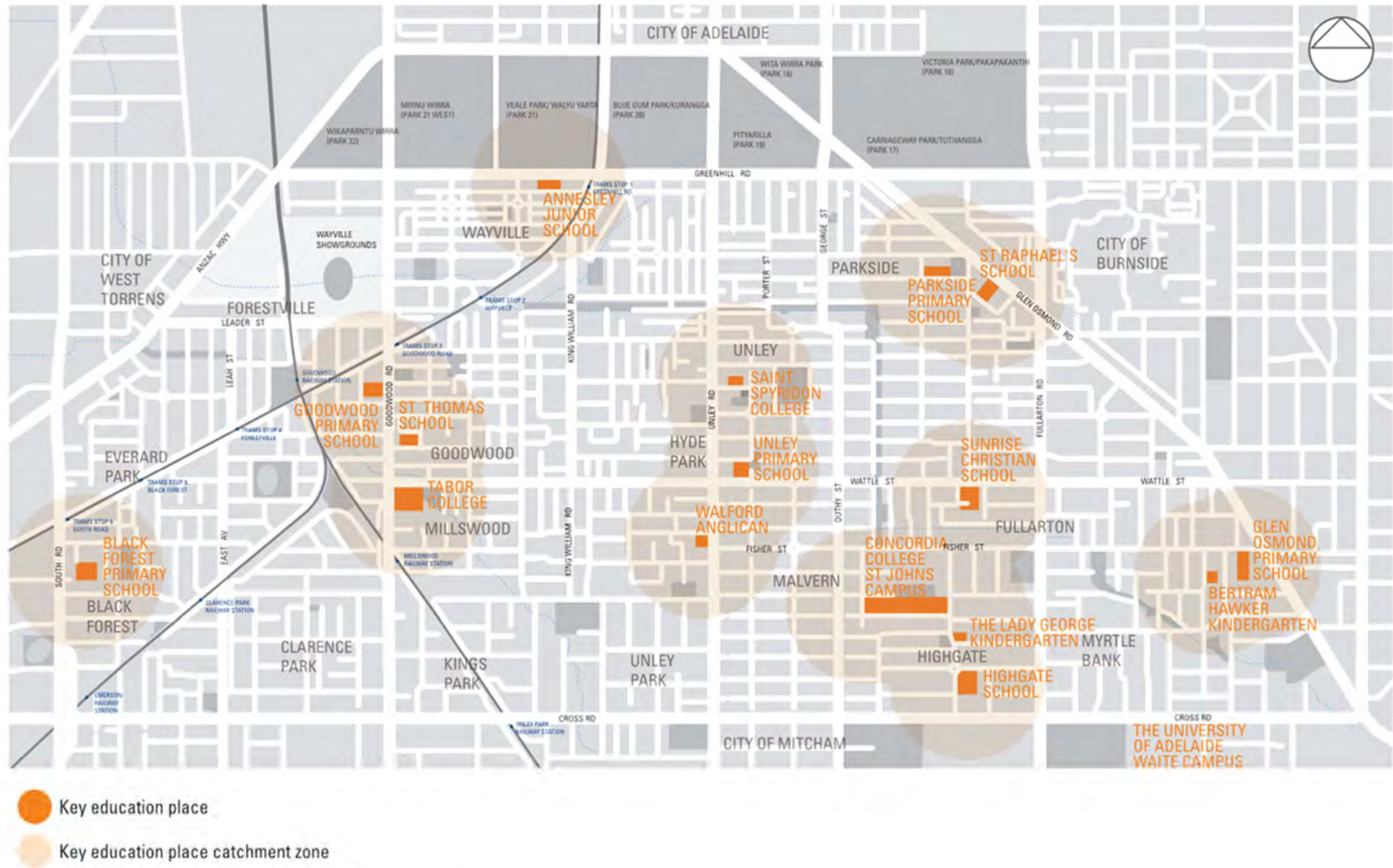
Alongside parking control assessments, the Council is creating information brochures for parents and caregivers of the school community, aiming to enhance parking behaviours.

#### Actions

- ▶ **5.1** Continue the evaluation of school parking in the Unley area, 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





## 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 Accessible 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.
- ▶ **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.

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.
- ▶ **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).
- ▶ Resident parking permits will not be issued on streets with no parking restrictions installed.
- ▶ 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 or Bicycle Lanes.
- ▶ 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
  - ▶ Time-limit controls are installed along the street.
- ▶ Resident Only Parking Permit zones will apply only between 6pm and 7am. During daytime hours the time-limit control along the street will apply.
- ▶ 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 are to be limited to:
  - ▶ Areas where time-limit parking controls are in effect, and
  - ▶ Streets with an average parking occupancy exceeding 50%.
- ▶ 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

- ▶ 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.
- ▶ As many as two permits can be issued to a 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.

- ▶ 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

- ▶ Residents in the designated event parking area will be issued with show exemption permits up to one week before the Show starts.
- ▶ Residents can seek a maximum two additional 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 60 days 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.







## DECISION REPORT

<b>REPORT TITLE:</b>	REFLECT RECONCILIATION ACTION PLAN
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	MATTHEW IVES, COORDINATOR CULTURAL DEVELOPMENT
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	1. DRAFT REFLECT RECONCILIATION ACTION PLAN

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### 1. **PURPOSE**

This report seeks Council's endorsement of the draft Reflect Reconciliation Action Plan (RAP), that will be submitted to and considered by Reconciliation Australia, prior to final endorsement by Council.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The draft Reflect Reconciliation Action Plan as set out in Attachment 1 to this Report (Item 4.2, Council Meeting 25/09/2023) be endorsed and submitted to Reconciliation Australia for consideration.
  3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Reflect Reconciliation Action Plan.
- 

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

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

### 4. **BACKGROUND**

Council has been active in acknowledging Aboriginal and Torres Strait Islander culture for the past 20 years. The City of Unley's Cultural Plan 2021-2026 includes a commitment and series of actions to work further with the Indigenous, and particularly Kaurna, communities.

The key objective is to build understanding and respect for Aboriginal and Torres Strait Islander culture.

An action of the Chief Executive Officer's Key Performance Indicators in 2021-22 was:

*Cultural Plan - Complete a series of discussions with appropriate Kaurna representatives and Reconciliation SA to scope priorities for future initiatives to strengthen and progress Unley's efforts in respectful Reconciliation.*

In June 2022 a report was presented to Council (Item 4.12, Council Meeting 27/06/2022) and the development of a Reconciliation Action Plan was endorsed to proceed (Resolution No. C0810/22 in part below) and subsequently included in Council's 2022/23 Annual Business Plan.

- 2. The proposed CEO Key Performance Indicators for 2022/23, developed by the CEO Performance Review Panel in consultation with all Elected Members and the CEO, as set out in Attachment 1 to this report (Item 4.10, Council Meeting 27/06/2022), be adopted.*

*Resolution No. C0810/22*

### RAP Framework

Reconciliation Australia is a not-for-profit agency leading the national action plan framework and provision of guiding principles towards reconciliation. Reconciliation Australia provides a range of support including training, information, and templates to guide organisations' initiatives.

A Reconciliation Action Plan (RAP) is an organisational commitment to embed purpose and principles and plan meaningful actions to progress reconciliation. Reconciliation Australia recommends a framework for organisations to develop RAPs based around the core pillars of Relationships, Respect, and Opportunity.

More than 1,100 corporate, government (at all levels) and not-for-profit organisations have made a formal commitment to reconciliation through the RAP framework.

There are four (4) types of Reconciliation Action Plans in the RAP Framework. Reconciliation Australia identifies these as:

- 1. Reflect: Scoping capacity for Reconciliation*
- 2. Innovate: Implementing Reconciliation initiatives*
- 3. Stretch RAP: Embedding Reconciliation*
- 4. Elevate RAP: Leadership in Reconciliation*

Working through the different types of RAPs allows organisations to continuously develop their reconciliation commitments. There is no obligation for any organisation to progress through all stages of RAPs, but organisations are encouraged to extend their planning to fulfill the intention of reconciliation, based on local application.



## Development of the Draft Reflect RAP

In line with the endorsed operating project in June 2022, the Administration sought and received advice from Reconciliation Australia to commence with the preparation of a Reflect RAP.

The draft Reflect Reconciliation Action Plan (2023-2025) has been developed in compliance with Reconciliation Australia's Framework.

The purpose of the City of Unley's Reflect RAP is to:

- Strengthen knowledge and understanding of Aboriginal and Torres Strait culture
- Commit to provide opportunities for Aboriginal and Torres Strait peoples including a diverse workplace
- Establish a RAP working group to develop and champion the project.
- Identify and establish partnerships to promote and acknowledge Aboriginal and Torres Strait culture
- Set key principles and protocols
- Establish and confirm annual actions.

It is intended that the Reflect RAP will be implemented over an 18-month period (November 2023 - May 2025).

The draft Reflect RAP follows the Reconciliation Australia standard template. There are 4 key themes in the template:

- Relationships
- Respect
- Opportunities
- Governance

Development of the draft Reflect RAP was initially undertaken by a staff working group from across the organisation based on:

- The feedback from the Reconciliation Action Plan survey with Elected Members, staff, and volunteers
- Research of other councils and similar organisations
- Meetings with the interim staff Reconciliation Working Group
- Feedback from Kaurna representatives
- Workshop held with Reconciliation SA for Council's Executive Management Team and members of the Reconciliation Working Group
- A briefing with Council on 5 June 2023 to seek feedback on the draft RAP.

The draft Reflect Reconciliation Action Plan was presented to Council with a report for consideration, Item 4.5, Council Meeting 26/06/2023, and it was resolved that:

1. *The report be received.*
2. *The draft Reflect Reconciliation Action Plan as set out in Attachment 1 to this Report (Item 4.5, Council Meeting 26/06/2023) be considered at a Workshop for Elected Members for further discussion.*
3. *Administration will provide additional information at this Workshop to assist the Elected Members' understanding of the Plan and its potential organisational and financial impact on the City of Unley.*
4. *Administration will seek feedback at this Workshop from Elected Members and use this opportunity to develop the draft Reconciliation Action Plan.*
5. *Administration will seek endorsement from Council of a draft Reconciliation Action Plan that includes Elected Members feedback.*
6. *The draft Reconciliation Action Plan be brought back to the 25 September 2023 Council Meeting.*

*Resolution No. C1074/23*

A subsequent workshop with Elected Members was held on 7 August 2023 to gain additional feedback on the Reflect RAP, following which the standard Reflect RAP template has been amended in line with feedback received (where possible). Key changes since the last report include further context and positioning to clarify Council's role in delivery of actions, and flexibility to enable Council options to further consider actions as appropriate.

## **5. DISCUSSION**

A Reflect RAP is a whole of organisation plan that is used to lay the foundation and prepare a workplace for future RAPs and reconciliation initiatives. For this reason, Reflect RAPs are predominately focused on internal operations of an organisation, and makes a formal commitment by an organisation to a wider reconciliation process. While Council's engagement and respect for Aboriginal and Torres Strait culture and people has increased over the years, the RAP Framework provides clear actions and deliverables to ensure the process has validation and rigour.

The draft Reflect RAP (Attachment 1) includes 13 main actions with 46 realistic deliverables under the 4 key themes. It outlines the deliverables which acknowledge the work that Council has already started, will maintain, and will continue to expand on. Many of the actions and deliverables have already been implemented or are in progress. Therefore, the RAP acknowledges and reflects the work that Council has been doing in this space over the past 20 years.

*Attachment 1*



These deliverables include:

- Developing closer relationships and networks with Aboriginal and Torres Strait Islander peoples
- Gaining a deeper awareness, understanding and celebration of Aboriginal and Torres Strait Islander culture
- Promotion of inclusivity and anti-discrimination through Council policies and procedures
- Exploring opportunities for greater participation in employment and procurement of Aboriginal and Torres Strait Islander peoples and review the Reflect RAP's success to scope the potential to develop a further RAP in the future.

