

# 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 23 August 2021 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 yaitya, parnuku tapa purruna yalarra puru purruna.\**

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

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

\*Kurna Translation provided by Kurna Warra Karrpanthi

## **PRAYER AND SERVICE ACKNOWLEDGEMENT**

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

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

Lest We Forget.

## **WELCOME**

## **ORDER OF BUSINESS**

### **ITEM**

### **PAGE NO**

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

##### **1.1 APOLOGIES**

Nil

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

Nil

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

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

##### **1.4 MINUTES**

1.4.1 Minutes of the Ordinary Council Meeting held Monday, 26 July 2021

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

Nil

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

2.1 Petition of Residents Local to Addison Road, Black Forest Re: Consideration of Property Acquisition

7

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

Nil

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

4.1	Culross Avenue Traffic and Parking Assessment	25
4.2	Conservation Grant Policy Review	39
4.3	Community Event Sponsorship 2021/22	62
4.4	Animal Management Plan 2016-20 Year 5 Annual Report	85
4.5	Climate and Energy Plan For Endorsement	93
4.6	Sustainable Business Support Program - Single-use Plastic Bags Update	119
4.7	Trader Association Quarter 4 Reports 1 April to 30 June 2021	125
4.8	2020-21 Preliminary End of Financial Year Report	145
4.9	Unley Oval Stage 2 Development	168
4.10	LGA Submission - Vote Countback Method and Commencement of Behavioural Management Framework	175
4.11	Quarterly Report - Centennial Park Cemetery Authority	190
4.12	Council Action Records	194

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

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

5.1.1	Notice of Motion from Councillor N. Sheehan Re: Variation to Council Decision C0546/21 – Outdoor Dining Permit Fees	197
5.1.2	Notice of Motion from Councillor D. Palmer Re: Front Boundary Hedges - impact on pedestrian access	201

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

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

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

Nil

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

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



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

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

- 6.1.1 Mayor's Report for Month of August 2021 202

### **6.2 DEPUTY MAYOR'S REPORT**

Nil

### **6.3 ELECTED MEMBERS' REPORTS**

- 6.3.1 Reports of Members for Month of August 2021 204

### **6.4 CORRESPONDENCE**

Nil

## **7. CONFIDENTIAL ITEMS**

- 7.1 Confidentiality Motion for Item 7.2 - Notice of Motion from Councillor D. Palmer Re: Property Acquisition 212
- 7.2 Notice of Motion from Councillor D. Palmer Re: Property Acquisition 214
- 7.3 Confidentiality Motion to remain in confidence for Item 7.2 - Notice of Motion from Councillor D. Palmer Re: Property Acquisition 215
- 7.4 Confidentiality Motion for Item 7.5 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board 216
- 7.5 Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board 218
- 7.6 Confidentiality Motion to remain in confidence for Item 7.5 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board 230

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Unley Road Public Realm Design Guidelines	
Review of Policies	
Unley Central Project - Proposed Amendments to the Development Deed	
Assessment of Chief Executive Officer's 2020/21 Key Performance Indicators	

## **NEXT MEETING**

Monday 27 September 2021 - 7.00pm

Council Chambers, 181 Unley Road Unley

## RECEIPT OF PETITION

**REPORT TITLE:** PETITION OF RESIDENTS LOCAL TO  
ADDISON ROAD, BLACK FOREST RE:  
CONSIDERATION OF PROPERTY  
ACQUISITION

**ITEM NUMBER:** 2.1

**DATE OF MEETING:** 23 AUGUST 2021

**ATTACHMENTS:** 1. PETITION

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**PRINCIPAL PETITIONER:** JOHN HICKS

**NUMBER OF SIGNATORIES:** 270

**NATURE OF PETITION:** Consideration of Property Acquisition of  
Allotment at 11 Addison Road, Black Forest, to  
Preserve the Significant Lemon Scented Gum  
and Provide Opportunity for Further  
Indigenous Tree Planting

### 1. **RECOMMENDATION**

That:

1. The petition be received.
  2. The principal petitioner be notified of Council's proposed actions.
- 

### 2. **OFFICER'S COMMENTS**

The land parcel in question is situated at 11 Addison Road Black Forest and is 422 square metres in size. One (1) regulated tree is located on the land parcel, together with some other small to medium (non regulated) trees.

Planning consent has been granted for the removal of the regulated tree on the land parcel. Based on an initial assessment there is potential for additional trees to be planted on the site, with modelling suggesting that at most an additional three (3) or four (4) mature trees could be achieved.

In terms of Council's tree strategy, most of Council's efforts to date have focused on two approaches:

- Accelerated tree planting on public land.
- Providing incentives to residents to plant and /or retain trees on private land.

To date, Council has not purchased any land to retain or plant trees as the impact of such an initiative is not as those currently being undertaken. If Council wishes to investigate the purchase of this property, then it has established a Strategic Property Committee to investigate purchasing of properties that are deemed to be strategic based on a set of criteria.

## PETITION

### To the Mayor and Councillors of the City of Unley

#### Part 1:

**Petition Contact Person:** John Hicks

**Telephone Number:** 0400294886

**Address:** 8 Byron Road

Black Forest SA 5035



#### Part 2:

The petition of

The residents of the City of Unley, local to 11 Addison Road, Black Forest SA 5035

#### Part 3:

Draws the attention of the Council to:

There has been ongoing loss of mature trees on private property in the southern part of Black Forest, particularly in the last 5 years, resulting in continued depletion of the urban forest at a time in which mature trees are increasingly important to help mitigate the effects of climate change and to ensure the suburbs stay cool, green, liveable spaces.

11 Addison Road, Black Forest, has been approved for sub-division and a regulated tree, a large lemon scented gum, on the North-East corner of the property has been approved for removal. This provides the opportunity for the City of Unley to purchase the eastern allotment on which the regulated tree stands in order to preserve the tree, provide opportunity for further indigenous tree planting to improve the canopy cover in Black Forest and provide more community space.

The petition for the City of Unley to purchase the aforementioned allotment has been met with very strong support from the residents local to 11 Addison Road.

To assist with the purchase, it appears the City of Unley can apply for funds from the Open Space Grant Program on the Plan SA website.

[https://plan.sa.gov.au/our\\_planning\\_system/schemes/planning\\_and\\_development\\_fund](https://plan.sa.gov.au/our_planning_system/schemes/planning_and_development_fund)

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PETITION



Figure 1: Approximate position of Eastern allotment of 11 Addison Road, Black Forest

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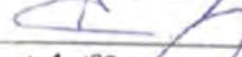
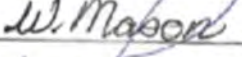







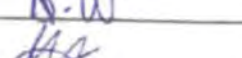
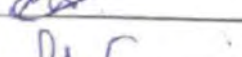
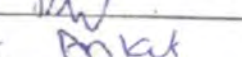


# PETITION

## Part 4:

The petitioners therefore request that the

City of Unley consider the purchase of the eastern allotment of 11 Addison Road, Black Forest, to preserve the significant lemon scented gum and provide opportunity for further indigenous tree planting to improve the canopy cover in Black Forest.

Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Charlie Weidner	54A Addison Road	
Charley Newton	52 Addison Road	
Karn Nott	52 Addison Road	
Justin Raintree	44 Addison Rd	
Amber Raintree	44 Addison Rd	
MICHAEL McBeath	42 ADDISON RD BLACK FOREST	
Paul Sharp	2 Gurdian Rd Black Forest	
Michelle McBrearty	42/44 A Addison Rd Black Forest	
Thi: Du:cos	50 Addison Rd Black Forest	
Wendy Mason	46 Addison Rd Black Forest	
ROB WOODWARD	38 Addison Road Black Forest	
Lina HATZPAVLOS	36 Addison Rd	
Sophie Thomas	2/34 Addison Road Black Forest	
Darren White	14 Addison Rd. Black Forest	
Mary Hoard	12 Addison Rd Black Forest	
Kyle Harding	27 Coulter Avenue	
Rachel White	14 Addison Rd Black Forest	
Ruby white	14 Addison Rd Black Forest	
Molly white	14 Addison rd Black Forest	
Farcy White	14 Addison Rd Black Forest	
Ankit Khadka	7/20 Addison Road, Black Forest	
Dharanivasan	11/20 Addison RD, BLACK FOREST	

Attach additional sheets if necessary and use the same format as this page

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Name (print)	Address	Signature
CHRIS WESTON	1/14A ADDISON BLACK FOREST	
JESSICA SINGH	2/14A ADDISON BLACK FOREST	
ERIC HALFORD	4/19A Addison Rd Black Forest	
KIM WEBSTER	16 ADDISON ROAD BLACK FOREST	
FRANCIS	16 ADDISON ROAD BLACK FOREST	
ROB KENELL	18 ADDISON RD BLACK FOREST	
RUKIT SHARMA	8/20 Addison Rd Black Forest	
Danielle Jones-Corr	12/20 Addison Rd, Black Forest	
Megan Fitzallen	4/20 Addison Rd, Black Forest	
DYANIR JAWAL	6/20 ADDISON RD Black Forest	
Ellie Winton	22 Addison Rd, Black Forest	
Ben Roberts	" " "	
TONY HITCHW	2/28 ADDISON RD BLACK FOREST	
Liam Mason	30 Addison	
Renee Bowman	1/32 Addison Rd, Black Forest	
Brad McCarthy	" "	
APARNA DUDIA	2/32 ADDISON RD BLACK FOREST	
RAHUL DUDIA	" "	
Jenny Jones	4/32 Addison Rd B/Forest	
Susie Grierson	8/32 Addison Rd B/Forest	
Curtis Merritt	8/32 Addison Rd, Black Forest	
Tom Johns	7/34 Addison Rd, Black Forest	

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Name (print)	Address	Signature
MR. M. FAHEY	2/13A ADDISON RD BLACK FOREST	M. Fahey
Lie von der Borch	9/13a Addison Rd Black Forest	Lie von der Borch
Lucinda Langstrand	2/15 addison RD Black Forest	Lucinda Langstrand
ALAN GILBIE	17 ADDISON ROAD BLACK FOREST	Alan Gilbie
Christopher Simons	21 Addison RD Black Forest	Chris Simons
Adam Simons	21 Addison RD Black Forest	Adam Simons
Tom Mulroney	23 Addison RD, Black Forest	Tom Mulroney
Bella Mulroney	23 Addison RD, Black Forest	Bella Mulroney
Dianna Thompson	27 Addison Rd Black Forest	Dianna Thompson
Rogan Thompson	27 Addison Rd Black Forest	Rogan Thompson
Annie Gleeson	31 Addison Rd, Black Forest	Annie Gleeson
Nachel Fisher	31 Addison Rd Black Forest	Nachel Fisher
Ashley Campbell	31 Addison Rd Black Forest	Ashley Campbell
Nicky Page	31 " " "	Nicky Page
Helen Palmer	31 Addison Rd "	Helen Palmer
Sandor Horvath	31 Addison Rd Black Forest	Sandor Horvath
Viv Warwick	31 " " "	Viv Warwick
DAVID STONE	33 ADDISON RD BLACK FOREST	David Stone
Brian David	19 Addison Rd Black Forest	Brian David
KEVIN DODD	23A ADDISON RD BLACK FOREST	Kevin Dodd
TOBI DODD	23A ADDISON RD BLACK FOREST	Tobi Dodd
SHARON DODD	23A Addison Rd " "	Sharon Dodd