### Next Steps

If endorsed by Council, the draft Reflect RAP will be submitted to Reconciliation Australia for feedback and approval. Once Reconciliation Australia have given conditional approval, the document will be designed professionally. The final document, with incorporation of input from Reconciliation Australia will be presented to Council for endorsement in December 2023.

The Reflect RAP implementation will be guided by a Reconciliation Working Group. The proposed Reconciliation Working Group will comprise two Elected Members, volunteers, staff, and Karna representatives.

## **6. POLICY IMPLICATIONS**

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

- Funding for the development of a Reflect RAP was originally allocated in the 2022/23 Business Plan.
- Further development and implementation will be undertaken within existing operational budgets of the 2023/ 24 Business Plan.

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

- The current public dialogue in consideration of the upcoming Referendum on the Voice to Parliament is topical and Council's deliberation of the draft Reflect RAP may result in community response. It is important to note the draft Reflect RAP is unrelated to the Referendum and does not advocate a Council position on this matter. As such, consideration will be given to the messaging depending on Council's decision.

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

- All of the actions and deliverables of the Reflect RAP can be incorporated in to the workplans of relevant staff and will not impact on other services. Any other resourcing of the Reflect RAP will be found within the operational budget of the 2023/24 Business Plan.

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

- Nil

#### **6.5 Social/Economic**

- The development of the Reflect RAP represents a contemporary cultural development process to deliver objectives associated with Council's 4 Year Delivery Plan and Cultural Plan 2021-2026.
- As the Reflect RAP is focussed on internal processes, community consultation is not required for the development of the document. However future consultation would be appropriate for future external facing RAPs.

### **7. ANALYSIS OF OPTIONS**

#### Option 1 –

1. The report be received.
2. The draft Reflect Reconciliation Action Plan as set out in Attachment 1 to this Report (Item 4.2, Council Meeting 25/09/2023) be endorsed and submitted to Reconciliation Australia for consideration.
3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Reflect Reconciliation Action Plan.

This option advances the draft Reflect Reconciliation Action Plan to the next stage of input and approval by Reconciliation Australia, confirming Council's commitment to the reconciliation journey of deeper respect, understanding and engagement of Aboriginal and Torres Strait Islander culture and peoples.

#### Option 2 –

1. The report be received.
2. Subject to the following amendments and/or additions, the draft Reflect Reconciliation Action Plan as set out in Attachment 1 to this Report (Item 4.2, Council Meeting 25/09/2023) be adopted and submitted to Reconciliation Australia for consideration.
  - *Amendments to be determined by Council*
  - *Etc*
3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Reflect Reconciliation Action Plan.



Should Council wish to amend the draft Reflect Reconciliation Action Plan, consideration should be given to the role of local government, potential financial impacts and constraints, project timeframes and requirements of Reconciliation Australia. Council will need to consider that all of the actions and some of the deliverables are a requirement of Reconciliation Australia as outlined in the template provided.

Option 3 –

1. The report be received.

This option would mean that the process of developing a Reflect Reconciliation Action Plan would cease and no further work would be undertaken on the development of a Reflect RAP for the City of Unley. This option presents a missed opportunity to formally acknowledge the work that Council has already completed in reconciliation. It would also not formalise an organisational approach or commitment to any future work and/or promotion as specified in Council's Culture Plan 2021-2026.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

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





# City of Unley Draft Reflect Reconciliation Action Plan March 2024- September 2025

Action	Deliverable	Timeline	Responsibility Lead
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	1.1 Maintain our existing stakeholder relationships and identify Aboriginal and Torres Strait Islander stakeholders and organisations within the City of Unley and sphere of influence.	March 2024	Cultural Development Coordinator supported by Reconciliation Working Group (RWG)
	1.2 Research and document best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	June 2024	Chair RWG
2. Build relationships through celebrating National Reconciliation Week (NRW).	2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff, Elected Members and volunteers.	May 2024	Cultural Development Coordinator
	2.2 RAP Working Group representatives to participate in an external NRW event including Reconciliation SA National Reconciliation Week Breakfast.	27 May- 3 June 2024/ 2025	RWG
	2.3 Encourage and support all staff and senior leaders to participate in at least one external (public) event to recognise and celebrate NRW.	27 May- 3 June 2024/ 2025	Chief Executive Officer (CEO)
	2.4 Deliver at least one National Reconciliation Week external (public) community event.	27 May- 3 June 2024/ 2025	Cultural Development Coordinator supported by Manager Community Connections and Manager Community and Cultural Centres
3. Promote reconciliation through our sphere of influence.	3.1 Communicate our commitment to reconciliation to all staff, Elected Members and volunteers.	March 2024 ongoing	Communications supported by Volunteer Coordinator
	3.2 Promote and display Council's Reconciliation Statement on Council's website and publicly in Council facilities.	May 2024	Manager Community and Cultural Centres
	3.3 Participate in networks, forums and activities at State and Local Government levels promoting reconciliation.	March 2024	CEO supported by Elected Members
	3.4 Investigate design for Council's electronic signatures based on artworks produced for Reconciliation Action Plan publication.	June 2024	Cultural Development Coordinator supported by Manager Business Systems and Solutions
	3.5 Maintain and identify new external stakeholders, including Reconciliation SA, that our organisation can engage with on our reconciliation journey as cultural representatives to educate and share both internally and externally to the organisation.	June 2024	RWG

	3.6 Identify like-minded organisations that have existing Reconciliation Action Plans we could approach to collaborate with on our reconciliation journey.	May 2024	RWG
	3.7 Promote the Reconciliation Action Plan internally and externally.	March 2024	RWG supported by CEO and Elected Members
	3.8 Celebrate and promote achievements and stories of the Reconciliation Action Plan actions and deliverables through Council internal and external communications.	June 2025	RWG supported by Communications
4. Promote positive race relations through anti-discrimination strategies.	4.1 Maintain and continually research best practice and policies in areas of race relations and anti-discrimination and share with the organisation.	September 2024	Office of the CEO supported by RWG
	4.2 Conduct a review of People and Culture policies and procedures to identify existing anti-discrimination provisions in accordance with legislation and current obligations.	September 2024	Manager People and Culture
	4.3 Ensure all new or updated policies are free of conscious and unconscious racism.	September 2024	Manager People and Culture

Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	5.1 Develop increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	April 2024	Cultural Development Coordinator
	5.2 Maintain, review and implement cultural learning needs within our organisation.	July 2024	Cultural Development Coordinator
	5.3 Maintain cultural awareness training for all staff, Elected Members and volunteers.	March 2024	Manager People and Culture supported by Cultural Development Coordinator and Volunteer Coordinator
	5.4 Explore cultural mapping and site identification in conjunction with Kurna representatives.	March 2024	Cultural Development Coordinator supported by Manager City Design
	5.5 Maintain membership of Reconciliation SA.	March 2024	General Manager City Services
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	6.1 Develop a deeper understanding of the Kurna people as the local Traditional Owners or Custodians of the lands and waters within within our organisation's operational area and its interconnection with areas beyond Unley.	March 2024 ongoing	Manager City Design/ Cultural Development Coordinator
	6.2 Increase the understanding of staff, Elected Members and volunteers of the purpose and significance of Acknowledgement of Country and Welcome to Country protocols and develop appropriate and accessible protocols for the organisation.	May 2024	RWG
	6.3 Maintain the Acknowledgment of Country on Council's printed and electronic collateral for Council meetings.	March 2024	Office of the CEO



	6.4 Include an Acknowledgement of Country and/ or Welcome to Country at significant internal and all external (public) events.	March 2024	General Manager City Services supported by the Office of the CEO and Elected Members
	6.5 Include a statement of protocols in Council's Events Toolkit as a guide for internal and external event organisers staging events in the City of Unley.	May 2024	Event Coordinator
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	7.1 Raise awareness and share information amongst our staff, Elected Members and volunteers about the meaning of NAIDOC Week.	June 2024/ 2025	Cultural Development Coordinator
	7.2 Introduce our staff, Elected Members and volunteers to NAIDOC Week by promoting external events in our local area.	June 2024/ 2025	Cultural Development Coordinator
	7.3 Support the Reconciliation Working Group to identify and attend an external (public) NAIDOC Week event.	June 2024/ 2025	CEO supported by Chair RWG

Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	8.1 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	May 2024	Manager People and Culture
	8.2 Explore and develop a case for Aboriginal and Torres Strait Islander employment within our organisation that may consider learning and/ or scholarship programs such as traineeships and apprenticeships.	September 2024	Cultural Development Coordinator supported by People and Culture
	8.3 Explore and support strategies to increase representation by Aboriginal and Torres Strait Islander peoples in Local Government.	September 2024	CEO
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	9.1 Investigate the adopted principles of procurement to include Aboriginal and Torres Strait Islander owned businesses.	August 2024	Principal Procurement & Contracts Advisor
	9.2 Investigate the feasibility of a Supply Nation membership.	August 2024	Principal Procurement & Contracts Advisor

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	10.1 Form a RWG to govern RAP implementation which includes representation from across the organisation.	April 2024	General Manager City Services
	10.2 Draft and establish the Terms of Reference for the Reconciliation Working Group.	April 2024	RWG
	10.3 Establish Aboriginal and Torres Strait Islander representation on the RWG.	April 2024	General Manager City Services
11. Provide appropriate support for effective implementation of RAP commitments.	11.1 Define resource needs for Reflect RAP.	April 2024	RWG
	11.2 Ensure RAP is a whole of organisation priority by engaging senior leaders in the delivery of RAP commitments.	April 2024	CEO
	11.3 Maintain a senior leader to champion our RAP internally.	April 2024	CEO
	11.4 Define appropriate systems and capability to track, measure and report on RAP commitments by supporting the RWG to monitor the deliverables and oversee the development of future planning and implementation.	April 2024	Cultural Development Coordinator
	11.5 Define resource needs for RAP implementation in the development of a future Innovate RAP.	May 2025	RWG

12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	12.1 Provide progress reports to all staff, Elected Members and volunteers via internal communications channels.	October 2024, April 2025, August 2025	RWG
	12.2 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September 2025	RWG
13. Continue our reconciliation journey by developing our next RAP.	13.1 Register via Reconciliation Australia's website to begin developing our Reconciliation Action Plan.	July 2025	Cultural Development Coordinator



## DECISION REPORT

<b>REPORT TITLE:</b>	CONSERVATION GRANTS POLICY REVIEW
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	GARY BRINKWORTH, MANAGER DEVELOPMENT & REGULATORY
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	1. REVISED CONSERVATION GRANTS POLICY

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### 1. **PURPOSE**

This report seeks Council's endorsement of the revised Conservation Grants Policy (the Policy).

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Conservation Grants Policy (set out as Attachment 1 to Item 4.3, Council Meeting 25/09/2023) be endorsed.
  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 Conservation Grants Policy.
- 

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

1. Community Living
  - 1.4 Our community is proud to be part of our City.
2. Environmental Stewardship
  - 2.1 Unley's urban forest is maintained and improved.
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 (every three years), after which they are presented to Council for consideration and endorsement.

The Conservation Grants Policy (the Policy) provides a framework for assessing grant applications for funding towards the preservation and maintenance of significant and regulated trees and identified heritage buildings. The purpose of the Conservation Grants Program is to maintain and conserve the valued features that contribute to the unique character of the City of Unley. A total of \$50,000 is provided in Council's annual operating budget for this purpose. The Conservation Grants are usually offered as a single annual round, however where the fund is not fully spent after the initial round and where demand exists, a secondary round has been supported by Council.

The Policy was last reviewed and endorsed in August 2021 as a result of the introduction of the Planning and Design Code under the *Planning, Development and Infrastructure Act 2016*. There was targeted community consultation undertaken in order to receive feedback from key stakeholders, both internal and external of Council, to inform the recommended amendments. This review informed the update to the Policy to remove references to the rescinded *Development Act 1993*, along with the inclusion of a weighting table to prioritise applications for the pruning of significant and regulated trees over the applications relating to heritage building works. These additional amendments were made as a result of the stakeholder feedback received during the consultation.