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Name (print)	Address	Signature
GRAHAM SMITH	1 GORDON RD BLACK FOREST	[Signature]
A PROIOS	35 Addison Rd Black Forest	A Proios
Mrs. A. Proios	35 Addison Rd Black Forest 5038	A Proios
HANS SANDERS	37 ADDISON RD BLACK FOREST 5038	[Signature]
INGRID SANDERS	37 ADDISON RD BLACK FOREST	[Signature]
Vivian Liso	39 Addison Rd Black Forest	[Signature]
KUNAL	5/41A Addison Road Black Forest	[Signature]
G. Woodward	6/41A Addison Rd Black Forest	[Signature]
B Forward	7/41A Addison Rd Black Forest	[Signature]
W. Nassereddine	8/41A Addison Rd, Black forest	[Signature]
STEVE LENNON	43 ADDISON RD. BLACK FOREST	[Signature]
Adam Brown	45 Addison Rd Black Forest	Adam Brown
Natalie McMahon	49 Addison Rd Black Forest	N McMahon
Stephanie Dale	49 Addison Rd Black Forest	[Signature]
Deika D'Souza	" " " "	[Signature]
Steph Bruby	" " " "	[Signature]
JOHN MARANTOS	60 ADDISON RD 11	[Signature]
ANTONIA MARANTOS	211 " "	A. Marantos
Mery Kountouragiannis	58 Addison Rd Black Forest	[Signature]
ERIN O'BRIEN	59A Addison Rd Black Forest	[Signature]
SOPHIA FLIN	" " " " "	[Signature]
Lani Gerbi	" " " " "	[Signature]

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Name (print)	Address	Signature
Peter Nicolas	6/29 Forest Ave Black Forest	Nicolas
Victoria Coaghe	7/29 Forest Ave Black Forest	Coaghe
Ash Stratford	1/37 Forest Ave, Black Forest	Stratford
RUSGIR	4/37 " " " "	RUSGIR
Rosanne Debats	1A Winifred Ave Black Forest 5035	Debats
Saisrinivas N	3 Winifred Ave Black Forest 5035	Saisrinivas N
Louise Armitage	5 Winifred Ave Black Forest 5035	Armitage
Lynne Rice	1A Hill Court Black Forest	Rice
Guy Hamlyn	1 Hill Court Forest	Hamlyn
Dawn Kunko	7 Hill Court Forest	Kunko
Erin Papadopoulos	2 Hill Court Black Forest	Papadopoulos
Kathleen Murphy	8 Hill Court Black Forest	Murphy
John J.	11 WINIFRED AVE, BLACK FOREST	RISUTHERLAND
Andrew West	12 WINIFRED AVE, BLACK FOREST	West
Maria Hubmayr	10 Winifred Ave Black Forest	Hubmayr
Lou Pickett	4 WINIFRED AV. "	Pickett
Tony Mo	6 Winifred Av. Black Forest	Mo
Steve Hall-Patch	6 Winifred Av. "	Hall-Patch
Sarah Begley	46 Forest Ave.	Begley
Meryl Coomber	48 Forest Ave "	Coomber
Pat Uplatis	49 Forest Ave "	Uplatis
Sam Ramore	9 Byron Rd "	Ramore

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Name (print)	Address	Signature
C. HARTLAND	6 COWPER RD BLACK FOREST	
L. MASTER	10 COWPER RD BLACK FOREST	
W. Bannister	22 COWPER AVE Black Forest	
E. HOSKING	18 COULTER AVE BLACK FOREST	
P. SCUTER	14 COULTER AVE Black Forest	
E. Lewis	10 Coulter Ave Black Forest	
M. LEWIS	10 Coulter Ave, Black Forest	
D. Ralph	6 Coulter Ave, Black Forest	
M. Cunningham	2 Coulter Ave, Black Forest	
Q. Beaumont	25 Forest Ave. Black Forest	
M. ELLIS	27a Forest Ave " "	
L. NICHOLAS	20 Coulter Ave Black Forest	
C. Petraril	23 Coulter Ave Black Forest	
E. Thompson	1 Forest Ave Black Forest	
D. Proud	3 Forest Ave Black Forest	
C. Roman	2 Forest Ave Black Forest	
J. Rye	8 FOREST BLACK FOREST	
A. VIVIAN	11 Forest Ave Black Forest	
M. KENNEDY	15 FOREST AVE BLACK FOREST SD	
B. Henwood	21 Forest Ave Black Forest	
Grant Henwood	" " "	
T. SAYER	29 FOREST AVE BLACK FOREST	

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Name (print)	Address	Signature
Sam Cleary	10 Canterbury Tce Black Forest	[Signature]
Peter Frangou	AS ABOVE	[Signature]
Mary Rose	4 Canterbury Tce Black Forest	[Signature]
Katherine Fry	3 Parker Tce, Clarence Plc	[Signature]
Sonia A-M	9 Parker Tce, Clarence Plc	[Signature]
Jorgi	11 Parker Tce, Clarence Plc	[Signature]
KEN PIPER	13 " " "	[Signature]
Sue Bates	15 " " "	[Signature]
Wendy Hughes	18 Canterbury Tce Black Forest	[Signature]
Emily Hill-Paw	27 Coulter Ave, Black Forest	[Signature]
Felicity Pizzarello	23 Coulter Ave, Black Forest	[Signature]
Vanessa Potts	19 Coulter Ave Black Forest	[Signature]
Julie deRuyter	17 Coulter Ave Black Forest	[Signature]
Marcel deRuyter	" " " "	[Signature]
Trish Pope	11A COULTER AVE Black Forest	[Signature]
BEN LESUE	9 COULTER AVE Black Forest	[Signature]
Kate Pill	7 Coulter Avenue Black Forest	[Signature]
Di van Gilst	5 Coulter Ave, Black Forest	[Signature]
Darren Schiller	3 COULTER AVE Black Forest	[Signature]
ROBERT BAGINSKI	1 COULTER AVE, BLACK FOREST	[Signature]
Nicki Lees	9 Byron Rd, Black Forest	[Signature]
Vicki Murphy	17 Byron Rd Black Forest	[Signature]

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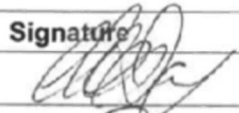
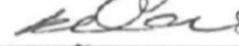

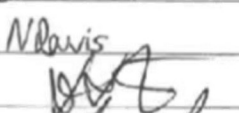


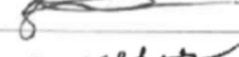
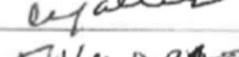
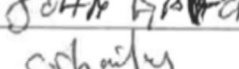

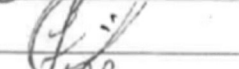

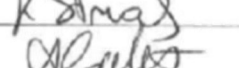
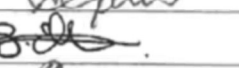

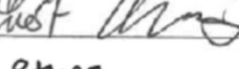
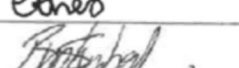
## PETITION

### Part 4:

The petitioners therefore request that the

City of Unley consider the purchase of the eastern allotment of 11 Addison Road, Black Forest, to preserve the significant lemon scented gum and provide opportunity for further indigenous tree planting to improve the canopy cover in Black Forest.

Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Michael Davis	7 Byron Road, BLACK FOREST	
Kyle Davis	7 Byron Rd, Black Forest	
Jamieson Davis	7 Byron Rd, Black Forest	
Neve Davis	7 Byron Road, Black Forest	N Davis
DAVID DOHERTY	14 BYRON RD, BLACK FOREST	
Bruce Hawlock	22 Byron Rd " "	
Savant Singh	26A Byron Rd " "	
Shane Cawle	28 Byron Rd " "	
Levin Maltby	12, 36 Byron Rd, Black Forest	
JOHN HUBBOTT	3/36 BYRON ROAD	JOHN HUBBOTT
Shailaja	4 Byron Road	
Alexandra Saraua	5/36 Byron Road	
Jefferson Gomes	3/36 Byron Road	
Kathryn Simons	8/36 Byron Road	K Simons
Amy Oates	10/34-36 Byron Road	
Belinda Ellis	48 Byron Road, Black Forest.	
Sophisticated	5/46 Byron Rd, Black Forest	
Christopher Tamm	8/46 Byron Rd, Black Forest	
Evin Theodorakakis	30 Byron Road Black Forest	Evin
Ben Shepherd	4 Cowper Rd, Black Forest	
Alinka Fisher	4 Cowper Rd, Black Forest	

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Name (print)	Address	Signature
Kate McLeay	7 GORDON RD, BLACK FOREST 5035	K. McLeay
Hugh McLeay	7 Gordon Rd. BLACK FOREST 5035	H. McLeay
Ann Lee	8 Gordon Rd Blackforest	Ann Lee
Susan Wardill	20 Gordon Rd Black Forest	Susan Wardill
Paul Wardill	20 Gordon Rd, Black Forest	Paul Wardill
Angela Tredrea	22 Gordon Rd, Black Forest	Angela Tredrea
EVARISTO	28 GORDON RD. BLACK FOREST	E. B.
PETER HAGGIS	2A GORDON ROAD BLACK FOREST	P. HagGIS
KEVIN MARR	1/4A GORDON RD, BLACK FOREST	K. Marr
A. Mariano	6 Gordon Rd Black Forest	A. Mariano
Simon Gee	8 Gordon Rd Blackforest	Simon Gee
Ben Polder	17 Gordon Rd Black Forest	Ben Polder
Simone Polder	17 Gordon Rd Black Forest	Simone Polder
Fiona Symons	18 Cowper Rd, B/Forest	F. Symons
NICHOLAS CLARK	18 COWPER RD B/FOREST	N. Clark

Attach additional sheets if necessary and use the same format as this page

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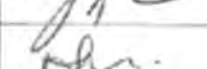
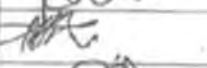



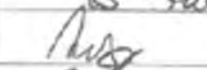
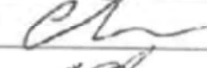


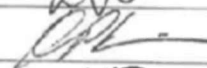






## PETITION

### Part 4:

The petitioners therefore request that the

City of Unley consider the purchase of the eastern allotment of 11 Addison Road, Black Forest, to preserve the significant lemon scented gum and provide opportunity for further indigenous tree planting to improve the canopy cover in Black Forest.

Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Amanda Goodfellow	21 Coulter Ave Black Forest	
Laura Fisher	19 Byron Rd Black Forest	
Sue Evans	13 Byron Road, Black Forest	
Tash Evans	13 Byron Rd. Black Forest	
Jackson Evans	13 Byron Rd, Black Forest	
David Bird	3 Gordon Rd, Black Forest	
Irene Sardelis	10 Gordon Road Black Forest	
Ian Monop	9A Gordon Rd Black Forest	
Kylie Bullock	13 Gordon Rd, Black Forest	
Anthony Hewitt	14 Kelvin Ave, Clarence Park	
Chris Rogers	10 Kelvin Ave, Clarence Park	
Liz Russell	27 Byron Rd, Black Forest	
A. Kenworthy	37 BYRON RD, BLACK FOREST	
L Wundersitz	39 Byron Rd, Black Forest	
D Bickerton	41 Byron Rd Black Forest	
Vicki Ramm	43 BYRON ROAD, BLACK FOREST	
STEVE NORMAN	15 GORDON RD, BLACK FOREST	
Peter Lee	9 BYRON RD BLACK FOREST	

Attach additional sheets if necessary and use the same format as this page

16 AUG 2021

## PETITION

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Name (print)	Address	Signature
NEIL BLANK	6 FAIRMONT AVE BLACKFOREST	NEIL (iso)
CHRISTOPHER KLEIN	4 FAIRMONT AVE, BLACK FOREST	Chlorp
MARG KLEINIG	4 FAIRMONT AVE, BLACK FOREST	C Kleinig
John Howard	10 Fairmont Ave BLACK FOREST	John H.
Katrina Douglas	23 Fairmont Ave Black Forest	Katrina Douglas
Dave Tagg	3/11 Rotherham St Camb AK	D Tagg
Rachel Furness	28 George St Torrens Park	Rachel
Renee Habendel	2 Sleeps Road Behr	R.H.
KATIE SHRIVER	32 FREDERICK ST. CLARENCE PARK	Katie Shriver
Christie Taylor	16 Pennington Ave Black Forest	Christie Taylor
Janet Baxell	17 Fairmont Ave Black Forest	Janet Baxell
ANDREW HAKENDON	21 FAIRMONT AVE. BLACKFOREST	AH
MARIA PROVIS	41 FOREST AVE, BLACK FOREST	M. M. Provis
CHRIS PROVIS	41 FOREST AVE, BLACK FOREST	C. Provis
ERIN SHRIVER	21 Fairmont Ave Black Forest	Erin
Voula Kotaidis	6 Byron rd BL Forest	V Kotaidis
THEO KOTAIKIS	6 Byron rd Bl. Forest	Theo Kotaidis
MATTHEW KOTAIKIS	7 COWAR ROAD BLACK FOREST	M. Kotaidis
KRISTINA ARNOLD	18 FAIRMONT AVE, BLACK FOREST	K. Arnold
JAMES ARNOLD	18 FAIRMONT AVE, BLACK FOREST	James Arnold

Attach additional sheets if necessary and use the same format as this page

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## DECISION REPORT

<b>REPORT TITLE:</b>	CULROSS AVENUE TRAFFIC AND PARKING ASSESSMENT
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	TANYA BACIC
<b>JOB TITLE:</b>	TRANSPORT CONSULTANT
<b>ATTACHMENTS:</b>	1. CULROSS AVENUE SITE PLAN 2. CITY OF UNLEY LATM TRAFFIC WARRANTS

---

### 1. **EXECUTIVE SUMMARY**

This report outlines a summary of the investigation which has been undertaken by the Administration in recent months into traffic and parking conditions along Culross Avenue, Myrtle Bank.

Culross Avenue is a typical local residential street that is located between Fullarton Road and Scammell Reserve.

Over the past two years or so, concerns have been raised by local residents of Culross Avenue regarding the impact on traffic and parking within the street due to the developments at 402 Fullarton Road and 25 Culross Avenue. Council has been considering how best to address these concerns.

The two developments are summarised as follows:

- 402 Fullarton Road (northern side) comprising of seven two-storey, three-bedroom dwellings.
- 25 Culross Avenue (southern side) comprising of eight three-storey, three-bedroom dwellings.

At its meeting held on 28 January 2020, Council resolved the following:

1. *The viability of Culross Avenue becoming a "living street" or utilising other traffic calming measures, including closing the street at 'Zone 2', be investigated and a report returned to Council prior to the completion of 2020/21 budget considerations.*

*Resolution No. C0162/20*

At its meeting held on 23 March 2020, Council considered a report outlining a summary of the investigations undertaken by the Administration as resolved by Council.

Culross Avenue was found to not meet the relevant criteria to become a "Living Street" and given it is a local street carrying low traffic volumes, there was no warrant to introduce traffic calming measures.

Following consideration of the matter, Council resolved the following:

1. *The report be received.*
2. *No further investigations be undertaken regarding Culross Avenue becoming a Living Street or the implementation of traffic calming measures at this point in time.*
3. *Six months following the completion of the developments at 402 Fullarton Road and 25 Culross Avenue, traffic volumes, speeds and on-street parking along Culross Avenue be reviewed to assess the impact the developments have had on the street and if any traffic calming measures are warranted.*

*Resolution No. C0206/20*

The developments at 25 Culross Avenue and 402 Fullarton Road were completed in April 2020 and January 2021, respectively. An investigation into traffic and parking along the street was undertaken by the Administration in late May 2021, approximately six months following the completion of the developments as a whole.

The investigation has identified the following:

- There have been nominal changes to traffic volumes, traffic speeds and parking occupancy along Culross Avenue post developments, and
- There are currently no technical traffic warrants for the introduction of traffic calming measures based on the recorded post development traffic volumes and speeds.

On the basis of the findings from the latest investigation undertaken, the Administration recommends no changes be made to traffic and parking conditions along Culross Avenue and that no further investigations be undertaken at this point in time.

A Local Area Traffic Management (LATM) Plan for the Myrtle Bank and Fullarton areas (LATM 5) is proposed to be undertaken in three to five years' time (post the Cross Road and Glen Osmond Road intersection upgrades with Fullarton Road). The Administration will consider traffic and parking conditions along Culross Avenue at that time and in the context of an area-wide LATM.

At its meeting held on 21 January 2021, Council heard a deputation from residents of Culross Avenue reiterating the concerns which have been raised by local residents and sought Council's support to close Culross Avenue. However, based on the results of the latest investigation there is no technical warrant to justify the closure of Culross Avenue or introduction changes to traffic and parking conditions.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. No further investigations be undertaken regarding the implementation of traffic calming measures or parking restrictions along Culross Avenue, Myrtle Bank, until the future delivery of Local Area Traffic Management (LATM) 5 – Myrtle Bank / Fullarton.
- 

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

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

## **4. BACKGROUND**

Culross Avenue is a typical local residential street that is located between Fullarton Road and Scammell Reserve.

Over the past two years or so, concerns have been raised by local residents of Culross Avenue regarding the impact on traffic and parking within the street due to the developments at 402 Fullarton Road and 25 Culross Avenue. Council has been considering how best to address these concerns.

The two developments are summarised as follows:

- 402 Fullarton Road (northern side) comprising seven two-storey, three-bedroom dwellings.
- 25 Culross Avenue (southern side) comprising eight three-storey, three-bedroom dwellings.

A Plan of Culross Avenue and its immediate surrounds including the two identified development sites is shown in Attachment 1.

*Attachment 1*

Council has previously considered making Culross Avenue a “Living Street” and has resolved not to proceed with this as it does not meet the relevant criteria.

Council has also considered introducing traffic and parking measures to address the concerns which have been raised by residents regarding the two developments and resolved to review this following an investigation into conditions along the street six months post completion of the developments.

## 5. **DISCUSSION**

### **Background**

The pre-development traffic and parking investigation that was undertaken and outlined to Council for its consideration, at its meeting held on 23 March 2020, also included Bridge Street. The investigation identified that the streets operate as typical local residential streets with respect to traffic volumes and speeds, as well as from a parking perspective.

The investigation identified that the streets:

- carry less than 1,500 vehicles per day (vpd);
- 13% or less of daily traffic volumes in the AM and PM peaks;
- 85<sup>th</sup> percentile vehicle speeds less than 46 km/h; and
- on-street parking occupancy less than 50%.

The traffic and parking conditions as identified at that time are considered to be typical of what is expected for a local residential street. In short, they were found to be in line with Council's traffic technical warrants that underpin the development of Local Area Traffic Management (LATM) Plans within the City of Unley, and as shown in Attachment 2.

*Attachment 2*

The traffic technical warrants have been established to assist Council with assessing conditions along a street (i.e. no agreed problem, possible technical problem, acknowledged technical problem or substantial problem). They also assist Council with its decision making in terms of whether traffic calming measures should be introduced. In short, it enables Council to make informed evidence-based traffic management decisions.

As part of the post-development investigation, traffic and parking data was collected in May and June 2021 on both Culross Avenue and Bridge Street. This enabled a comparison with the pre-development investigation data that had been undertaken. The comparison included a review of traffic volumes, vehicle speeds and parking occupancy along both streets.

### **Traffic Volumes**

The pre-development traffic volumes along Culross Avenue and Bridge Street, and as presented in the 23 March 2020 Council Report, are summarised in Table 1 below:

Table 1: Pre-Development Traffic Volumes (Culross Avenue/Bridge Street)

Culross Avenue / Bridge Street	Average weekday (vpd)	EB : WB / NB : SB (%)	AM Peak (8-9am) vph	PM Peak (5-6pm) vph
Culross Avenue	334	43 : 57	36 (11%)*	36 (11%)*
Bridge Street	299	41 : 59	37 (12%)*	34 (11%)*

\*Percentage of average daily traffic volumes

East Bound (EB), West Bound (WB), North Bound (NB), South Bound (SB)



In undertaking the post-development investigation, traffic counts were undertaken over a two-week period from 29 May to 11 June 2021 along Culross Avenue and Bridge Street. A two-week count was undertaken to capture variances in traffic volumes throughout a week. A summary of the data collated is outlined in Table 2 and Table 3 below.

Table 2: Post-Development Traffic Volumes (Culross Avenue)

Culross Avenue	Average weekday (vpd)	EB : WB (%)	Max (vpd)	Min (vpd)	AM Peak (8-9am) (vph)	PM Peak (5-6pm) (Vph)
Week 1	325	42 : 58	367 (Fri)	205 (Sun)	42 (13%)*	31 (9.5%)*
Week 2	295	42 : 58	318 (Thu)	153 (Sun)	39 (13%)*	25 (8%)*
Average	310	42 : 58			41 (13%)	28 (9%)

\*Percentage of average daily traffic volumes  
East Bound (EB), West Bound (WB)

Table 3: Post-Development Traffic Volumes (Bridge Street)

Bridge Street	Average weekday (vpd)	NB: SB (%)	Max (vpd)	Min (vpd)	AM Peak (8-9am) (vph)	PM Peak (5-6pm) (Vph)
Week 1	291	41 : 59	332 (Tue)	173 (Sun)	41 (14%)*	33 (11%)*
Week 2	269	42 : 58	305 (Thu)	161 (Sun)	35 (13%)*	28 (10%)*
Average	280	42 : 58			38 (14%)	31 (11%)

\*Percentage of average daily traffic volumes  
North Bound (NB), South Bound (SB)

When comparing the collated pre-development and post-development traffic data, it is evident that there is nominal change in traffic volumes. The average daily traffic volumes along both streets are also well below the 1,500 vpd expected for a local residential street.

The AM and PM peak volumes along both streets are also generally low, and less than or equal to 13% of the average daily traffic volumes. This indicates that most traffic along the streets during the peaks are likely to be residents getting to and from work and/or dropping children to and from school.

Based on the City of Unley LATM traffic warrants, the results indicate there to be 'no agreed problem' identified from a traffic movement perspective.

## Vehicle Speeds

The traffic counts undertaken also collated vehicle speeds for the same two-week period. A summary of the 85<sup>th</sup> percentile speeds (speed at which 85% of traffic travels at or below the 40km/hr speed limit) for the pre and post-development investigations is provided in Table 4 below.