## 5. **DISCUSSION**

Since the last review of the Policy, feedback of the following matters has been received:

- The level of information required for tree applications perceived as too onerous and costly given the value of funding;
- The value of grant funding provided to applications considered too low given the increasing cost of works; and
- A preference for the ability to be able to consider applications for grants outside the advertised period.

With this feedback in mind, the following amendments are proposed:

- Removing the requirement to obtain a technical report from a qualified arborist for tree pruning applications;
- A statement to confirm that failure to provide all required information may result in an application not being considered, subject to review by the Manager Development and Regulatory Services, where it prevents a reasonable assessment of the application;
- Requiring a suitably qualified arborist to supervise the tree pruning;
- Increasing the funding for tree pruning from \$1,000 to \$3,000 (noting the requirement for matched funding is continued); and
- Providing delegation to the General Manager City Services to accept an application for funding under this Policy that has been submitted outside the advertised period where there are unique/urgent circumstances.



These changes are aimed to encourage an increase of applications to be lodged for the Conservation Grants Program in order to, of most relevance, support the preservation and maintenance of the heritage and character of the City of Unley on private land.

In the case of applications for tree pruning, Council will continue to engage a qualified arborist to review the applications and so will still be in a position to make an informed assessment of the based on the information provided. An increase in funding for tree pruning is also considered appropriate given that the cost of maintenance pruning can be substantial for large trees, noting that it will remain as a maximum of 50% of the cost of works. It is considered more appropriate that an applicant engages an arborist to supervise the tree pruning to ensure that it is undertaken in accordance with the approved pruning strategy and avoid detrimental impacts to the tree.

The proposed arrangement of allocating delegation to the Manager Development and Regulatory Services to assess the suitability of the information provided ensures that applications that display merit can still be considered, despite any absence of information in accordance with the Policy, particularly where it does not impact the ability to assess the application. The delegations to the General Manager City Services to consider an application outside of the advertised process, to respond to unique circumstances, provides Administration with the flexibility to offer funding to a worthy application that may require immediate consideration. This will still require Council endorsement for these situations prior to funding being allocated.

As part of the past review of the Policy in 2021, Council has already deliberated and decided against inclusion of the following matters:

- Whether funding should be means tested;
- Should the funding apply to significant and regulated trees only;
- If funding should apply to residential or non-residential Local and State Heritage places;
- Increasing the level of funding provided each year and broadening the types of buildings that could apply for grant under the Policy; and
- Consideration of whether the funding should be discontinued.

As such, these items have not been further considered for inclusion in this latest review.

## **6. POLICY IMPLICATIONS**

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

- There are no additional financial implications with the recommendation. All grants within the Policy are funded within Council's Operating Budget.
- There is annual funding available of \$50,000 for the Conservation Grants Policy for the 2023/24 financial year.

## **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 grants within the Policy are administered under current resourcing and do not require additional resources to deliver.

## **6.4 Climate/Environmental Impact**

- The Policy encourages applications for the maintenance of significant and regulated trees that provide benefits to the long-term retention of tree canopy and natural habitat for wildlife.

## **6.5 Social/Economic**

- The Policy supports merit-based funding towards applications that will seek to retain the unique character of Unley.

## **7. ANALYSIS OF OPTIONS**

### Option 1

1. The report be received.
2. The Conservation Grants Policy (set out as Attachment 1 to Item 4.3, Council Meeting 25/09/2023) be endorsed.
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 Conservation Grants Policy.

Option 1 provides recommended amendments to the Policy in response to the feedback that has been received since the previous review.

These amendments include:

- Removing the requirement to obtain a technical report from a qualified arborist for tree pruning applications;
- Noting that failure to provide all required information may result in an application to not be considered, subject to review by the Manager Development and Regulatory Services, where it prevents a reasonable assessment of the application;
- Requiring a suitably qualified arborist to supervise the tree pruning;
- Increasing the funding for tree pruning from \$1,000 to \$3,000; and
- Providing the delegations to the General Manager City Services to accept an application for funding under this Policy that has been submitted outside the advertised period where there are unique circumstances.

In endorsing this option there is no increased cost or resource impost on Council and the outcomes of these changes will mean a more responsive and effective process to encourage increased grant applications.

Option 2

1. The report be received.
2. The Conservation Grants Policy (version 8) (set out as Attachment 1 to Item 4.3, Council Meeting 25/09/2023) be endorsed with the following amendments:
  - 2.1 *[insert amendments as required]*
3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation process for the Reflect Reconciliation Action Plan

Option 2 provides the same inclusions as the recommended option, noting that Council may wish to request additional amendments to the Conservation Grants Policy. If this is the case, the amendments should be articulated as part of the resolution, with consideration given to the budget and governance efforts required to ensure transparency, efficient administration, and probity of funding.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services







## CONSERVATION GRANTS POLICY

<b>Policy Type:</b>	Council Policy
<b>Responsible Department:</b>	City Services
<b>Responsible Officer:</b>	Manager Development & Regulatory Services
<b>Related Policies and Procedures</b>	N/A
<b>Community Plan Link</b>	<i>Environmental Stewardship</i> 2.1 Unley's urban forest is maintained and improved.
<b>Date Adopted</b>	23 August 2004: C397
<b>Last review date</b>	23 August 2021: C0579/21
<b>Next review date</b>	August 2023
<b>Reference/Version Number</b>	COU0022: V8
<b>ECM Doc set I.D.</b>	2830313

### 1. PREAMBLE

- 1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.
- 1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, representative buildings within historic overlays and regulated and significant trees to ensure their protection.
- 1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.
- 1.4. The Council operates an annual budget and review of allocations for the State and Local Heritage Places, representative buildings as well as Regulated and Significant Trees Conservation Funds. The provision of subsidies in accordance with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

- 1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

## 2. SCOPE

- 2.1. The purpose of this policy is to provide a framework for the application and operation of a Conservation Grant program established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings and regulated or significant trees.
- 2.2. The Conservation Grants complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

## 3. POLICY PURPOSE/OBJECTIVES

- 3.1. The policy aims to:
  - support Council's vision, strategic plans and policies for preservation of the City's heritage places, representative buildings and regulated and significant trees;
  - encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;
  - encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe, sound and aesthetically pleasing condition;
  - complement other support initiatives;
  - provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

## 4. DEFINITIONS

- 4.1. **Regulated Tree** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.

- 4.2. **Significant Tree** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of three (3) metres or more – or, in the case of trees with multiple trunks, a total circumference of three (3) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level. Significant Trees that are identified as declared trees under Part 10 of the Planning and Design Code are also eligible for consideration under this policy.

- 4.3. **State Heritage Place** means State Heritage Places as identified in the State Heritage Overlay of the Planning and Design Code.



- 4.4. **Local Heritage Place** means Local Heritage Places as identified in Part 11 of the Planning and Design Code.
- 4.5. **Representative Building** means representative buildings as identified in the Historic Area Statements and Character Area Statements of the Planning and Design Code.
- 4.6. **Privately owned** means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.

## 5. POLICY STATEMENT

### 5.1. Eligibility

- 5.1.1. Conservation grants may be considered in relation to regulated trees, significant trees or state and local heritage places, or representative buildings.
- 5.1.2. A regulated tree, significant tree heritage place or representative building that is the subject of an application for conservation funding must be situated within the City of Unley.
- 5.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.
- 5.1.4. Where a tree is exempt from being classified as a significant or regulated tree under 3F (4)(a) of the *Planning, Development and Infrastructure (General) Regulations 2016* by virtue of the location of the tree being less than 10 metres from a dwelling or in-ground swimming pool, this Policy shall still apply.
- 5.1.5. Where development approval is required for works associated with a grant application, development approval must be obtained prior to the grant being approved by Council.
- 5.1.6. Properties that have previously received the maximum available funding will not be eligible to apply for funds for a period of:
  - 5.1.6.1. In the case of building work - five (5) years from the date that the maximum amount of funds has been received.
  - 5.1.6.2. In the case of regulated or significant tree pruning – three (3) years from the date that the maximum amount of funds has been received.
- 5.1.7. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.
- 5.1.8. Where other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.

### 5.2. What types of projects will be considered

- 5.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:
  - external structural repairs;
  - conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:

- (i) re-pointing or repair of stonework;
  - (ii) removal of non-original paint and/or plaster;
  - (iii) painting external timber elements;
  - (iv) salt damp treatment; and
- - repairs to or reinstatement of original front fencing based on historic or archival records or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place.
  - Pruning to a significant or regulated tree.

### 5.3. What the Grant Scheme does not cover

5.3.1. Applications for the following works will not be considered:

- buildings owned or leased by a Council or Government Agency;
- conservation work with a value of less than \$1,000;
- work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;
- routine maintenance such as termite treatment, pest control;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability of the building);
- side or rear boundary fencing (unless such fencing is specifically listed as part of a State or Local Heritage Place);
- the purchase of a building or site;
- construction of additions or outbuildings;
- relocation of a heritage building.

### 5.4. Information to be provided

#### 5.4.1. Heritage Place or Representative Building

- Detailed description of the work
- Site plan identifying the location of the work
- Detailed drawings or photos as necessary to clearly define the scope of work
- Relevant plans and specifications prepared by suitable person or company
- Photos of relevant part of building
- Methodology or specification notes to detail the materials and techniques to undertake the works
- Two written quotes from suitable persons or companies based on the agreed scope of works

#### 5.4.2. Regulated or Significant Tree

- Two quotes from tree pruners
- 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. All trees/places/items which are the subject of applications for conservation funds must be assessed by suitably qualified specialists in the relevant field, that is;

- (i) an arboriculturalist for a tree; or
- (ii) an architect/contractor specialising in building conservation for a building.

The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.

5.5.4. Conservation grants are available for up to 50% of the total cost of a single grant application:

- (i) of a regulated or significant tree up to a maximum amount of \$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](http://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		

## INFORMATION REPORT

<b>REPORT TITLE:</b>	ANIMAL MANAGEMENT PLAN YEAR 2 ACTIONS 2022/23
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	HELEN RYSZAWA, TEAM LEADER REGULATORY SERVICES
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	1. SUMMARY OF YEAR 2 ANIMAL MANAGEMENT PLAN ACTIONS

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### 1. **PURPOSE**

This report provides Council with an annual update on the progress of the actions under the Animal Management Plan 2021-26 (the Plan), endorsed by Council in April 2021.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

1. Community Living
  - 1.1 Our Community is active, healthy and feels safe.

### 4. **BACKGROUND**

The Plan was developed to guide the City of Unley's management of dogs and cats, as required by the *Dog and Cat Management Act 1995* (the Act). The annual report is provided by financial year to align with the reporting requirements of the Dog and Cat Management Board.

The City of Unley Animal Management Plan outlines Council's vision and mission for animal management as being:

#### ***Vision***

*"A City that encourages a culture of responsible pet ownership."*



## **Mission**

*“The City of Unley will work with the community to provide a harmonious environment for people and pets through leadership and education in animal management. All animals will be treated with respect and in a humane manner.”*

*“The Plan is structured according to eleven (11) priority areas. Each priority area has one or more objectives together with an action plan that details the new initiatives that Council will undertake over the five years to achieve the animal management goals and objectives.”*

The Plan was adopted by Council at its Meeting on 27 April 2021, Item 4.1, Resolution No. C0488/21, and covers the 5-year period from 1 July 2021 until 30 June 2026. The Plan identifies actions over the 5 years that Council will undertake to maintain and improve animal management in our community.

2. *The Animal Management Plan 2021-2026 as set out in the Attachment 1 to this report (Item 4.1, Council Meeting, 27/04/2021) be endorsed for presentation to the Dog and Cat Management Board subject to the following amendments:*
  - *Remove from page 32 of the Animal Management Plan “to consider a trial of dog on leash times at Unley Oval from 3.30pm to 5.30pm”.*
3. *The CEO be authorised to make minor editorial and formatting changes if required to finalise the Animal Management Plan 2021-2026 for presentation to the Dog and Cat Management Board.*

*Resolution No. C0001/21*

Actions for Year 2 of the Plan are summarised below:

<b>Year of Action</b>	<b>No of Actions</b>	<b>No of Actions Completed</b>
Year 1 Carried Forward	4	4
Year 1 and Ongoing	21	21
Annually	2	2
Year 2	10	10
Year 2 and Ongoing	1	1
As Required	1	1
<b>Total</b>	<b>39</b>	<b>39</b>

Commentary of actions are provided both in this report, and the attachment.