Table 4: Pre and Post-Development 85<sup>th</sup> Percentile Speeds  
(Culross Avenue / Bridge Street)

Culross Avenue / Bridge Street	Pre-development (km/h)	Post-development		
		Week 1 (km/h)	Week 2 (km/h)	Average
Culross Avenue	44.1	44	44.2	44.1
Bridge Street	38.3	39.2	39.3	39.2

When comparing the pre-development and post-development vehicle speed data, no change has been observed in the average 85<sup>th</sup> percentile vehicle speeds on Culross Avenue and only a minor increase of 0.9km/h on Bridge Street.

Based on the City of Unley LATM traffic warrants the results indicate there to be 'no agreed problem' identified from a vehicle speed perspective.

## On-street Parking Occupancy

On-street parking is currently permitted on both sides of Culross Avenue and Bridge Street. There is also an off-street car park located at the eastern end of Culross Avenue, comprising 17 parking spaces associated with Scammell Reserve and Fullarton Scout Hall.

Site observations pre-development indicated low parking demand in both Culross Avenue and Bridge Street.

As part of the post-development investigation, Council staff undertook parking occupancy surveys along Culross Avenue and Bridge Street, which comprised of seven weekday and three weekend surveys (10 in total). These surveys were undertaken at different times of the day to capture morning, afternoon, and evening on-street parking occupancy. Table 5 below provides a summary of the parking occupancy data collated.

Table 5: Summary of on-street parking occupancy

Culross Avenue / Bridge Street	No. of parks	Average Occupancy	Maximum Occupancy
Culross Avenue	50	20%	30% (Sun afternoon)
Bridge Street	21	3%	10% (Wed afternoon)

The parking occupancy along both streets post-development is shown to still be low, with no issue observed at this time. Noting that both developments provide up to two off-street parking spaces per residential property, this result is not unexpected.

Based on the City of Unley LATM traffic warrants, the results indicate there to be 'no agreed problem' identified from an on-street parking perspective.

### **Summary**

The post-development investigations regarding traffic volumes, vehicle speeds, and on-street parking (overall summary provided in Table 6 below) has indicated that the two developments have had little to no impact with regard to traffic and parking conditions along Culross Avenue (as well as Bridge Street).

The traffic volumes, vehicle speeds and on-street parking occupancy have all been identified to be low, with no technical warrant established to implement traffic calming measures or give this further consideration until LATM 5 is undertaken in the Myrtle Bank local area.

Table 6: Overall Summary of Traffic & Parking Data for Culross Avenue and Bridge Street

LATM Target Results		Average Pre-Development Investigation Results (March 2020)		Average Post-Development Investigation Results (June 2021)	
		Bridge Street	Culross Avenue	Bridge Street	Culross Avenue
Vehicles Per Day (vpd)	<1500	299	334	280	310
% in AM / PM Peaks	<13%	12% / 11%	11% / 11%	13.5% / 11%	13% / 9%
85 <sup>th</sup> % Speed	<46 km/hr	38.3	44.1	39.2	44.1
On-street Parking Occupancy	< 50%	N/A	N/A	3%	20%

### **Next Steps**

On the basis of the findings of the post-development investigations, the Administration recommends that no further investigations be undertaken regarding traffic and parking conditions along Culross Avenue, and that no changes be made to existing conditions given that there are no technical warrants to do so.

Culross Avenue, however, does sit within the LATM area for Myrtle Bank and Fullarton (LATM 5), which is still to be developed in the coming years. Therefore, further investigations of traffic and parking conditions along Culross Avenue will be incorporated in the context of LATM 5. This is planned for three to five years' time (post the Cross Road and Glen Osmond Road intersection upgrades with Fullarton Road), subject to Council approving the required budget to develop the LATM.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. No further investigations be undertaken regarding the implementation of traffic calming measures or parking restrictions along Culross Avenue, Myrtle Bank, until the future delivery of Local Area Traffic Management (LATM) 5 – Myrtle Bank / Fullarton.

Under this option, Council would acknowledge that the post-development traffic and parking investigation has not identified any technical warrants for the implementation of traffic calming measures or parking restrictions along Culross Avenue (or Bridge Street) and resolves not to make changes to the existing conditions.

However, traffic and parking conditions will be reviewed as part of the future delivery of the LATM for the Myrtle Bank and Fullarton areas (LATM 5). The development of this LATM is not scheduled until at least three years' time, following the completion of the Cross Road and Glen Osmond Road intersection upgrades with Fullarton Road, and subject to Council allocating the required budget to develop the LATM.

### Option 2 –

1. The report be received.
2. *Council confirm a different course of action.*

Council may wish to decide on an alternative way forward. If that is the case, Council will need to articulate what that course of action is and the next steps in pursuing that option.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- A cost of \$900 was incurred to engage an external consultant to collect and collate the traffic counts and vehicle speed data along Culross Avenue and Bridge Street over a two-week period. The cost was met from the Departments' operational budget.

### **8.2 Legislative/Risk Management**

- The City of Unley LATM traffic warrants are well established, and clearly outline the expected conditions for a local residential street. These warrants have been used in the delivery of all LATM Plans in the City of Unley Area (including LATM 1 to 3).
- The results of the post-development investigation have been considered against the requirements of the City of Unley LATM traffic warrants.

### **8.3 Staffing/Work Plans**

- If Council support no further investigation, no further work on this matter will be required at this time. The delivery of LATM 5 is not scheduled for at least three to five years.

### **8.4 Climate/Environmental Impact**

- Not applicable.

### **8.5 Social/Economic**

- Not applicable.

### **8.6 Stakeholder Engagement**

- Consultation with residents has not been undertaken as part of the post-development investigation. In the event that Council wishes to pursue the implementation of traffic calming measures or introduce parking controls, consultation with affected residents would need to be undertaken prior to changes being made.

## **9. REPORT CONSULTATION**

This report has been prepared in consultation with the Executive Management Team (EMT) and the Transport Team within the City Development Division.

## **10. REPORT AUTHORISERS**

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





# ATTACHMENT 1: Site Plan Culross Avenue, Myrtle Bank



--- Residential Regeneration Zone (Fullarton Road)

**402** Two-storey residential flat building, comprising seven, three-bedroom dwellings

**25** Three-storey residential flat building, comprising eight, three-bedroom dwellings

DEVELOPMENT STAGE  
Average vehicles per day (vpd)  
85th percentile vehicle speed (km/h)









## ATTACHMENT 2: City of Unley LATM Traffic Warrants



When using traffic data to aid decision making, there is ideally an agreed level or condition where action is warranted (i.e. traffic volume over a certain value). Establishing when LATM action is necessary or desirable is often based on objective measures of relative need, usually referring to traffic speeds, traffic volumes, or crash rates, called 'Warrants'.

There is no agreed or formally-adopted statement of conditions in Australian Standards or Austroads Guides at which LATM measures must be implemented. These conditions must be determined based on the individual circumstances and with professional judgement of traffic engineering practitioners, and expectations of the community. Austroads Guide to Traffic Management Part 8: 'Local Area Traffic Management' suggests that the categories set out in Table 1 should be adopted.

Table 2 sets out the general warrants applicable for the City of Unley for 40km/h residential streets, based on the Austroads categories set out in Table 1. Analysis of daily traffic volumes, 85th percentile speeds, and peak volumes through the LATM area support these values.

Table 1: Problem categories

Problem level and likely response	Technical Criteria	Response/Action
Substantial problem (a deficiency)	Above the problem warrant level or threshold, i.e. fails the deficiency standard	The problem is significant enough to be included on a funded treatment program, in order of funding priorities
Acknowledged technical problem	Satisfies the deficiency standard but fails the desirable planning standard	Acknowledged problem justifying investigation, but not sufficient to attract funding in the short-term. Alternative (non-LATM) low-cost approach may be considered
Possible technical problem	Achieves the planning standard but conditions are perceived to be above tolerance levels for some in the community	There may be a problem, but not so serious as to attract funding, even in the longer-term. Alternative (non-LATM) low-cost approach may be considered

Table 2: Traffic warrants for the City of Unley

Applicable in local residential streets only	Daily Traffic Volume	85th percentile speed (40km/h streets)	% of daily traffic in peak AM and PM	Casualty crashes in 5 year period	Action
Substantial problem (Deficiency Standard)	> 3000	> 50	> 20	3+	Further investigation required
Acknowledged technical problem (Planning Standard)	> 2000	48-49	17-20	3+	
Possible technical problem	> 1500	46-47	14-16	3+	
No agreed problem	< 1500	< 45	< 13	< 3	No investigation required



## DECISION REPORT

<b>REPORT TITLE:</b>	CONSERVATION GRANT POLICY REVIEW
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	GARY BRINKWORTH
<b>JOB TITLE:</b>	MANAGER DEVELOPMENT & REGULATORY
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. STAKEHOLDER SURVEY RESPONSES</li><li>2. DRAFT CONSERVATION GRANT POLICY AUGUST 2021</li></ol>

---

### 1. **EXECUTIVE SUMMARY**

This report seeks Council's endorsement of the revised Conservation Grants Policy, which includes amendments required as a result of the implementation of the Planning and Design Code (P&D Code) under the *Planning, Development and Infrastructure Act 2016* (PDI Act).

The Conservation Grants Policy (the Policy) provides a framework for assessing applications for funding towards the preservation and maintenance of identified heritage buildings along with significant and regulated trees. 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.

The existing Conservation Grants Policy was last endorsed in October 2019. Council received a briefing in November 2020 to discuss possible changes to the Policy, both to align to Council's strategic objectives and the P&D Code, and to reflect the new heritage references in the P&D Code and the PDI Act. This draft Policy was presented to the 24 May 2021 Council Meeting, with the item deferred for further amendments. This was discussed at a following briefing on 7 June 2021, noting targeted engagement to occur. This consultation has concluded, with the feedback considered and amendments included in the draft Policy for Council's endorsement.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Conservation Grants Policy (version 7) (set out as Attachment 1 to Item 4.2, Council Meeting, 23/08/2021) be endorsed.

3. The CEO 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/POLICIES**

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.

This report also relates to the Planning and Design Code and the City of Unley Tree Strategy.

### **4. BACKGROUND**

Council policies and procedures set the strategic tone of Council on matters that significantly affect the community. These policies, once adopted, need to be endorsed by Council following a review.

The Conservation Grants Policy provides a framework for assessing applications for funding from property owners that will assist in the preservation of heritage places and significant and regulated trees.

With the implementation of the P&D Code under the PDI Act, it is necessary to review this Policy to align to the legislative changes. In particular, Historic Conservation Zones will no longer exist and will effectively be replaced by a Heritage Overlay, with Contributory Items replaced by "Representative Buildings". While the Historic Conservation Zones covered approximately 18% of the Council area, the Heritage Overlay covers approximately 70% of the Council area. The Representative Buildings are located within the old Historic Conservation Zones and large areas of the Heritage Overlay therefore does not have buildings identified that contribute to the heritage value.

A briefing for Elected Members was held in November 2020, at which time the following four options were discussed for inclusion in a revised Conservation Grants Policy:

- Significant and regulated trees only;
- Significant and regulated trees along with Local and State Heritage Places (residential and non-residential);
- Significant and regulated trees along with non-residential Local and State Heritage Places; and
- Discontinue the grant funding.

A draft Policy was presented to the 24 May 2021 Council Meeting based on the previous discussions and it was resolved that:

*Further work be undertaken on the Conservation Grants Policy, as set out in Attachment 1 to this report (Item 4.6, Council Meeting 24/05/2021) to enable:*

- a) Consultation with key groups, including FOCUS and the Tree Action Group, regarding the proposed amendments.*
- b) Consultation with Council's Heritage Advisor on the proposed amendments.*
- c) Information to be presented to Council on the option to fund Representative Buildings under the Policy.*
- d) Consideration to be given to the proposed timelines for both building and tree applications.*

*Resolution No. C0517/21*

A subsequent briefing was held on 7 June 2021 to further explore changes required, including the introduction of a weighted assessment and approach for targeted engagement.

## **5. DISCUSSION**

The targeted community consultation on the draft Policy was open from 9 July 2021 to 30 July 2021 in accordance with Council's Community Engagement and Consultation Policy. The engagement was conducted via an online survey of key stakeholders including:

- a) Tree Action Group/Friends of the City of Unley Society
- b) National Trust
- c) Greening Adelaide
- d) Grant applicants from previous 3 years
- e) Council's Heritage Advisor
- f) Council staff (3) from:
  - i. Arboriculture Team
  - ii. Coordinator Environmental Projects and Strategy
  - iii. Business and Economic Development

The survey posed a total of 6 questions including:

- 1. *How do you feel about the objectives of the Conservation Grants?*
- 2. *Are there any changes you would propose to the draft Conservation Grants Policy?*
- 3. *Are there any matters not included in the draft Conservation Grants Policy that you would like to see addressed?*
- 4. *Do you have any comments over the draft Conservation Grants Policy and the ability to support Council's goal to help preserve the built form and natural environment?*
- 5. *Do you agree with the weighting system applied to the draft Conservation Grants Policy?*
- 6. *Are there any other comments that you may have about the draft Conservation Grants Policy?*



In response, Council received 11 submissions to the above questions from the key stakeholders with the following summary provided:

1. Universal support for the Policy being maintained.
2. Ongoing deliberation over whether the grants should be prioritised for built form or trees.
3. Clarity on weighting system – possible suggestions over further inclusions/exclusions.
4. Timing for grants is difficult to achieve in each financial year for built form applications.
5. Possible expansion of what can be included in works that are supported by grants.

A full copy of the submissions received is included in Attachment 1.

*Attachment 1*

While many points received in the survey supported the draft Policy, several suggestions were provided which are summarised in Table 1, with the administration response included.

**Table 1: Improvement Suggestions**

<b>Suggestion</b>	<b>Response</b>
Weighting system requires more detail and clarity	Noted and amended. The weighting table has been included based on the feedback at previous sessions where trees were considered as having the highest priority given Council's strategic focus on tree canopy increase. Assessment of applications already consider the impact on the conservation value of the scope of works. A percentage of funds allocated to each priority has also been included to ensure the priority order of weighting receives a proportionate amount of funding.
Roof restoration needs to be included as an inclusion	Noted. Clause 6.2.1 already responds to external works that will restore, conserve, enhance or reinstate the heritage features of a roof
Council should provide a list of arborists to use	Noted but no change proposed. It is not in Council's interest to provide a list of preferred suppliers.
Conservation does not clarify that grants include both trees and built form	Noted. The draft Policy outlines inclusion and this will also be conveyed via promotion of the grants through various platforms
Grants should be weighted in favour of external and visible work for the benefit of ratepayers	Noted. This is already included in the consideration of applications under Clause 6.2.1

<b>Suggestion</b>	<b>Response</b>
Grants should be for built form only and not tree maintenance	Noted but no change proposed. Council has clearly indicated that trees are a necessary inclusion under the Policy
Section 2.1 refers to two Conservation Funds – should not prioritise trees over built form applications	Noted. Clause 2.1 has been updated to clarify that there is one Conservation Fund to cater for both built form and tree applications
Priority should not be given to State Heritage Places	Noted with no change proposed. Weighting system has been constructed based on existing Council feedback
Timing – difficult to achieve approval and undertake works in the financial year	Noted with no change proposed. Development Approval is required prior to grant being approved to assist in assessing grant application merit and to reduce the timeframe from approval. Applicants can apply for an extension prior to the end of financial year if there are extenuating circumstances.
Council should waive fees for development applications for conservation work, or a part thereof.	Noted with no change proposed. These are statutory fees and the assessment process incurs costs, partially offset by the income received.

The updated draft Policy, including the changes made as a result of stakeholder feedback, is now presented to Council for endorsement as per Attachment 2.

#### *Attachment 2*

Following the Council meeting, those included as part of the consultation will be notified of the outcome.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Conservation Grants Policy (version 7) (set out as Attachment 1 to Item 4.2, Council Meeting, 23/08/2021) be endorsed.
3. The CEO be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Conservation Grants Policy.

The endorsement of this option finalises the Conservation Grants Policy and incorporates the required amendments discussed at the May Council Meeting and June briefing, along with consideration of feedback received through the stakeholder consultation process.

The updated policy reflects the changes required under legislation due to the transition to the P&D Code under the PDI Act, along with the administrative changes noted through previous briefings on the Policy.

Option 2 –

1. The report be received.
2. The Conservation Grants Policy (version 7) (set out as Attachment 2 to Item 4.2, Council meeting 23/08/2021) be endorsed with the following amendments:
  - 2.1 *[insert amendments as required]*

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 and consideration given to the impact on the budget, governance efforts required to ensure transparency, administration and probity of funding.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- 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 within Council's Annual Budget and Business Plan.

**8.2 Legislative/Risk Management**

- Updates to the Policy meeting the required legislation and there are no foreseeable risks associated with the proposed amendments.

**8.3 Staffing/Work Plans**

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

#### **8.4 Climate/Environmental Impact**

- The Conservation Grants 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.

#### **8.5 Social/Economic**

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

#### **8.6 Stakeholder Engagement**

- A campaign is planned to promote the Conservation Grants Policy once released to encourage applications.

### **9. REPORT CONSULTATION**

Consultation has been undertaken with key Council staff during the review of the Policy. This includes representatives across the City Design, Assets and Operations and Executive Management Team.

### **10. REPORT AUTHORISERS**

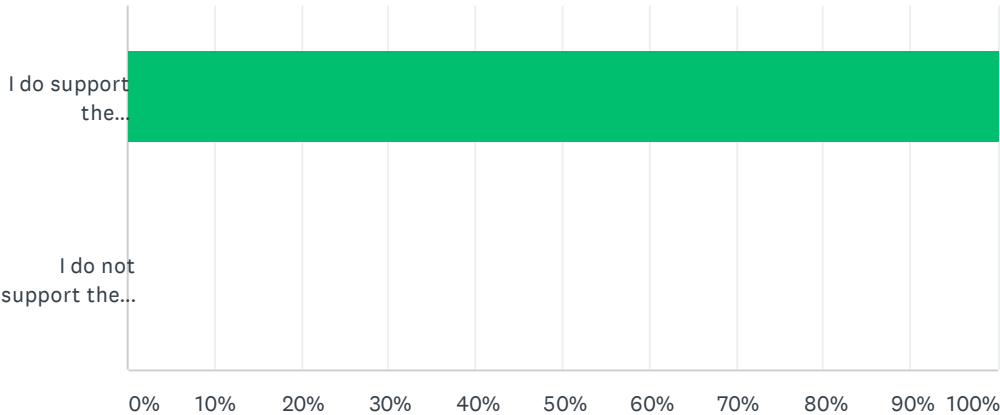
<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services





Q1 Select how you feel about the objectives of the Conservation Grants

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
I do support the Conservation Grants Policy being retained.	100.00%	11
I do not support the Conservation Grants Policy being retained.	0.00%	0
TOTAL		11

## Q2 Are there any changes you would propose to the draft Conservation Grant Policy?

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	The interaction with the State Gov't grants fund for State Heritage Places is unclear. (See further comment under Q5 below).	7/30/2021 11:47 AM
2	For complex works, recommend discussion with Council's planning officers and/or heritage advisor prior to submitting an application. The opportunity to apply for a grant for expert advice, referenced in section 6.5.1, should be explained in more detail. For instance, for complex or structural matters, reports and documentation prepared by suitably-qualified professionals may be appropriate for funding. Consider adding other examples of appropriate work, e.g. re-roofing, timberwork repair, reinstatement of original details.	7/26/2021 9:58 AM
3	Expand the grants to include any positive arboricultural management that conserves regulated and significant trees. i.e. fertilising, Multiple year (5) arboricultural management plans, root zone improvements, aerial inspections, habitat creation, etc. 6.4.2 Regulated and Significant Trees > Technical Report from a suitably qualified Arborist describing the arboricultural management required to conserve the subject tree/s. > Two quotes from suitably qualified tree management contractors. > Images of the proposed management works.	7/19/2021 11:06 AM
4	No	7/17/2021 12:16 PM
5	Remove the weighting system. This seems silly - why is tree pruning more important than restoring the facade of a building? The latter adds far more to the character of the area than tree pruning!	7/15/2021 8:51 PM
6	We would like to see the grants more widely advertised, especially in relation to maintenance of regulated and significant trees.	7/14/2021 10:32 AM
7	Took a long time after we completed works before council made payment so that could be improved as an adjunct to the policy review	7/12/2021 9:59 PM
8	Consider re-ordering the text throughout policy to have sig & reg tree listed first to reflect priority weighting. Consider adding clause 6.6.4 on what happens to an unsuccessful applicant due to weighting (rather than other eligibility criteria) on options for re-applying in subsequent years. For example in scenario where a representative building work is not successful in a give year due to weighting rule rather than any other eligibility criteria and re-apply the subsequent year. Does anything change or it is assessed again as if it was a brand new application?	7/12/2021 2:50 PM
9	The budget for heritage conservation work is already small some \$20,000 regulated trees and significant trees should be dealt with separately not in the same grant scheme. I can see the budget absorbed in Arborists reports and tree trimming.	7/12/2021 8:12 AM
10	More time allowed to use the grant-ie not limited to use within financial year.	7/9/2021 8:31 PM

## Q3 Are there any matters not included in the draft Conservation Grants Policy that you would like to see addressed?

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	Suggest that the policy should include the detailed criteria against which applications are assessed and scored.	7/30/2021 11:47 AM
2	The restraints on timing are a significant disincentive and impediment to applicants. By the time Council have advertised the grants, processed and assessed applications and notified applicants of the outcome, there is often insufficient time in which to complete the works within a financial year. the often complex nature of conservation work, the need to obtain development approval and the availability of specialised tradesmen and builders are some influencing factors. More flexibility in the scheme is desirable but also requires a more substantial resource input from Council. Consider adding that the selection of tradesmen and quality assurance are the responsibility of the applicant. recommend adding a reference that conservation works are to be undertaken in accordance with Burra Charter principles.	7/26/2021 9:58 AM
3	See above.	7/19/2021 11:06 AM
4	No	7/17/2021 12:16 PM
5	Specific mention of roof restoration needs to be added	7/15/2021 8:51 PM
6	In relation to regulated and significant trees: We would like to see Council have a panel/list of arborists they could provide to applicants in order to help applicants find a reputable arborist. We strongly support the arborist not being the same person who quotes for then pruning the tree.	7/14/2021 10:32 AM
7	See below	7/12/2021 9:59 PM
8	Suggest large sub heading under grants title on website "for regulated and significant trees, heritage paces and representative buildings"- I think the sole term of conservation is not obvious what it covers. Suggest its written in order of weighting rather than reverse as it is typically set out within policy.	7/12/2021 2:50 PM
9	Conservation grants should be weights in favour of external and visible work for the benefit of all ratepayers.	7/12/2021 8:12 AM