## 5. **DISCUSSION**

There are 39 actions across the priority areas due for completion in Year 2 of the Animal Management Plan. All actions required as part of Year 2 have been completed and commentary of these actions has been summarised in Attachment 1.

*Attachment 1*

### Highlights – Year 1 Carry Forwards and Actions Completed:

- **Dog Poo Fairy Campaign:** continues to be actively promoted encouraging dog owners to clean up after their dog in our parks and reserves. This was conducted in two locations during 2023, being Orphanage Park and Unley Oval, with patrols conducted by our General Inspectors, at which time a high compliance rate was observed. Feedback from inspectors was that dog owners were mostly friendly and responsible.
- **Education and Awareness:** A key focus of the Plan each year is on education targeting responsible dog ownership, dog registration, de-sexing and microchipping requirements, pet safety and cat management. This year the Council's website has been refreshed with improved information including links to videos produced by the Dog and Cat Management Board, and a dedicated responsible cat management page. Other actions have included social media posts, promotion of dog registration via Council's electronic message boards and banners and a magazine article in the Unley Life Magazine on effective control.
- **Cat Management:** A briefing to Council was provided in May 2023, presenting options relating to cat management and the creation of a by-law. As the Dog and Cat Management Act is under review, it was decided to delay implementing such a by-law until the outcomes of the review are known.
- **Standard Operating Procedures:** The initial review of SOP's relating to dog management issues has been undertaken with further improvements to workflows and information to continue over the coming year. A key focus has been on improving customer service and compliance guidelines to set expectations, improve consistency and better assist staff in making decisions regarding actions and enforcement.
- **Increased Compliance on main sporting ovals:** Scheduled compliance patrols of our parks and reserves including the Ovals are routinely conducted to identify any issues and take appropriate enforcement action including educating dog owners regarding responsibilities, effective control and picking up after your dog. High compliance rates have been observed by our inspectors.

- **Short-Term Holding Facilities:** Unley Council has entered into an agreement with a neighbouring council for short-term holding of dogs providing an alternative option to the facilities at the Animal Welfare League (AWL). This has been particularly beneficial this year due to capacity issues at the AWL impacting impounding services to Councils.

**6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Gary Brinkworth	Manager Development & Regulatory
Megan Berghuis	General Manager, City Services





**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

**PRIORITIES IN DETAIL**

**Priority areas contained in this Plan are:**

- ✓ Community education and compliance
- ✓ Dogs in public places
- ✓ Effective control
- ✓ Dog faeces
- ✓ Nuisance barking
- ✓ Wandering dogs
- ✓ Cat management
- ✓ Compulsory microchipping of dogs and cats
- ✓ Compulsory de-sexing of dogs and cats
- ✓ Compulsory dog registration
- ✓ Animal management team

**Each priority area includes:**

- ✓ Goal
- ✓ Actions
- ✓ Key performance measures.

These are a combination of qualitative and quantitative measures.

**MONITORING PROGRESS**

This Plan will be reviewed annually to track implementation and progress against the key performance measures.

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

**1. COMMUNITY EDUCATION AND COMPLIANCE**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
1	<p>Pet owners to gain a better understanding of their legal obligations and of responsible pet ownership.</p>	<p>Develop a targeted education program on the legal obligations of owning a dog and/or cat.</p> <p>This program could include online materials (e.g. interviews, videos, tips) and practical sessions on:</p> <ul style="list-style-type: none"> <li>» Legal responsibilities of pet ownership</li> <li>» Unpacking effective control</li> <li>» Importance of dog training and socialisation</li> <li>» Understanding your dog’s body language and capabilities</li> <li>» Managing nuisance barking.</li> </ul> <p>The practical sessions could include collaborating with professional dog trainers/behaviourists to give out advice around responsible dog ownership and control at popular locations i.e. Big 4 ovals.</p>	<p>Program developed and delivered over the life of this Plan.</p> <p>Greater compliance over the life of this Plan observed through a reduction in compliance for dog offences.</p>	<p>Year 1 &amp; Ongoing</p>	<p><b>Complete:</b> Council website content reviewed and refreshed to include relevant online materials.</p> <p>Social media, magazine articles and website content has been shared.</p> <p>Park and reserve patrols conducted including Ovals to advise and educate dog owners regarding responsibilities and effective control.</p> <p>Poo Fairy campaign undertaken at Orphanage Reserve and Unley Oval.</p>



**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
1		Develop a 'Welcome to Unley' pet owners kit for new dog owners. (New) » This kit could include: » Laws and responsibilities » List of parks and associated dog controls » Practical application of effective control.	Information kit prepared and accessible in electronic format. Greater awareness of legal responsibilities and compliance observed through a reduction in compliance for dog offences.	Year 2	<b>Complete:</b> Welcome kit in electronic format has been prepared.  Distribution to commence in October 2023.
2	Improve communication process and procedures.	Review and update Standard Operating Procedures for the management of dogs.	Review undertaken.  Procedures updated.	Year 1 carried forward	<b>Complete:</b> SOP's for Dog Wandering Seizure of Dog, Cat Trapping, Draft Destruction and Control Order, Dog Attack reviewed.
2	Improve communication process and procedures.	Review and improve communication processes and systems regarding dog and cat complaints and enquires.	Review completed and recommendations presented for consideration.  Improved customer service experience observed through customer satisfaction results.	Year 2	<b>Complete:</b> Council website information reviewed and refreshed.  Customer service guidelines prepared and implemented to improve customer service experience and consistency in our approach.

## ANIMAL MANAGEMENT PLAN 2021 – 2026

## PART B: PRIORITIES &amp; ACTIONS FOR DOGS &amp; CATS – ONGOING &amp; YEAR 2

## 2. DOGS IN PUBLIC PLACES

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
3	Consistent, clear information and signage for dog controls.	Update the 'Unley Parks and Playgrounds' map to include all parks/reserves/walking trails and amend any incorrect information.	Information updated and published online and in hard copy.  Increased community awareness of on-leash and off-leash areas in the Council area observed through a reduction in offences for dogs being off-leash.	Year 1 carried forward	<b>Complete:</b> Information updated and published on website. Printed format no longer supported.
3		Develop and implement a standard suite of signs for dog controls that are consistent across the City. (New)  The signage needs to be: » Simple, and easy to understand » Located in highly visible locations.	Signage suite developed and installed in parks/reserves.	Year 2	<b>Complete:</b> Dog related signage is installed in parks and reserves.  Ongoing signage will be audited to replace any missing, damaged or faded signs.  Multiple internal stakeholders required to consider any upgrades to signs.

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

4	Promote responsible pet ownership and control.	Promote the use of Marshmallow Dog Park in the South Parklands for community use. (New)	Promotional campaign conducted over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Information promoting the use of the park published on website.
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**3. EFFECTIVE CONTROL OF DOGS**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
6	Greater understanding of what effective control means.	<p>Develop an ongoing communication and education campaign on the practical application of effective control in dog exercise (off-leash) areas for dog owners.</p> <p>This could include guidelines or a code of conduct on responsible and respectful off-leash etiquette, and dog etiquette webinar series (partnering with a local vet and/ or dog trainer on key aspects of responsible dog ownership).</p>	Education campaign implemented over the life of this Plan.	Year 1 & Ongoing	<p><b>Complete:</b> Information updated and published on website.</p> <p>Park and reserve patrols conducted including Ovals to advise and educate dog owners regarding responsibilities and effective control.</p> <p>Education campaign included displaying information on responsible dog ownership, effective control, on leash requirements displayed on electronic sign</p>



**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					boards at Unley Oval and Goodwood Oval.
6		Promote the statutory requirement for dogs to be on-leash on all footpaths and shared use trails.	Promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<p><b>Complete:</b> Information updated and published on website regarding on leash requirements.</p> <p>Information on dog on-leash requirements displayed on electronic sign boards at Unley Oval and Goodwood Oval.</p>
7	Greater compliance among dog owners.	Increase compliance approach on main sporting ovals.	<p>Reduction in the number of complaints regarding lack of effective control.</p> <p>Feedback from patrols.</p>	Year 1 & Ongoing	<p><b>Complete:</b> Park and reserve patrols conducted including Ovals to advise and educate dog owners regarding responsibilities and effective control.</p> <p>High compliance rate observed, education provided to those not complying.</p> <p>Information on responsible dog</p>

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					ownership, effective control, on leash requirements displayed on electronic sign boards at Unley Oval and Goodwood Oval.
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**4 DOG FAECES**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
8	Promote and support responsible management of dog faeces.	<p>Continue the Dog Poo Fairy campaign or similar educational campaign to educate dog owners on their responsibilities.</p> <p>This could include promoting the campaign of 'picking up your poo or we'll get it on our shoe' via schools, library, community groups and community houses.</p>	Increased community awareness of legal responsibilities, with reduction in faeces being observed in public spaces.	Year 1 & Ongoing	<p><b>Complete</b></p> <p>Social media campaign undertaken.</p> <p>Dog Poo Fairy campaign signage displayed at Orphanage Park and Unley Oval.</p> <p>Park and reserve patrols conducted including Ovals to educate dog owners regarding responsibilities and effective control. High compliance rate observed.</p>

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					Information on responsible dog ownership including picking up after your dog displayed on electronic sign boards at Unley Oval and Goodwood Oval.
8		Investigate the provision of additional bins and poo bags along popular walking routes and at entry/exit of parks and reserves.	Investigation completed and recommendations presented for consideration.	Year 2	<b>Complete:</b> Feedback to be provided by Regulatory staff to relevant internal stakeholders responsible for asset and waste management.  Additional bins etc to be considered as assets are renewed.

**5. NUISANCE BARKING**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
9	Review operating procedures for dogs.	Review Standard Operating Procedure for barking dogs and noisy animals.	Review undertaken.	Year 2	<b>Complete:</b> Reviewed Barking Dog Nuisance Animal SOP with a



**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					view to implementing some improvements to workflows and information.
10	Support dog owners in the management of barking dogs	Actively promote the RSPCA Force-Free Trainers list as a resource for residents.	RSPCA Force-free list promoted to the community.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website.
10		Facilitate seminars/workshops on how to manage barking dogs.  These sessions could be undertaken in collaboration with a qualified dog behaviour trainer or animal behaviourist.	Conduct at least one seminar/ workshop per year.  Reduced issues and complaints relating to dogs barking.	Year 2	<b>Complete:</b> Targeted education is provided to complainants and dog owners around how to manage dog behaviour in a coordinated fashion.  Current focus is on education and awareness through our website, and barking dog information kit.