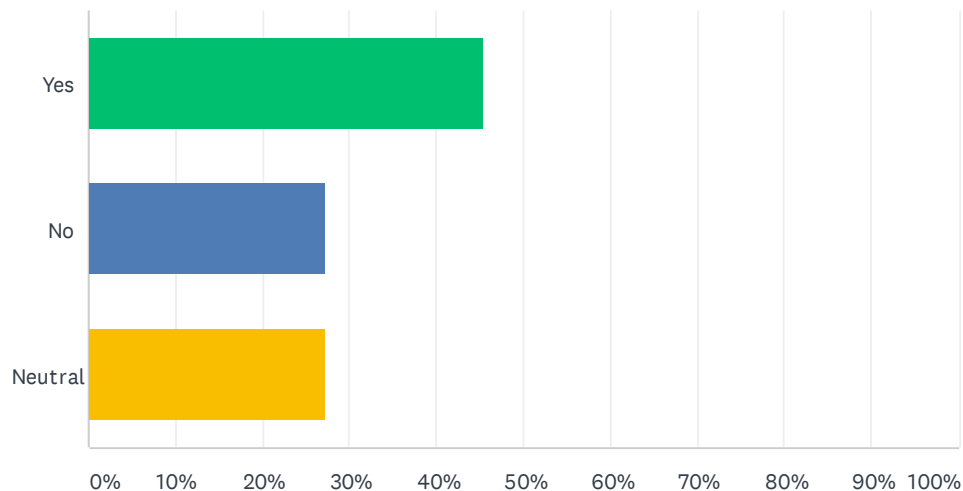
## Q4 Do you have any comments over the draft Conservation Grants Policy and the ability to support Council's goal to help preserve the build form and natural environment?

Answered: 8 Skipped: 3

#	RESPONSES	DATE
1	With reference to clause 6.2.1, greater clarity on the following would be helpful... > Define what constitutes external structural repairs. Does this apply only to the failure of a structural load-bearing component (eg masonry walls, timber verandah frame members)? Does it include underpinning or other approaches to controlling masonry cracking? What about failed verandah slabs? > The list for the second dot point mentions only the painting of external timber work — clarify whether it also includes common external timber repairs such as timber rot to finials, barge boards, fascias etc. > Also under the second dot point it would be helpful to clarify whether eligible roofing works include common rainwater goods issues such as gutter/downpipe replacement. Is re-roofing eligible? With reference to the exclusion on internal works, I suggest that this should clarify whether internal works can be considered for LHPs that have internal features specifically nominated in their local heritage listing.	7/30/2021 11:47 AM
2	Heritage grant schemes are an important component of achieving positive conservation outcomes, acknowledging the complexity of conservation work and the cost of maintaining heritage places.	7/26/2021 9:58 AM
3	I acknowledge and congratulate the push to focus on the environmental component of this Policy considering our current social and environment climate.	7/19/2021 11:06 AM
4	I believe it serve as a positive contribution	7/17/2021 12:16 PM
5	We believe the policy is critical to support people who have big trees on their property and who may find the cost of maintenance prohibitive.	7/14/2021 10:32 AM
6	No reference above to grants for significant tree pruning and retention?	7/12/2021 9:59 PM
7	Supportive of policy and think it is a great service.	7/12/2021 2:50 PM
8	The scheme should be for preservation of built form not tree maintenance. My understanding is the grant scheme is intended to help with the additional costs that can be involved in retaining old buildings	7/12/2021 8:12 AM

## Q5 Do you agree with the weighting system applied to the draft Conservation Grants Policy?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	45.45%	5
No	27.27%	3
Neutral	27.27%	3
TOTAL		11

#	WHAT ARE THE REASONS FOR YOUR RESPONSE?	DATE
1	Don't disagree with it but find it lacks detail and clarity. I suggest for instance that it should... > define the criteria against which applications are assessed; > explain how the weightings are applied in the assessment process — eg do they apply a scaled percentage reduction to a point scoring matrix system, or are all complying Priority 1 applications funded before consideration of Priority 2, and so on through to Priority 5? There is no policy statement to explain why the two classes of trees are prioritised over the three classes of buildings. Should a certain building class eg SHP or LHP take precedence over the Regulated Tree category for instance? Are there situations in which a building application might take precedence over a Significant Tree application? In prioritising State Heritage Places over Local Heritage Places, how does the assessment policy take into account the access that SHP owners have to the State Government's annual \$250k heritage grants fund? Clause 6.1.7 does preclude projects for which other funding has been obtained, but is there an expectation that SHP owners will seek State Gov't funding in the first instance?	7/30/2021 11:47 AM
2	Section 2.1 states that there are two Conservation Funds. There should not therefore be priority given to trees. The State Government has recently confirmed its commitment to maintaining and increasing the budget for the State Heritage Fund for the next three years. Owners of State heritage places can therefore apply for a State heritage grant. In that context, it doesn't appear appropriate for Council to give owners of State heritage places priority. It is suggested that Council might therefore consider applications from owners of State heritage places who have had an application from the State heritage fund declined. Why is there a need for a weighting system? If a weighting system is necessary, suggest that it be primarily concerned the nature and scope of work, the urgency of the work and the anticipated outcome in respect of the public realm.	7/26/2021 9:58 AM
3	I have a significant, regulated tree on my property.	7/19/2021 11:16 AM



## Draft Conservation Grants Policy

4	See above.	7/19/2021 11:06 AM
5	It provides greater transparency	7/17/2021 12:16 PM
6	Prioritising tree pruning over building restoration is illogical. The weighting system should either be removed or more priority given to building restoration	7/15/2021 8:51 PM
7	We are losing our big trees on private property in Unley at an alarming rate. Often private owners struggle to maintain them. These trees are a community asset and it is critical that Council take any measures which will support owners to maintain them.	7/14/2021 10:32 AM
8	Helps make it clear for both applicants and administration.	7/12/2021 2:50 PM
9	Weighting the scheme in favour of tree maintenance will mean very little is left for heritage built form work that the scheme is created for. By trees being placed in category 1 and 2 there will be no funding left for Representative buildings which there are a lot of in Historic Overlay Areas.	7/12/2021 8:12 AM

## Q6 Are there any other comments that you may have about the draft Conservation Grants Policy?

Answered: 6   Skipped: 5

#	RESPONSES	DATE
1	Clause 2 refers to two Conservation Grant Funds but does not identify what they are, how they differ and what proportion of available funds is allocated to each. Is one for trees and the other for buildings? Suggest that the assessment policy in 6.6 should set out how it is applied to each separate fund.	7/30/2021 11:47 AM
2	It is important that Council commit appropriate staff resources to administer the scheme. Recommend Council waive fees for development applications for conservation works, or a portion thereof for development applications involving both conservation work and other work.	7/26/2021 9:58 AM
3	No	7/17/2021 12:16 PM
4	We strongly support the grants being available to owners every 3 years. Re regulated and significant tree maintenance, we still have some reservations about the requirement for an arborist's technical report and the cost of this report being a deterrent to people applying for the grant.	7/14/2021 10:32 AM
5	Always good to have a review and to consult key stakeholders so well done	7/12/2021 9:59 PM
6	I can see that Council wants to help owners with regulated and significant tree maintenance but this work should have its own scheme.	7/12/2021 8:12 AM





## COU0022: CONSERVATION GRANTS POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	Manager Development & Regulatory Services
Related Policies and Procedures	N/A
Community Plan Link	<i>Environmental Stewardship</i> 2.1 Unley's urban forest is maintained and improved.
Date Adopted	23 August 2004: C397
Last review date	<u>23 August 2021: C /2128</u> <del>October 2019: C0117/19</del>
Next review date	<del>October 2022</del> <u>August 2023</u>
Reference/Version Number	COU0022: <u>V76</u>
ECM Doc set I.D.	2830313

### 1. PREAMBLE

- 1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.
- 1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, ~~contributory items~~ representative buildings within historic overlays ~~areas~~ 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 (and Historic Contributory Items) as well as Regulated and Significant and Significant Trees Conservation Grant ~~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 two~~ Conservation ~~Grant program~~Funds established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings (and historic contributory items) and regulated or significant trees.
- 2.2. The Conservation ~~Grants~~Funds 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 historic area contributory items) 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 ~~Development Act 1993~~Planning, Development and Infrastructure Act 2016 and associated Regulations, as amended.

~~As at February 2012,~~ 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 ~~Development Act 1993~~Planning, Development and Infrastructure Act 2016 and associated Regulations, as amended.

~~As at February 2012,~~ 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 ~~as identified in Table Un9 of the Unley (City) Development Plan~~ are eligible for priority consideration under this policy 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 Table Un/3 of the Unley (City) Development Plan, the State Heritage Overlay of the Planning and Design Code.
- 4.4. **Local Heritage Place** means "Local Heritage Places" as identified in Table Un/4 of the Unley (City) Development Plan, Part 11 of the Planning and Design Code.
- ~~4.5. **Contributory Heritage Items** means Contributory Items as identified in Fig Un/(RHC)/1 to 7 in the Unley (City) Development Plan.~~
- 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. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the:

- General Manager City Services
- Manager Development & Regulatory Services

## 6.5. POLICY STATEMENT

### 6.1.5.1. Eligibility

~~6.1.1.5.1.1.~~ Conservation grants may be considered in relation to regulated trees, significant trees or, state and local heritage places, or representative buildings and contributory items as defined in this policy.

~~6.1.2.5.1.2.~~ A regulated tree, significant tree, heritage place or representative building or contributory item which that is the subject of an application for conservation funding must be privately owned and 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.

~~6.1.3.5.1.4.~~ 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.

5.1.5. Properties that have previously received the maximum available funding will not be eligible to apply for funds for a period of:

5.1.5.1. In the case of building work - five (5) years from the date that the maximum amount of funds has been received.

~~6.1.3.1.5.1.5.2.~~ In the case of regulated or significant tree pruning – three (3) years from the date that the maximum amount of funds has been received.

5.1.6. 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.

~~6.1.4.5.1.7. Where any other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.~~

## **6.2.5.2. What types of projects will be considered**

~~6.2.1.5.2.1. 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.

~~Please note: Internal works will only be considered where deemed essential to the structural stability of the building.~~

## **6.3.5.3. What the Grant Scheme does not cover**

~~6.3.1.5.3.1. 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 State/Local Heritage Place);~~
- ~~the purchase of a building or site;~~
- ~~construction of additions or outbuildings;~~
- ~~relocation of a heritage building.~~

## **6.4.5.4. Information to be provided**

~~6.4.1.5.4.1. Heritage Place or Representative Building or Contributory Item~~

- ~~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~~



#### 6.4.2.5.4.2. Regulated or Significant Tree

- Expert or technical report from a qualified arborist on the maintenance pruning proposed
- Two quotes from tree pruners
- Recent photos of the proposed maintenance pruning required

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above) will be considered ineligible and will be returned to the applicant.