**6. WANDERING OR ROAMING DOGS**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
11	Find a permanent holding facility for dogs and cats.	Investigate options for a short-term holding facility (up to 72 hours) with neighbouring councils or other nearby operators.	Investigation undertaken and recommendations presented for consideration.	Year 2	<b>Complete:</b> Agreements in place for short-term holding of dogs and pound

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					<p>services for Dogs and Cats.</p> <p>LGA to investigate current capacity/rehoming issues for dogs and cats faced by SA Councils</p>
12	<p>Educate dog owners on the importance of secure premises and ramifications for owners should the dog be found wandering at large.</p>	<p>Develop a communication and education campaign to reduce the number of dogs escaping their yards and wandering at large.</p> <p>This could include an SMS alert to dog owners about events and/or conditions that may cause dogs to escape, eg fireworks and storms</p>	<p>Education campaign implemented over the life of this Plan.</p> <p>Reduction in the number of complaints received relating to dogs wandering at large.</p>	Year 1 carried forward	<p><b>Complete:</b> Commenced sending SMS messages sent out prior to firework events.</p>

**7. CAT MANAGEMENT**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
13	<p>Greater understanding of legal responsibilities for cats.</p>	<p>Develop an educational pack on responsible pet ownership. This could include topics such as: » Cats and wildlife » Mandatory de-sexing/ microchipping » Examples of cat confinement (cat condos, cat runs, spinning paddles on fence).</p>	<p>Information park developed.  Promoted over the life of this Plan.</p>	Year 2	<p><b>Complete:</b> Information on responsible cat ownership is promoted on Council's website – new dedicated Responsible Cat</p>

## ANIMAL MANAGEMENT PLAN 2021 – 2026

## PART B: PRIORITIES &amp; ACTIONS FOR DOGS &amp; CATS – ONGOING &amp; YEAR 2

					Ownership page implemented.
13		Continue to promote the state-wide statutory requirements for mandatory de-sexing and microchipping of cats.	Information disseminated over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website.
14	Determine future direction for cat management.	Investigate cat management approaches and by-laws in other local councils, in line with the Dog and Cat Management Board Review.  This may include their effectiveness, establishment, and ongoing costs.	Investigation conducted and recommendations presented for the consideration or not of a cat by-law.	Year 2	<b>Complete:</b> Cat management options presented to Council, waiting for outcomes of DCM Act before considering a by-law.
14		Incorporate any changes resulting from the DCMB advice regarding the AWL/RSPCA Cat Management Plan for South Australia.	Changes incorporated into practice.	As required	<b>Complete:</b> Participated in consultation with the Dog and Cat Management Board regarding amendments to the Dog and Cat Management Act.
14		Lobby the Local Government Association (LGA) to advocate the State Government for state-wide cat management.	Ongoing advocacy undertaken.	Year 1 & Ongoing	<b>Complete:</b> Participated in consultation with other Councils and the LGA regarding amendments to the Dog and Cat Management Act.

## 8. COMPULSORY MICROCHIPPING OF DOGS AND CATS



## ANIMAL MANAGEMENT PLAN 2021 – 2026

## PART B: PRIORITIES &amp; ACTIONS FOR DOGS &amp; CATS – ONGOING &amp; YEAR 2

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
15	Support compliance of mandatory microchipping of dogs and cats.	Continue to promote the Dog and Cat Management Board's information on compulsory microchipping for dogs and cats.	Promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's Website.
15		Reintroduce a microchipping voucher system to provide residents with an accessible service all year round.	Increase percentage of microchipped dogs and cats over the life of this Plan.	Year 2 & ongoing	<b>Complete:</b> Discount microchipping available via Chipblitz which is promoted on Council's Website.  Benefits of offering further discounts not considered necessary due to low numbers of un-microchipped dogs and cats in Unley and legal requirements for dogs and cats to be microchipped by 3 months of age.
16	Promote the benefits of microchipping.	Continue to promote the benefits of microchipping and the implications of having an un-microchipped dog or cat.	Promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's Website.
16	Discount in fees and charges.	Continue to provide a discount off the registration fee for dogs that have been desexed and microchipped.	Increase percentage of microchipped dogs over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Discount fees are offered annually.

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					Fees are included in Council's Fees and Charges.
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**9. COMPULSORY DE-SEXING OF DOGS AND CATS**

<b>NO.</b>	<b>GOAL</b>	<b>ACTIONS</b>	<b>KEY PERFORMANCE MEASURES</b>	<b>WHEN</b>	<b>STATUS</b>
17	Support de-sexing of dogs and cats.	Continue to promote the Dog and Cat Management Board's information about mandatory de-sexing of dogs and cats.	Promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website.  Included in promotional materials displayed on electronic signboard at Unley and Goodwood Ovals.
17		Continue to review DACO database to identify un-desexed dogs and cats for follow up.	Increase percentage of de-sexed dogs and cats over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Reviewed annually as part of the registration renewal process.  Administration follow up by phone call.  General Inspectors follow up on site.
17		Continue to promote low-cost de-sexing programs for dogs and cats.	Promotional campaign implemented over the life of this Plan.	Yer 1 & Ongoing	<b>Complete:</b> Council website links to Dog and

**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

					Cat Management Board website and discount desexing information.
17		Continue to provide a discount off the registration fee for desexed and microchipped dogs.	Increase percentage of de-sexed dogs over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Discount fees are offered annually. Fees are included in Council's Fees and Charges.

**10. COMPULSORY DOG REGISTRATION**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
18	Maximise dog registrations.	Review DACO database annually to identify unregistered and un-microchipped dogs and follow up.	Number of dog registrations and microchipping uptakes.  Increase in dog registrations over the life of this Plan.	Annually	<b>Complete:</b> Reviewed annually as part of the registration renewal process.  Administration follow up by phone call.  General Inspectors follow up on site.
18	Maximise dog registrations.	Investigate a door knock campaign to follow up on unregistered, un-microchipped and un-desexed dogs across the City of Unley.	Investigation undertaken and recommendations presented for consideration.	Year 1 carried forward	<b>Complete:</b> Administration follow up by phone call.  General Inspectors



**ANIMAL MANAGEMENT PLAN 2021 – 2026**

**PART B: PRIORITIES & ACTIONS FOR DOGS & CATS – ONGOING & YEAR 2**

19		Continue to review dog registration concessions and discounts annually.	Review undertaken annually.	Annually	follow up on site. <b>Complete:</b> Discount fees are offered annually. Fees are included in Council's Fees and Charges.
20	Promote responsible dog ownership.	Continue to promote the benefits of dog registration and the implications of having an unregistered dog.	Ongoing promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website, social media posts and magazine articles.
20		Continue to promote the Dog and Cat Management Board's information about Dogs and Cats Online (DACO) registration system.	Promotional campaign implemented over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website, social media posts and magazine articles.

**11. ANIMAL MANAGEMENT TEAM**

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
22	Improve work practices and procedures	Review all Standard Operating Procedures over the life of this Plan.	Review undertaken during the life of this Plan.	Year 2	<b>Complete:</b> SOP's reviewed to date include Dog Wandering Seizure of Dog, Cat Trapping, Draft Destruction and Control Order, Dog Attack.

## ANIMAL MANAGEMENT PLAN 2021 – 2026

## PART B: PRIORITIES &amp; ACTIONS FOR DOGS &amp; CATS – ONGOING &amp; YEAR 2

## 12. OTHER ANIMALS

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	STATUS
23	Greater public awareness of bee keeping requirements.	Promote existing guidelines for beekeeping in residential backyards developed by licenced apiarist organisations.	Guidelines promoted to community.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website with links to PIRSA for bee keeping requirements.
23		Promote City of Unley hosted bee hives at Unley Community Centre as a positive example of good bee keeping.		Year 1 & Ongoing	<b>Complete:</b> Promoted at the Community Centre.
23		Widely promote the legal requirements to register beehives with PIRSA.	Promotional campaign over the life of this Plan.	Year 1 & Ongoing	<b>Complete:</b> Promoted on Council's website with links to PIRSA for bee keeping requirements.

## DECISION REPORT

<b>REPORT TITLE:</b>	FUNDING EXTENSION - COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	MANDY SMITH, MANAGER COMMUNITY CONNECTIONS
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	NIL

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### 1. **PURPOSE**

This report seeks Council endorsement to accept a 12-month funding extension from the Commonwealth Government to continue the delivery of Council's current Commonwealth Home Support Program (CHSP) until June 2025.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. Council accepts a 12-month funding extension from the Commonwealth Government to continue the delivery of Council's current Commonwealth Home Support Service Program (CHSP) until June 2025.
- 

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

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

### 4. **BACKGROUND**

Council has a long history of and commitment to providing quality aged care services for residents aged 65+ years to assist them to live independently in their own homes and community, funded through the Commonwealth Government's Community Home Support Program (CHSP). Currently these services support approximately 1,000 residents each year and are delivered by a team of 7.2FTE staff and approximately 40 volunteers.



CHSP provides entry-level support to assist older people aged 65 years or over and aims to maximise their independence. Services may be short-term, intermittent, or ongoing; focus on activities that support independence and social connection and consider each person's individual goals and choices.

As part of the CHSP, Council is currently funded to provide eligible residents with:

- Domestic assistance including cleaning, household chores, which includes linen services and unaccompanied shopping (delivered to the home).
- Flexible respite to allow carers to take a break from their usual caring responsibilities.
- Home maintenance and modification to improve home safety.
- Social support activities provided either in a group or individual setting to respond to issues of social isolation.
- Community car transport to medical and allied health appointments.

To access CHSP services, residents contact *My Aged Care* (MAC) who determine eligibility and the type of service/s they require. Residents are then referred to a Regional Assessor, employed by the Commonwealth, who will complete an assessment and either issue residents with a referral code or refer them to a service provider, like the City of Unley. Residents cannot book services with Council directly; however Council staff actively assist residents to navigate and access the assessment and referral process.

Council currently has an annual \$1.1M funding agreement with the Commonwealth to provide CHSP services until June 2024.

A recent Government announcement advised that existing CHSP agreements will be extended until June 2025, to enable the effective roll-out of the Commonwealth's Age Care Reform. Subsequently, Council has been advised that our current funding agreement will be extended to June 2025, under the same arrangements and funding amount, with the increases in line with the consumer price index (CPI) and additional funding in line with the increase in award wages for aged care workers. Noting that while Council staff are not under this award, many of the contractors engaged to deliver services are.

On the 5 June 2023, a briefing was held for Elected Members to discuss the offer of the funding extension and future implications of the Age Care Reform.

## 5. **DISCUSSION**

The Age Care Reform is due to come into effect on 1 July 2025 and is likely to result in one single aged care system, called the “Support at home Program”. This will replace the existing four systems (CHSP, Home Care Packages, Short-term Restorative Care/ Respite Program and Living and Residential Care).

While the details of this system are still being developed, there are indications are that the funding Council currently receives for aged care services is unlikely to continue to be distributed as a grant. Rather, a more open, competitive, fee for service system will be implemented. This may mean that post 2025, Council’s current service is no longer financially viable in the current format. At that point, the Council will need to reconsider its role in providing aged care services and deliberate what, if any, of the existing services, should continue post the implementation of the reform.

In the first instance, Council has been informed that they will be granted a funding extension until June 2025, and we are awaiting the renewed service agreement. This extension enables services to continue with no disruption for clients until the new Support at Home model is implemented.

Alternatively, Council could explore an early exit from delivering CHSP, noting that our current funding agreement is until June 2024. If Council chooses to exit early, the funding agreement requires Council to:

- Provide 6 months’ notice.
- Communicate the decision with existing residents accessing these services.
- Transition all of our clients to alternative providers.

Over the last few years, several other councils have decided to exit from the provision of aged care services early for a variety of reasons including low client numbers, insecurity of long-term funding, workforce issues (inability to attract and retain appropriately qualified staff), and the workload associated with meeting the aged care standards and audit requirements. To date these issues have not impacted the City of Unley, and we have maintained stable staffing, client, and volunteer numbers.

In the cases where a council has exited CHSP early, they have been required to transition clients to alternative providers. The transition of clients has generally taken councils between 6 to 24 months.

Given that the details of the Commonwealth’s new Support at Home Program are still largely unknown, it is recommended to accept the funding extension, enabling eligible residents to continue to receive CHSP services from Council with no interruption.

An options paper will be presented to Council once the details of the new program are released by the Commonwealth.

## **6. POLICY IMPLICATIONS**

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

- Council currently receives \$1,054,424 per annum for the delivery of CHSP services.
- An additional \$150,000 of Council funding supports this program via the employment of a Team Leader, and for continuous improvement activities. This amount is in the endorsed operating budget and does not account for additional in-kind overheads such as office space and corporate support services.
- If endorsed, the amount received from the Commonwealth for the 2024-25 financial year will be \$1,054,424 plus CPI and an additional increase in line with the award wages for aged care workers, noting this award does not apply to City of Unley employees.