#### 6.5.5.5. Grant Conditions

##### 5.5.1. Grants are available only for the costs of:

- expert advice;
- conservation and restoration of heritage places or representative buildings or contributory items to conserve original elements or reinstate the original appearance and the maintenance
- ~~and~~ management of eligible trees.

~~6.5.1.~~ 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 Development Act 1993 Planning, Development and Infrastructure Act 2016.

~~6.5.2.~~ 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.

6.5.3.5.5.2. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.

6.5.4.5.5.3. 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.

~~6.5.5.5.5.4.~~ Conservation grants are available for up to 50% of the total cost of a single grant application:

- (i) of a regulated or significant tree up to a maximum amount of \$1,000 per application; and
- (ii) of a heritage place and/or representative building and/or contributory item(s) 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 ~~(maximum of 12 months)~~

for the completion of any works funded with Council's assistance within the financial year that the grant was provided.

6.5.6-5.5.6. 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.

6.5.7-5.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

6.5.8-5.5.8. 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~~ under delegation by 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:

<b><u>Priority Weighting</u></b>	<b><u>Conservation Grant Application Type</u></b>
<u>1 – 40%</u>	<u>Significant Tree Pruning</u>
<u>2 – 25%</u>	<u>Regulated Tree Pruning</u>
<u>3 – 20%</u>	<u>Local Heritage Place building works</u>
<u>4 – 10%</u>	<u>State Heritage Place building works</u>
<u>5 – 5%</u>	<u>Representative Buildings building works</u>

5.6.3. Funding under this Policy shall be assessed based on the priority listing in 6.6.2 and the merits of the application against the eligible works proposed in 6.2.

5.6.4. Where the total percentage of budgeted funds in 6.6.2 are not allocated, those funds can be allocated to lower priority weightings where merit is displayed against 6.2 for the proposed works. Any such funds would be allocated in priority order.

## **6.6.5.7. Administration**

6.6.1-5.7.1. 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.



~~6.6.2.5.7.2.~~ The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community ~~within three months of~~ as soon as practicable following the declaration of the budget and again, later in the financial year, if funds remain unallocated.

## **7.6. POLICY DELEGATIONS**

~~7.1.6.1. Nil Applicable~~ The Manager Development and Regulatory is delegated to approve partial payments of allocated funding prior to completion of works the applicant has provided information relating to cash flow issues in order to complete the approved scope of works.

## **8.7. LEGISLATION**

- ~~Development Act 1993~~ Planning, Development and Infrastructure Act 2016 and associated Regulations.

## **9.8. AVAILABILITY OF POLICY**

~~9.1.8.1.~~ 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) for public inspection during normal office hours at:

The Civic Centre,

181 Unley Road, Unley SA 5061.

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

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

## **14.9. 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	
<u>23 Aug 2021</u>		



## DECISION REPORT

<b>REPORT TITLE:</b>	COMMUNITY EVENT SPONSORSHIP 2021/22
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	KATHRYN MCCLINTOCK
<b>JOB TITLE:</b>	EVENTS COORDINATOR
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 2021-22 COMMUNITY EVENT SPONSORSHIP EXISTING AGREEMENTS</li><li>2. ATTACHMENT 2 2021-22 COMMUNITY EVENT SPONSORSHIP PROGRAM GUIDELINES</li><li>3. ATTACHMENT 3 2021-22 COMMUNITY EVENT SPONSORSHIP FUNDING RECOMMENDATIONS</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of the recommendations for funding under the Community Event Sponsorship Program for 2021/22.

Council's annual sponsorship program provides financial and in-kind support to community run events that directly benefit the City of Unley and is aligned to the delivery of key priorities within Council's 4 Year Delivery Plan.

The budget allocated to sponsor community events in 2021/22 is \$78,000. Of this funding \$13,000 has already been committed via existing multi-year agreements. The remaining \$65,000 is available for allocation in 2021/22.

Applications for funding for events to be held in 2021/22 were sought between 1 May and 30 June 2021.

Thirteen applications were received requesting a total of \$47,354 (cash and in-kind). Following an assessment of the applications, it is recommended that ten of the applications totalling \$32,454 be either fully or partially funded, including four multi-year agreements and six one-year agreements. The remainder of funding of \$32,546 forms the Community Chest which is proposed to be allocated via delegation by the General Manager City Services, with any unspent funds returned as savings.

It is anticipated that these 10 events, together with those events that Council is sponsoring through existing agreements, will activate many of our public spaces and community facilities in 2021/22.

There were three applications not recommended for funding as they did not meet criteria, had a lack of supporting information and/or incomplete/quality of the application.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. Sponsorship packages totalling \$32,454 will be awarded through the 2021/22 Community Event Sponsorship Program as follows:
    - a. Multi Year Agreements
      - \$4,000 to the Australian Sri Lankan Association for the Food and Cultural Day celebrating Sri Lankan food and culture held at Fullarton Park (2-year agreement);
      - \$4,000 to the AusCycling for the 2021 Super Series Criterium held at Unley Oval Reserve (3-year agreement);
      - \$4,000 to the Alliance Francaise d'Adelaide for the Cine Club for Kids and Quiz held at the Unley Town Hall (2-year agreement);
      - \$3,375 to the Greek Orthodox Community for the Greek Community Goodwood Cultural Festival, held at the Goodwood Community Centre car park (3-year agreement);
    - b. One Year Agreements
      - \$5,000 to ARTHUR Incorporated for the Mr Parker pop-up activation of 30 Glen Osmond Road, Parkside during the Adelaide Fringe (1-year agreement);
      - \$3,779 to Studio Flamenco for the cultural event Gypsy Caravan, held at Fullarton Park (1-year agreement);
      - \$3,000 to the Sturt Football Club for the Culture Fest held at the Unley Oval in conjunction with an SANFL event (1-year agreement);
      - \$2,500 to the Goodwood Primary School for the Goodwood Spring Fling Festival, a community event held at Goodwood Primary School (1-year agreement);
      - \$2,000 to the Goodwood Saints Football Club for a family fun day held at Goodwood Oval (1-year agreement);
      - \$800 to League of Laughs for the Adelaide Juggling Convention, (1-year agreement).
  3. The General Manager City Services be delegated authority to allocate remaining funding of up to \$32,546, using the Community Event Sponsorship criteria via a Community Chest process, with any unspent funds to be returned as savings.
-

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

#### 1. Community Living

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

- Active Ageing Strategy

Focus Area 4: Social Participation

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

- Cultural Plan

The Culture of Creativity: host and support events and festivals.

The Culture of Us: encourage and support programs which reflect and bring people together from different cultural backgrounds.

- Community Grants and Sponsorship Policy

### 4. **BACKGROUND**

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

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

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

The three categories of sponsorship available are as follows:

#### LARGE-SCALE EVENT SPONSORSHIP

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

#### MEDIUM-SCALE EVENT SPONSORSHIP

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

## SMALL-SCALE EVENT SPONSORSHIP

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

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

Two projects awarded multi-year funding in 2019/20 are currently in the third year of their three-year agreements. This includes Alliance Francaise French Market event and Unley Park Baptist Church Annual Carols Night. These multi-year funding agreements result in a reduced amount of funding available for allocation in the 2021/22 round. The existing agreements are detailed in Attachment 1, noting that the Carols at the Rotunda event would normally be listed in the current existing agreements, however Unley Rotary Club have advised of their intent to cancel the 2021 event due to logistics related to COVID-19, and as such this allocation has been removed.

### *Attachment 1*

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

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

Events run by Trader Associations have been considered for funding separately by Council as part of the annual budget deliberations and do not form part of the Community Event Sponsorship Program.

In 2020/21 the Community Event Sponsorship application round was not opened for applications, due to the impacts of COVID on the events industry.

## 5. **DISCUSSION**

There are two pre-existing multi-year funding arrangements in place that were endorsed in 2019/20, that commit \$12,000 (cash and in-kind) of the \$78,000 funding available in 2021/22 as detailed in Attachment 1. These events with existing agreements were not required to submit an additional application this year.

In addition to existing agreements, there is \$1,000 in-kind support allocated to the Fisher Street Halloween trick or treating activities. Council was advised by SAPOL that due to the increasing size of this event, and there being no formal event organiser, it was a requirement of Council to reduce the traffic speed by implementing traffic controls and signage.

Applications for 2021/22 funding round were sought between 1 May and 30 June 2021, and thirteen applications were received. The 13 new applications comprised 10 medium-scale events and three large-scale events.

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

### *Attachment 2*

An administrative working group of three staff comprising Council's Events Coordinator, Cultural Development Coordinator and Team Leader, Community and Cultural Development met on 23 July 2021 to assess the applications and to propose funding of events as outlined in Attachment 3.

### *Attachment 3*

The working group assessed the applications based on the Guidelines and gave precedence to events held in Council's public places that offer free, accessible activities to the community.

It is recommended that 10 of the 13 applications be either fully or partially funded, totalling \$32,454 in cash and in-kind support. It is anticipated that these events, together with those covered by existing agreements, will attract many visitors to the City of Unley and will activate our public spaces this events season.

It is recommended that four projects be supported for multi-year funding. These are: AusCycling Super Series Criterium (3 years), Australian Sri Lankan Association's (ASLA) Food and Cultural Festival (2 years), Alliance Francaise Cine Club and Quiz (2 years), and Greek Community Goodwood Cultural Festival (3 years).

Several future opportunities have already been identified as potential events to be funded through the Community Chest. These event organisers are still developing their proposed events and were unable to apply at the time of the formal round. The funds remaining after the formal round and available for the Community Chest is \$32,546.

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

Following endorsement, all event organisers are required to adhere to Council's sponsorship agreement. A condition of these agreements is that if the event organiser cancels the sponsored event and does not reschedule the event for the same calendar year, Council is entitled to a refund of any cash contribution paid. Should events be required to cancel due to COVID restrictions, Council's Events Coordinator will work with event organisers to reschedule within the same financial year or return their funding.

A copy of the Community Event Sponsorship Program applications, together with a summary of the Administration's recommendations for funding, is available for viewing prior to the August Council meeting in the Elected Members Room.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Sponsorship packages totalling \$32,454 will be awarded through the 2021/22 Community Event Sponsorship Program as follows:
  - a. Multi Year Agreements
    - \$4,000 to the Australian Sri Lankan Association for the Food and Cultural Day celebrating Sri Lankan food and culture held at Fullarton Park (2-year agreement);
    - \$4,000 to the AusCycling for the 2021 Super Series Criterium held at Unley Oval Reserve (3-year agreement);
    - \$4,000 to the Alliance Francaise d'Adelaide for the Cine Club for Kids and Quiz held at the Unley Town Hall (2-year agreement);
    - \$3,375 to the Greek Orthodox Community for the Greek Community Goodwood Cultural Festival, held at the Goodwood Community Centre car park (3-year agreement);



b. One Year Agreements

- \$5,000 to ARTHUR Incorporated for the Mr Parker pop-up activation of 30 Glen Osmond Road, Parkside during the Adelaide Fringe (1-year agreement);
- \$3,779 to Studio Flamenco for the cultural event Gypsy Caravan, held at Fullarton Park (1-year agreement);
- \$3,000 to the Sturt Football Club for the Culture Fest held at the Unley Oval in conjunction with an SANFL event (1-year agreement);
- \$2,500 to the Goodwood Primary School for the Goodwood Spring Fling Festival, a community event held at Goodwood Primary School (1-year agreement);
- \$2,000 to the Goodwood Saints Football Club for a family fun day held at Goodwood Oval (1-year agreement);
- \$800 to League of Laughs for the Adelaide Juggling Convention, (1-year agreement).