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

- Risk Management plans are in place for the CHSP services, along with ensuring that all services meet the Aged Care Quality Standards to ensure that services are safe and appropriate to client needs.
- Future changes (post June 2025) to Council's delivery of aged care services as part of the Aged Care Reform may present some reputational risks to Council in the form of client dissatisfaction with transition of services. To mitigate this risk, regular communication with clients occurs to ensure that they are aware that services are provided with Commonwealth funding. Once details of future changes as part of the Age Care Reform are known, a communication plan will be developed so that impacted residents are aware of the changes and any impact to the services they are currently provided.

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

- The continued delivery of CHSP services can be accommodated within existing staff resources and workplans. Noting that the funding for staff costs is accommodated within the grant funding received from the Commonwealth. Should Council agree to this funding extension, staff will be offered new employment contracts in line with the funding agreement.

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

- All CHSP programs are delivered in line with Council's environmental sustainability policy. This includes social activities using a three-bin waste management system, use of compostable packaging and plastic straws.

### **6.5 Social/Economic**

- Council's CHSP program caters to the specific needs of older people and supports them to live independently within their own homes and community.



- The program addresses issues of social isolation and loneliness and connects people to others in their community to increase social support networks in our area.
- Where possible local businesses and caterers are used for social programs and activities.

## 7. **ANALYSIS OF OPTIONS**

### Option 1

1. The report be received.
2. Council accepts a 12-month funding extension from the Commonwealth Government to continue the delivery of Council's current Commonwealth Home Support Service Program (CHSP) until June 2025.

Acceptance of the CHSP funding extension will see the continuation of Council's highly valued CHSP service in its current form until June 2025. Continuing Council's support to eligible older residents to live independently within their own home and to stay connected to others in their community.

This option will result in no change of service for approximately 1,000 residents receiving these services, and to the 30 dedicated volunteer staff who support them, for an additional 12 months. This enables Council to consider the changes that will result from the Age Care Reform once the details are released and make an informed decision about Council's future service provision when available options are known.

### Option 2 –

1. The report be received.
2. Council declines the 12-month funding extension from the Commonwealth Government to continue the delivery of Council's current Commonwealth Home Support Service Program (CHSP) until June 2025.

In declining the offer of a 12-month funding extension, Council is required to commence sourcing alternative providers to deliver services to existing residents receiving services and transition these residents to the alternative services.

This is likely to take some time and given that associated staff currently have contracts until July 2024, there is a risk they will seek alternative employment, prior to the completion of the transition. As part of the Age Care Reform, it is likely that residents receiving CHSP services will need to once again transition to a new model post June 2025, placing them in a prolonged period of service disruption.

It is anticipated that there will be dissatisfaction from residents currently receiving services and the volunteers associated with the CHSP, and an early exit from CHSP presents a reputational risk.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services

## DECISION REPORT

<b>REPORT TITLE:</b>	DEVELOPMENT OF A NEW COMMUNITY PLAN
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	MANDY SMITH, MANAGER COMMUNITY CONNECTIONS
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. COMMUNITY PLAN APPROACH

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### 1. **PURPOSE**

The report seeks Council's endorsement of the approach for the development of a new Community Plan.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The approach for the development of a new Community Plan, as outlined in this report, be endorsed.
- 

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

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

### 4. **BACKGROUND**

At its Meeting held on 26 June 2023, Item 4.8, Resolution No. C1077/23, Council endorsed the Chief Executive Officer's Key Performance Indicators (KPIs) which included the action to:

*'Develop the framework and method for developing a new Community Plan in 2024/25'*

With the agreed milestone being:

*'Framework and method developed and presented to Council for endorsement, for inclusion in the 2024/25 Annual Budget and Business Plan (December 2023)'*



Refer Item 4.8, Council Meeting 26/06/2023 (in part) that:

2. *The proposed CEO Key Performance Indicators for 2023/24, developed by the CEO Performance Review Panel in consultation with all Elected Members and the CEO, as set out in Attachment 1 to this report (Item 4.8, Council Meeting 26/06/2023), be adopted.*

*Resolution No. C1077/23*

The Community Plan is the key strategic document that sets out the priorities that guide Council's decisions about investments, services and projects delivered. It is common practice for councils to have a Strategic Management/ Community Plan that lays out the vision of council and the strategic objectives aligned to that vision. A *Master Plan* sits underneath a Strategic Management/Community Plan and pertains to the physical development of a community. The Master Plan provides a framework for future growth, land use, public infrastructure and building projects. Commencing the development of a City Master Plan is also contained with the Chief Executive officers KPIs for 2023/24.

Pursuant to Section 122 of the *Local Government Act 1999* (the Act), Council must prepare Plans that are collectively called 'Strategic Management Plans' for the management of its area. The Act (section 122 – 6) states that Council must adopt a process or processes to ensure that members of the public are given reasonable opportunity to be involved in the development and review of its strategic management plans.

Council's current Community Plan 2033 titled 'A Community of Possibilities' was developed in 2013 and last reviewed in 2016. Accompanying the Community Plan is the Four-Year Delivery Plan 2021-2025, which outlines the City of Unley's priorities and strategies that meets the vision, aspirations and goals set out in the Community Plan.

The Community Plan and Four-Year Delivery Plan are supported by Council strategies and policies, delivered through the Annual Business Plan, budget and Long-Term Financial Plan.

Much has occurred since the development of the current Community Plan in 2013, and it is timely to develop a new Community Plan to respond to changing community demographics and needs.

On 18 September 2023, a briefing was held for Elected Members to discuss and seek input into the approach for preparing a new Community Plan. This approach is now presented to Council for consideration.

## **5. DISCUSSION**

It is proposed that a new Community Plan is developed, that will outline the vision, principles, key themes, and strategic priorities in delivering Council services and projects that are aligned to what the community values and needs. The new Community Plan will be built on the aspirations, needs, expectations and values of the community and consider the challenges and opportunities posed by social, economic, and environmental factors now and in the future.

A 20-year Plan, is recommended that is reviewed and updated at least every ten years, considering the accelerating rate of change in the community and to ensure flexibility to adapt to shifts in community composition and needs.

The recommended approach for the development of the new plan includes:

- Active input and involvement from Elected Members, ensuring maximum ownership and opportunities for Council to set the direction.
- Research and analysis of community profile data and emerging trends, (including an information session on research results for Elected Members)
- Genuine community and stakeholder engagement, as detailed below, in line with Council's recently endorsed Communication and Engagement Strategy 2023-27.
- Analysis of data from recent community engagement processes, acknowledging many community members have already provided their views and outlined their priorities on a range of issues through their participation in Council consultations.
- Consideration of national and state plans, including the 30-year Plan for Greater Adelaide.

The diagram provided (Attachment 1) outlines the key phases of the plan development based on this approach.

*Attachment 1*

### Community Engagement

A comprehensive community engagement process will be undertaken as part of the development of the Community Plan. The proposed community engagement method seeks to obtain input from a wide variety of stakeholders via a range of channels, providing multiple opportunities for diverse members of the community to participate. This includes utilising existing community engagement structures and processes such as Unley Connect, phone surveys, in situ engagement at local Council and community events and facilities, focus groups and engaging with Council's Active Ageing Alliance, Living Young Reference Group, and Business and Economic Advisory Committee.

Community input will be sought in 3 stages:

- Stage 1 – Community aspirations and priorities
- Stage 2 – Testing vision, key themes, and priorities
- Stage 3 – Collecting feedback on the draft Plan

## **6. POLICY IMPLICATIONS**

Section 122 of the *Local Government Act 1999* (the Act), Council must prepare a Strategic Management Plans.

The Act (section 122 – 6) states that Council must adopt a process or processes to ensure that members of the public are given reasonable opportunity to be involved in the development and review of its strategic management plans.

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

- A budget of approximately \$30,000 is required for research and community engagement required as part of the development of a new Community Plan. Following endorsement of the approach for the development of the new Community Plan, quotes will be obtained and if required, additional funding sought through the Budget Review process.

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

- Large-scale community engagement presents the risk of raising community expectations. A Communication and Engagement Plan will be developed to ensure clear messages to the community, including information on how community input will be used. Those participating in the engagement will be kept informed of how their input has been used and given further opportunities to comment on the draft Plan.

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

- It is proposed that the project is managed internally, within existing operational budget. Noting that as per 6.1 should additional funds be required for research and community engagement, this will be considered as part of the budget review process.

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

- The community engagement activities and events undertaken as part of the development of this Plan will meet Council's requirements, including a three-bin waste management system, use of compostable packaging for catering, be plastic straw free and participants will be encouraged to cycle, walk or take public transport.
- The new Community Plan additionally provides the opportunity to update Council's current Community Plan objective on '*Greening, our path to a sustainable City*', which currently does not recognise the work and commitment Council has made in relation to the Climate Change policy, carbon neutral commitment or the open space fund.

#### **6.5 Social/Economic**

- The Community Plan will outline how we will work in partnership with the community, including residents, local businesses and community groups in achieving our collective long-term goals. It guides Council's work with the community to create a future that meets the vision, aspirations and goals set out in the Plan.



**7. ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The approach for the development of a new Community Plan, as outlined in this report, be endorsed.

The development of the Plan as outlined will represent a thorough approach to strategic planning. Central to the preparation of the Community Plan is understanding community aspirations, views, and priorities. The Plan will be a culmination of an extensive process of evidence collection, analysis of emerging trends, wide scale community engagement and feedback from Elected Members.

Using this approach to the development of the Community Plan will take approximately 12-18 months to deliver.

Option 2 –

1. The report be received
2. Subject to the following amendments and or additions, the approach as set out in this report be endorsed:
  - *Amendments to be determined by Council*
  - *Etc*

Should Council wish to amend the approach to the development of the new Community Plan, considerations should be given to potential financial and resource impacts, and project timelines.

Option 3 –

1. The report be received.

This option would mean that the proposed approach for the development of the Community Plan would cease, and no further work be undertaken on a new Community Plan. The Current Community Plan, developed in 2013 would remain in place and not be updated.

**8. RECOMMENDED OPTION**

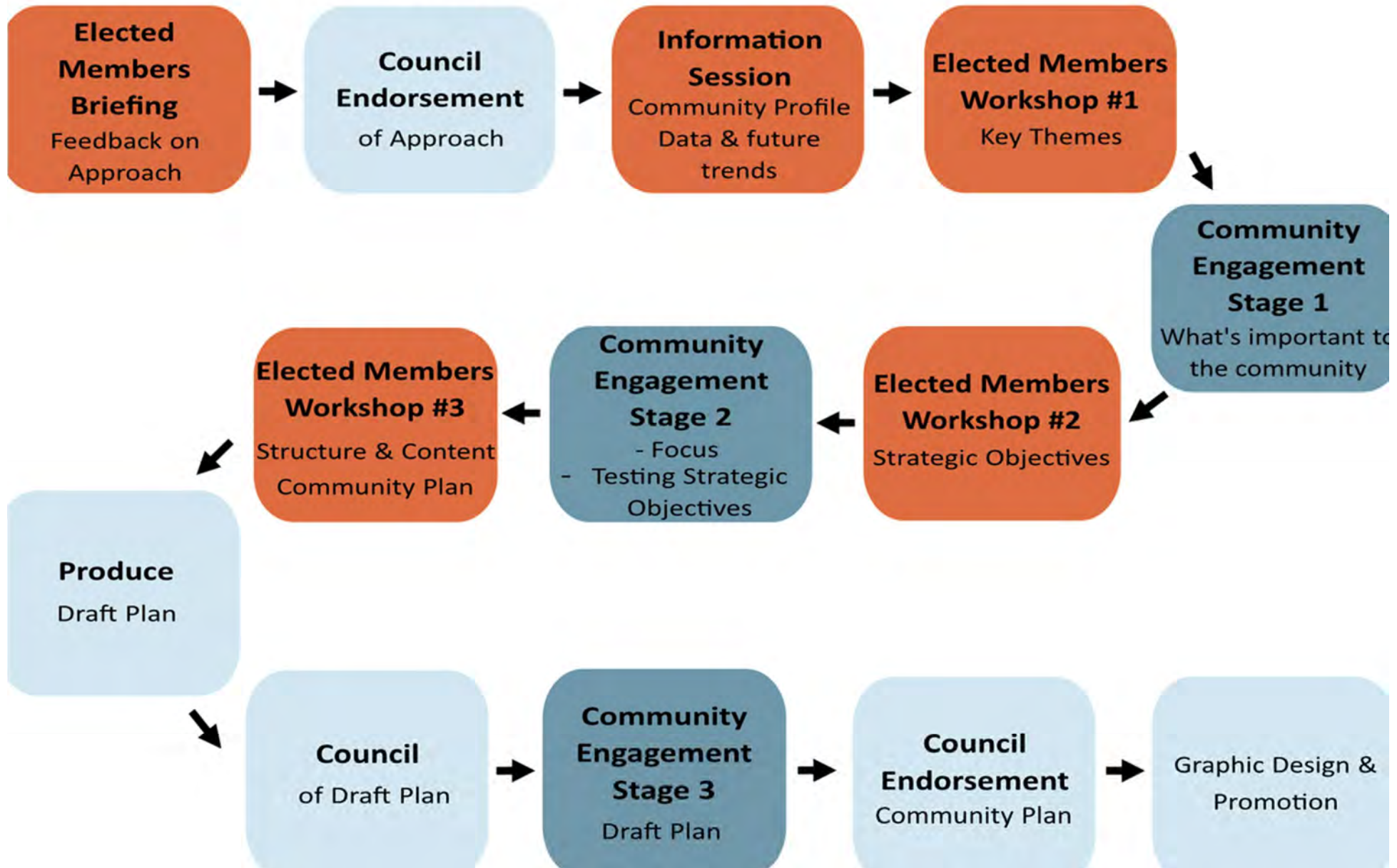
Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	Acting Chief Executive Officer



## Attachment 1: Community Plan Approach





## INFORMATION REPORT

<b>REPORT TITLE:</b>	VARIATION TO OPERATING HOURS FOR DECEMBER 2023 - JANUARY 2024
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>AUTHOR:</b>	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO AND MAYOR
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	NIL

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### 1. **PURPOSE**

This report provides information to Council regarding changes to normal operating hours at the Civic Centre, Libraries, Swimming Centre, Community Centres, Museum and Depot, during December 2023 and January 2024.

In a number of instances, changes to the hours of operation will be used to undertake maintenance work at various Council facilities.

### 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. **DISCUSSION**

Over the December 2023 and January 2024 months there will be variations to operating hours across various Council services including the Civic Centre, Depot Operations, Libraries, Community Centres and Museum. In some instances, facilities will be closed or have early closure times.

The operating hours at council facilities/services will be varied as follows:

<b>Centre</b>	<b>Closure</b>	<b>Resume</b>
<b>Civic Centre and Depot</b>	5pm Friday 22 December 2023	8.30am Tuesday 2 January 2024
<b>Goodwood Library</b>	1pm Saturday 23 December 2023	10am Tuesday 2 January 2024
<b>Goodwood Toy Library</b>	1pm Saturday 23 December 2023	11am Thursday 4 January 2024
<b>Unley Library</b>	5pm Sunday 24 December 2023	10am Wednesday 27 December 2023  10am-6pm Thursday 28 December 2023 <i>(reduced from 8pm closure)</i>
	5pm Sunday 31 December 2023	10am Tuesday 2 January 2024
<b>Unley Toy Library</b>	3pm Saturday 23 December 2023	10.30am Tuesday 2 January 2024
<b>Fullarton Park Reader's Lounge</b>	Tuesday 12 December 2023	Tuesday 6 February 2024
<b>Unley Museum</b>	6pm Thursday 21 December 2023	10am Monday 8 January 2024
<b>Unley Swim Centre</b>	Closed Monday 25 December 2023	9am-6pm Sunday 24 December 2023  10am-6pm Tuesday 26 December 2023  6am-8pm Wednesday 27 to Friday 29 December 2023  6am-6pm Saturday 30 December 2023  9am-6pm Sunday 31 December 2023  10am-6pm Monday 1 January 2024  From Tuesday 2 January 2024 normal hours
<b>Goodwood Community Centre</b>	12pm Friday 22 December 2023	Monday 8 January 2024
<b>Unley Community Centre</b>	12pm Friday 22 December 2023	Monday 8 January 2024
<b>Unley Community Centre Meal Service</b>	Last service Tuesday 19 December 2023	Monday 15 January 2024
<b>Clarence Park Community Centre</b>	12pm Friday 22 December 2023	Monday 8 January 2024
<b>Fullarton Park Community Centre</b>	12pm Friday 22 December 2023	Wednesday 17 January 2024

The community will be advised of the various closures through notification at all affected locations, Council's website, and other engagement mechanisms.

Phone calls will be answered by Council's after-hours service.

**5. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mark Labaz	Manager Governance



## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.8  
**DATE OF MEETING:** 25 SEPTEMBER 2023  
**AUTHOR:** LARA GREGORY, EXECUTIVE ASSISTANT  
TO THE CEO AND MAYOR  
**DIVISION:** OFFICE OF THE CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION REPORT

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### 1. PURPOSE

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

### 2. RECOMMENDATION

That:

1. The report be noted.
-



COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/10/22	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: INVESTIGATE OPTIONS FOR HARD TO RECYCLE MATERIAL INCLUDING MEDICATION BLISTER PACKS</b></p> <p>1. Administration investigate options for recycling hard to recycle materials by:</p> <p>a. considering the results of the RecycleSmart scheme currently being trialled by the City of West Torrens and the merits of adopting this program;</p> <p>b. exploring options for recycling medication plastic foil blister packs and other significant hard to recycle items not covered by the RecycleSmart scheme; and</p> <p>c. that a report be presented to Council for its consideration following the conclusion of the current investigations being undertaken into the various initiatives as contained within Council's Waste Management and Resource Recovery Plan for 2022/23.</p> <p>2. A letter be sent to pharmaceutical and recovery industries including Green Industries SA, the Waste Management and Resource Recovery Association, and the Australian Packaging Covenant Organisation, advocating for changes to blister packaging to improve the ability to recycle these items and also provide alternative options to this type of packaging to reduce the amount of plastic entering landfill or requiring costlier recycling.</p> <p>3. Until Council considers the report regarding the RecycleSmart scheme and options for hard to recycle material not covered by the scheme, considers incorporating information for the community on recycling that is consolidated and easily accessible, about where all materials can be recycled, including hard to recycle items, as part of Council's current education programs and initiatives.</p>	GM City Development	The Administration will present a report for Council's consideration at its meeting to be held in December 2023. This report will be prepared following completion of the current priorities that have been set by Council in implementing the Waste Management and Resource Recovery Plan.	December 2023
				The Administration sent letters in December 2022, as resolved by Council. A letter has been received from GISA in response to Council's letter sent Dec 2022. A copy of the letter has been provided to Elected Members.	Completed
				The Administration has completed a review of the information contained on Council's website. Information regarding hard to recycle items has been updated on Council's website as part of this review.	Completed
23/01/23	4.1	<p><b>E-SCOOTER EXTENDED TRIAL EVALUATION</b></p> <p>2. The outcomes of the extended six-month trial (July to November 2022) as outlined in this report be noted.</p> <p>3. A further extension to the e-scooter trial for a further 12-month period (from 14 February 2023 to 14 February 2024) be approved, whilst the State Government review on e-scooters is being undertaken, and for the terms of conditions of the current permits to be retained.</p> <p>4. The CEO is authorised to write to the Department for Infrastructure and Transport, requesting approval to extend the e-scooter trial gazettal for the City of Unley up to (and including) 14 February 2024.</p> <p>5. The Administration continues to work with the e-scooter operators to address complaints and concerns raised during the further extended trial period from 14 February 2023 to 14 February 2024, and a report be presented to Council prior to 14 February 2024 to determine the next steps for e-scooter use within the City of Unley based on the State Government review outcomes.</p>	General Manager City Development	Completed	Completed
				Approval has been provided by the State Government for the extension of the trial by 12-months.	Completed
				Completed	Completed
				A further report will be presented to Council for its consideration to determine next steps for e-scooter use within the City of Unley.	January 2024
27/03/23	7.5	<p><b>MANAGEMENT OF GOODWOOD COMMUNITY CENTRE</b></p> <p>4. A review of the Goodwood Community Centre operations in terms of hours of service and programs offered be undertaken in 2023/24.</p>	General Manager City Services	Negotiation of the transition of the Community Centre is currently underway. A review of Community Centre arrangements will only occur once centre management is returned to Council and adequate time has passed to assess the existing operation and determine opportunities for Council's consideration.	TBA



COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/04/23	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR G. HART RE: COMMUNITY CONSULTATION REGARDING PROPERTY ACCESS TO THE FORESTVILLE RESERVE</b></p> <p>1. In the event that the State Government decides to proceed with an infrastructure project (such as the Mike Turtur Bikeway Overpass) that impacts the Forestville Reserve, that:</p> <p>1.1 Community consultation be undertaken by Council regarding any proposed amendments to the Forestville Reserve Community Land Management, and the License Agreement which is to be granted to the Minister for Infrastructure and Transport.</p> <p>1.2 The Administration be authorised to negotiate the terms and conditions for the granting of the License Agreement (Forestville Reserve) and Permit (Railway Terrace and TBA), pursuant to Section 202 and Section 221 of the Local Government Act 1999, respectively.</p> <p>1.3 A further report be presented to Council outlining the results of the community consultation processes for the amendment to the Forestville Community Land Management Plan and issuing of the License Agreement.</p>	General Manager City Development	The State Government has not confirmed the way forward with this project and as such, no further action is required by the Administration at this time.	TBC
22/05/23	4.5	<p><b>CITY-WIDE PARKING STRATEGY STAGE 1 OUTCOMES</b></p> <p>2. The Shaping Unley Engagement Outcomes including the parking decision-making principles and ideas, as set out in Attachment 3 to the report (Item 4.5 Council Meeting 22/05/2023) be endorsed for the purpose of developing the draft City-wide Parking Strategy.</p> <p>3. A further report be presented to Council outlining the details of the draft City-wide Parking Strategy, to seek Council's endorsement of the document for community consultation.</p>	General Manager City Development	Report presented to Council in May 2023.	Completed
				Briefing held for Members on 21 August 2023, with a report presented to Council for its consideration at its September 2023 Meeting.	Completed
22/05/23	4.7	<p><b>RAILWAY TERRACE SOUTH COMMUNITY CONSULTATION OUTCOMES AND NEXT STEPS</b></p> <p>2. The Railway Terrace South Streetscape Improvements Concept Plan, as set out in Attachment 5 to this report (Item 4.7, Council Meeting, 22/05/2023) be endorsed as the final concept design and for the project to progress to detailed design and documentation.</p> <p>3. The Administration be authorised to establish a draft agreement with the Department for Infrastructure and Transport (DIT), to enable some of the on-ground works associated with the project to be delivered on State Government owned railway land.</p> <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	Endorsed by Council at its meeting in May 2023.	Completed
				The Administration will commence the drafting of the agreement in discussions with representatives of the Department of Infrastructure and Planning (DIT).	November 2023
				The Administration will present a report to Council for its consideration at its meeting to be held in March 2024. This is subject to DIT being able to endorse the agreement by this time.	March 2024
26/06/23	4.5	<p><b>REFLECT RECONCILIATION ACTION PLAN</b></p> <p>2. The draft Reflect Reconciliation Action Plan be considered at a Workshop for Elected Members for further discussion.</p> <p>3. Administration will provide additional information at this Workshop to assist the Elected Members' understanding of the Plan and its potential organisational and financial impact on the City of Unley.</p> <p>4. Administration will seek feedback at this Workshop from Elected Members and use this opportunity to develop the draft Reconciliation Action Plan.</p> <p>5. Administration will seek endorsement from Council of a draft Reconciliation Action Plan that includes Elected Members feedback.</p> <p>6. The draft Reconciliation Action Plan be brought back to the 25 September 2023 Council Meeting.</p>	General Manager City Services	Workshop was held for Members on 7 August 2023.	Completed
				Report presented to Council in September 2023.	Completed

Document Set ID 3075117

COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/07/23	4.4	<p><b>REQUEST TO FLY PRIDE FLAG - CELEBRATING DIVERSITY MONTH NOVEMBER 2023</b></p> <p>2. The Progress Pride Flag be flown from the fifth flagpole situated at the Civic Centre on Unley Road for the month of November 2023 (excluding 10am 17 November to 10am 20 November) as per Council's approval to fly the Latvian Flag) in support of the "Pridevember" initiative of the Feast Festival.</p>	<p>Manager Governance</p>	<p>Progress Pride Flag to be flown for November 2023.</p>	<p>November 2023</p>

## MOTION OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR R ROGERS RE: COMMUNITY CONSULTATION FOR AUSTRALIA DAY 2025
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	25 SEPTEMBER 2023
<b>ATTACHMENTS:</b>	NIL

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Councillor R Rogers has given notice of intention to move the following motion at the Council meeting to be held on 25 September 2023 .

### **MOTION**

That:

1. Council commits to consulting with its community regarding Australia Day events in 2025 (26 January 2025).
  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.
- 

### **Background**

At its Meeting on 22 May 2023, Council resolved Item 4.9 Citizenship Ceremony – Australia Day, that:

1. *The report is received.*
2. *Council's citizenship ceremony and Australia Day awards be held on the evening of 25 January.*
3. *A workshop be held to discuss an associated free community event on the evening of 25 January with a report to be presented to council at its July 2023 meeting.*

*Resolution No. C1032/23*

At its Meeting on 28 August 2023, Council resolved Item 4.8 Australia Day Community Event 2024, that:

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

*Resolution No. C1117/23*



The following reports have been made by the media regarding Council's Resolutions C1032/23 and C1117/23 on the Australia Day citizenship ceremony and associated event:

In an Advertiser article dated 28 July 2023, Dylan Hogarth stated that "Mr Hewitson said his council did not have time to engage in public consultation before the event schedule needed to be locked in but he invited the public to provide feedback to elected members as the council planned future events."

Sky News reporter Caroline Marcus stated in her article on 8 September 2023 that "the City of Unley is among four South Australian councils to shift their citizenship and awards ceremonies from January 26 in recent months, voting in May to hold its ceremonies the evening before instead. ... Despite the outcry, the council last week doubled down, voting 8-4 to scrap its free Australia Day community event that had been running for 10 years. The community was not consulted on either proposal."

Council did not engage the community in consultation for a number of reasons, time constraints being one, as noted above.

This consultation will encompass the Australia Day citizenship ceremony as well as any potential associated event for 26 January 2025.

- The community wants to be consulted on the future of Australia Day in Unley. This is clear from the community response to Council resolutions given many emails and calls received by the Mayor, Elected Members and Council Administration.

This motion calls for a commitment to our community that consultation will be undertaken, and that they will be heard, for Australia Day in 2025.

### **Administration Comments**

Generally speaking, consultation on Council's events program is undertaken as part of the Annual Budget and Business plan process. For 2023/24, the funding proposal allocated to the Australia Day event was included in the draft Budget for community for consultation. As part of this process, one comment was received specifically relating to Australia Day, in particular regarding the timing of the event and the need for inclusivity as part of any Australia Day celebration.

The Administration supports consulting with the community on this topic to ensure that local community views can inform future decision making. As outlined above, the date of Australia Day celebrations is a matter that has recently attracted media attention and commentary, and there exists diverse community opinions on whether Australia Day should be celebrated on the 26 January. It is worth noting that the topic is likely to provoke a strong response, both from within the City of Unley community and more broadly. As such, the consultation process may be a poll and it will need to consider how it will ensure it is local community views that are collected versus those of whom have strong opinions but are not rate payers of the City of Unley.

The engagement would be in line with the City of Unley's recently endorsed *Communication and Engagement Strategy* principles. It would be a level 2, 'involve' engagement that obtains a vote on the options. In terms of timing of the community engagement, it is recommended that this consultation is conducted in early 2024 before Council commences their consideration of the 2024/25 budget process.

The alternative option is for Council to include the event in the draft budget for 2024/25 and consult the community as part of the standard consultation process undertaken each year.

## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF SEPTEMBER 2023  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 25 SEPTEMBER 2023  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Some functions attended (23/08/23 to 19/09/23)

Legend for attendance type at Function/Event:	
Attendee – only, no duties	Guest – specifically invited as an event guest
Interview – on-air radio guest	Host – hosted a meeting as Mayor
Mayor – attended as the Mayor of City of Unley	Presenter – involved in presenting awards
Representative – attended as Council representative	Speaker – attended and gave a speech as Mayor

Date	Function/Event Description	Type
23/08/23	Meet & Greet, Parkside Primary School Leaders	Host
26/08/23	Elected Member Tour of City of Unley	Attendee
26/08/23	40 <sup>th</sup> Anniversary Gala Dinner Temple College	Attendee
27/08/23	Toasty Tunes Winter Series	Attendee
27/08/23	Association of Ukrainians in SA, Annual Independence Day Concert	Attendee
28/08/23	Deputy Mayor – Meeting	Mayor
28/08/23	Clarence Park Ward Councillors – Meeting	Mayor
28/08/23	Council Meeting	Mayor
31/08/23	Meet the Mayor	Host
01/09/23	Fullarton Ward Councillors – Meeting	Mayor
01/09/23	Mayor & Elected Members Social Catch Up	Host
02/09/23	Sturt Bowling Club Opening Day	Speaker
02/09/23	Hills Christian Community School 40 <sup>th</sup> Anniversary Gala Dinner	Speaker
04/09/23	EM Briefing – Property & Rating / Footpath Maintenance	Attendee



<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
04/09/23	Parkside Ward Councillors – Meeting	Mayor
07/09/23	Treenet Symposium (Day 1)	Attendee
08/09/23	ERA Mayors Breakfast – Luigi Delicatessen	Mayor
08/09/23	Treenet Symposium (Day 2)	Attendee
11/09/23	Deputy Mayor – Meeting	Mayor
11/09/23	EM Briefing – Stormwater Management Review / Living Young Workshop	Attendee
12/09/23	2023 FOCUS AGM	Attendee
13/09/23	Active Ageing Alliance	Attendee
15/09/23	Concordia College, New Building Opening Celebration	Mayor
17/09/23	Adelaide Male Voice Choir – Fullarton Community Centre	Attendee
18/09/23	Unley Ward Councillors – Meeting	Mayor
18/09/23	EM Briefing – Museum Expansion Project / Community Plan	Attendee

<b>Date</b>	<b>Radio Interview</b>	
14/09/23	ABC Radio re Australia Day and Citizenship Ceremony	

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF SEPTEMBER 2023

**ITEM NUMBER:** 6.2.1

**DATE OF MEETING:** 25 SEPTEMBER 2023

**ATTACHMENTS:** NIL

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### 1. **RECOMMENDATION**

That:

1. The report be received.
- 

### **Functions attended (23/08/23 to 19/09/23)**

<b>Date</b>	<b>Function/Event Description</b>
26/08/2023	Elected Members Bus Tour of City of Unley facilities
27/08/2023	Indonesian Independence Day
28/08/2023	Meeting with Mayor
28/08/2023	Council Meeting
29/08/2023	Unley Community Centre Ride
30/08/2023	Unley Museum AGM
31/08/2023	Sturt Bowling Club Women's Pennant Launch
4/09/2023	Meeting with Mayor
4/09/2023	Council Briefing: Footpath Maintenance
5/09/2023	Unley Community Centre Ride
5/09/2023	Inspiring South Australian Women Impacting the World, Issues of Our Time
6/09/2023	Unley Primary School Grade 5 talk about local government
8/09/2023	Royal Adelaide Show Official Luncheon
11/09/2023	Meeting with Mayor
11/09/2023	Council Briefing: Living Young Reference Workshop & Stormwater
12/09/2023	Unley Community Centre Ride
13/09/2023	Adelaide Council Consultation re City of Adelaide Plan

<b>Date</b>	<b>Function/Event Description</b>
14/09/2023	Greer Street meeting with Acting CEO, Manager Assets & Operations, Cr Michael Rabbitt, and residents
18/09/2023	Opening of Goodwood Toy Library
19/09/2023	Greater Adelaide Discussion Paper Community Information Session



## REPORTS OF MEMBERS

**REPORT TITLE:** REPORTS OF MEMBERS FOR SEPTEMBER 2023  
**ITEM NUMBER:** 6.3.1  
**DATE OF MEETING:** 25 SEPTEMBER 2023  
**ATTACHMENTS:** 1. COUNCILLOR D PALMER

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Council to note attached reports from Members:

1. Councillor D Palmer
-



**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR D PALMER  
**DATE OF MEETING:** 25 SEPTEMBER 2023

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**1. RECOMMENDATION**

That:

1. The report be received.
- 

**Functions attended (23/08/23 to 19/09/23)**

<b>Date</b>	<b>Function/Event Description</b>
28 August	Mayor's Clarence Park Ward Briefing
	Council Meeting
30 August	Friends of the Unley Museum AGM
1 Sept	Buddies Breakfast
	Mayor's EM Catchup
4 Sept	Briefing
8 Sept	Buddies Breakfast
11 Sept	GAROC committee meeting
	Briefing/Workshop
15 Sept	Buddies Breakfast
18 Sept	Community Launch of Goodwood Toy Library

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - TOUR DOWN UNDER MEMORANDUM OF UNDERSTANDING

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 25 SEPTEMBER 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE - CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(b)(i) and (d)(i) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.2 Tour Down Under Memorandum of Understanding, except for the following persons:
  - Claude Malak, Acting Chief Executive Officer
  - Megan Berghuis, General Manager City Services
  - Nicola Tinning, General Manager Business Support & Improvement
  - Mark Labaz, Manager Governance
  - Lara Gregory, Executive Assistant to the CEO and Mayor
  - Mandy Smith, Manager Community Connections

To enable the Council to consider Item 7.2 Tour Down Under Memorandum of Understanding in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.2 Tour Down Under Memorandum of Understanding.

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.



Item 7.2, page(s) 147-190, is confidential and has been removed from the public agenda/minutes

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE - TOUR DOWN UNDER  
MEMORANDUM OF UNDERSTANDING

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 25 SEPTEMBER 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE -  
CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.2 Tour Down Under Memorandum of Understanding, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3) (b)(i) and (d)(i).
  - Minutes
  - Report
  - Attachment
  - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. This order shall operate:
  - Until execution of contract.and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration)
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - UNLEY SWIMMING POOL TEMPORARY EXTENSION OF SWIM SEASON

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 25 SEPTEMBER 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE - CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(d)(i) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.5 Unley Swimming Pool Temporary Extension of Swim Season, except for the following persons:
  - Claude Malak, Acting Chief Executive Officer
  - Megan Berghuis, General Manager City Services
  - Nicola Tinning, General Manager Business Support & Improvement
  - Mark Labaz, Manager Governance
  - Lara Gregory, Executive Assistant to the CEO and Mayor
  - Rebecca Cox, Manager Community & Cultural Centres
  - Craig Solomon, Swim Centre Lead

To enable the Council to consider Item 7.5 Unley Swimming Pool Temporary Extension of Swim Season in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.5 Unley Swimming Pool Temporary Extension of Swim Season.

- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.

Item 7.5, page(s) 193-206, is confidential and has been removed from the public agenda/minutes



## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE - UNLEY SWIMMING POOL  
TEMPORARY EXTENSION OF SWIM SEASON

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 25 SEPTEMBER 2023

**AUTHOR:** YAZMIN KING, EXECUTIVE ASSISTANCE -  
CITY SERVICES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.5 Unley Swimming Pool Temporary Extension of Swim Season, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3) (d)(i).
  - Minutes
  - Report
  - Attachment
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. This order shall operate:
  - Until execution of contract.and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration).
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.