3. The General Manager City Services be delegated authority to allocate remaining funding of up to \$32,546, using the Community Event Sponsorship criteria via a Community Chest process, with any unspent funds to be returned as savings.

This option to fund 10 events provides a range of events that will make a positive impact in the community and encourage increased interaction, celebration and gathering.

Additionally, this Option delegates authority to the General Manager City Services to allocate funding via the Community Chest process (which applies the same assessment criteria used for Community Event Sponsorship applications) to event applications received outside of the sponsorship round. This approach ensures that Council is well placed to respond in a timely way to an opportunity for place activation and celebration that may arise during the year. Any unspent funds will be returned as savings.

Option 2 –

1. The report be received.
2. Sponsorship packages totalling \$32,454 will be awarded through the 2021/22 Community Event Sponsorship Program as follows.

c. Multi Year Agreements

- \$4,000 to the Australian Sri Lankan Association for the Food and Cultural Day celebrating Sri Lankan food and culture held at Fullarton Park (2-year agreement);
- \$4,000 to the AusCycling for the 2021 Super Series Criterium held at Unley Oval Reserve (3-year agreement);

- \$4,000 to the Alliance Francaise d'Adelaide for the Cine Club for Kids and Quiz held at the Unley Town Hall (2-year agreement);
  - \$3,375 to the Greek Orthodox Community for the Greek Community Goodwood Cultural Festival, held at the Goodwood Community Centre car park (3-year agreement);
- d. One Year Agreements
- \$5,000 to ARTHUR Incorporated for the Mr Parker pop-up activation of 30 Glen Osmond Road, Parkside during the Adelaide Fringe (1-year agreement);
  - \$3,779 to Studio Flamenco for the cultural event Gypsy Caravan, held at Fullarton Park (1-year agreement);
  - \$3,000 to the Sturt Football Club for the Culture Fest held at the Unley Oval in conjunction with an SANFL event (1-year agreement);
  - \$2,500 to the Goodwood Primary School for the Goodwood Spring Fling Festival, a community event held at Goodwood Primary School (1-year agreement);
  - \$2,000 to the Goodwood Saints Football Club for a family fun day held at Goodwood Oval (1-year agreement);
  - \$800 to League of Laughs for the Adelaide Juggling Convention, (1-year agreement).

This option to fund ten (10) events provides a range of events that will make a positive impact in the community and encourage increased interaction, celebration and gathering.

This Option does not provide delegated authority to the General Manager City Services to allocate funding via the Community Chest process to event applications received outside of the sponsorship round. This approach would require any subsequent applications received to be presented to Council for decision on a case by case basis, noting the additional time required to prepare and present the report may result in a lost opportunity as the additional timeframe needed may inhibit the event from occurring.

### Option 3 –

1. The report be received.
2. Sponsorship packages totalling [\$XXXXX] will be awarded through the 2021/22 Community Event Sponsorship Program as follows.  
  
*[list events to receive sponsorship here – to be determined by Council]*
3. The General Manager City Services be delegated authority to allocate remaining funding of up to [\$XXXXX], using the Community Event Sponsorship criteria via a Community Chest process, with any unspent funds to be returned as savings.

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

This Option retains the delegation of authority to the General Manager City Services to allocate funding via the Community Chest process (which applies the same assessment criteria used for Community Event Sponsorship applications) to event applications received outside of the sponsorship round.

In making any changes, Council should consider the budget, the guidelines, existing policies and probity of decision-making.

Option 4 –

1. The report be received.
2. Sponsorship packages totalling [\$XXXXX] will be awarded through the 2021/22 Community Event Sponsorship Program as follows.  
*[list events to receive sponsorship here – to be determined by Council]*
3. Council amends the funding allocations with the new recommendations, and applications for remaining funding within the Community Chest are presented to Council for consideration, with any unallocated funds to be returned as savings.

Similar to Option 3, this Option allows Council to change the sponsorship allocations to reflect alternate funding priorities but does not provide delegated authority to the General Manager City Services to allocate funding via the Community Chest process to event applications received outside of the sponsorship round.

Under this option any applications received for the remaining funding that available under the Community Chest process would be presented to Council for consideration, noting the additional time required to prepare and present the report may result in a lost opportunity as the additional timeframe needed may inhibit the event from occurring.

As with Option 3, in making any changes, Council should consider the budget, the guidelines, existing policies, and probity of decision-making.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- The total amount of funding (both cash and in-kind) available for this program in the 2021/22 financial year is \$78,000, with \$13,000 already committed via existing multi-year agreements.
- The recommended schedule of funding for the 2021/22 Community Event Sponsorship Program as per Attachment 3 to this report commits a further \$32,454, with the remaining \$32,546 allocated to the 'Community Chest'.
- Any unspent funds will be returned as savings.
- As the new multiyear agreements span 2-3 years, the relevant amount will be applied to 2022/23 and 2023/24, reducing the amount of available Event Sponsorship in those years.

### **8.2 Legislative/Risk Management**

- Council's Events Coordinator will support community event organisers to ensure that events are delivered safely within the Emergency Management (Public Activities) Directions. As part of the established event permit process, event organisers will be required to submit a risk assessment and a copy of their SA Health COVID Safe or COVID Management Plan, which includes the details of COVID marshal arrangements, density requirements and QR code check-in procedures.
- In the event these activities are impacted as a result of increased COVID restrictions, discussions will occur with the Event Organiser to determine postponement or cancellation, whereby the sponsorship allocation will be returned to Council.

### **8.3 Staffing/Work Plans**

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

### **8.4 Climate/Environmental Impact**

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

### **8.5 Social/Economic**

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

### **8.6 Stakeholder Engagement**

- The Community Event Sponsorship Program was promoted on the Council's website and a social media campaign was implemented via Council's Facebook page and Instagram account.
- Information was also directly emailed to previous Community Event Sponsorship recipients, past and current event organisers, community organisations, and community groups.
- Promotional signage was installed at the Soldiers' Memorial Garden on Unley Road and along Fullarton Road.
- Informal assistance was offered to prospective applicants to assist with the preparation of submissions.

## **9. REPORT CONSULTATION**

- Community and Cultural Development
- Finance and Procurement

## **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Marcia Mudge	Team Leader Community & Cultural Development
Mandy Smith	Manager Community Connections
Megan Berghuis	General Manager, City Services

2021/22 Community Event Sponsorship Existing Agreements						
Event Name	Description	Proposed Date	Venue	Existing cash sponsorship agreement	Existing in-kind sponsorship	Agreement Year
French Market	A culturally vibrant French Market celebrating the French way of life	Nov 2021	Soldiers Memorial Gardens	\$10,000	\$0	3 of 3
Unley Park Baptist Church Annual Street Party and Carols Night	An annual street party to celebrate the joy and message of Christmas with the church members and local community.	Dec 2021	Bellevue Place, Unley Park	\$0	\$2,000	3 of 3
Halloween on Fisher Street	Traffic management required by SAPOL for trick or treating along Fisher Street on Halloween afternoon/evening	Oct 2021	Fisher Street	\$0	\$1,000	n/a
				<b>\$10,000</b>	<b>\$3,000</b>	
<b>TOTAL FUNDS ALLOCATED IN EXISTING CONTRACTS</b>					<b>\$13,000</b>	







# Community Event Sponsorship Program Guidelines 2021 - 2022

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## Overview

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

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

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

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

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

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## Sponsorship Categories

### Large-scale event sponsorship

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

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

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

### Medium-scale event sponsorship

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

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

### Small-scale event sponsorship

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

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

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## Council Supplied Services Support

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

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

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## Eligibility Criteria

### All events MUST:

- › Be free or discounted for City of Unley residents
- › Be delivered prior to June 30 2022
- › Take place and activate spaces open and accessible to the public, within the City of Unley including parks, reserves, mainstreets, Council property
- › Demonstrate direct benefit to the City of Unley community
- › Be accessible for people with disability
- › Demonstrate environmentally sustainable practices
- › Be plastic straw free, use a three bin waste management system and compostable packaging
- › Be planned and managed in accordance with the City of Unley Event Planning Toolkit and adhere to the Event Permit Terms and Conditions
- › Obtain Public Liability Insurance for a minimum of \$20 million as stipulated in the Event Permit Terms and Conditions
- › Be run by a legal entity or auspiced by a legal entity
- › Not have any outstanding debts due to Council and an acquittal report must have been provided for all previous grants or sponsorships
- › Be aware of the SA Health requirements in relation to COVID-19 and provide Council with an approved copy of their COVID Safe or COVID Management Plan if their application is successful

### Council will not provide sponsorship as follows:

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

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

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## Application Process

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

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

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

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## Important Dates



1 May 2021	Sponsorship applications open
30 June 2021	Sponsorship applications close 5pm
July 2021	Applications assessed
23 August 2021	Funding recommendations presented to Council for endorsement
26 August 2021	Applicants notified of funding request outcome

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## Community Chest

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



## Assessment Criteria

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

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

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

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## Conditions

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

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## City of Unley Acknowledgement

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

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

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## Promotion of Your Event

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

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## Reporting and Acquittals

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

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

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## Taxation Requirements

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

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

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## How To Apply

Please forward your completed application by **30 June 2021** to:

### Community Event Sponsorship Program

**Mail** PO Box 1, Unley SA 5061

**In person** Civic Centre, 181 Unley Road Unley SA 5061

**Email** [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

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

COMMUNITY EVENT SPONSORSHIP PROGRAM 2021/22

No.	Event	Organisation	Proposed Date	Location	Expected Attendance	Description of Event	Cash Amount Requested	In Kind Support Requested	Cash Amount Entitled	In Kind Support Entitled	Length of Agreement Requested	Percentage allocated	Cash Amount Allocated	In kind Allocated	Total Package Value	Length Recommended	Judges Comments
LARGE SCALE EVENTS																	
1	ARTHUR Incorporated	Mr Parker by ARTHUR	Jan - Mar 2022	Glen Osmond Road Parkside	3500	Activation showcasing a community pop up entertainment precinct	\$5,000	\$0	\$5,000	\$1,000	1 year	100%	\$5,000	\$0	\$5,000	1 year	Innovative activation of unused space in high profile location close to city Fringe venues. Recommend full funding for 1 year
2	Culturefest	Sturt Football Club	TBA early 2022	Unley Oval	3000+	Community event in conjunction with a SANFL round	\$5,000	\$0	\$5,000	\$1,000	1 year	60%	\$3,000	\$0	\$3,000	1 year	This initiative adds to the game day experience and attracts a new audience to increase community appeal for an existing sporting event. Recommend partial funding for 1 year
3	Goodwood Spring Fling Festival	Goodwood Primary School	Sep-21	Goodwood Primary School	2000	School fundraising community fete	\$5,000	\$0	\$5,000	\$1,000	1 year	50%	\$2,500	\$0	\$2,500	1 year	Popular family friendly event involving local community. Recommend partial funding for 1 year
MEDIUM SCALE EVENTS																	
4	Greek Community Goodwood Cultural Festival	Greek Orthodox Community	May-22	Goodwood Community Centre	500	Cultural event featuring music, dancing and food	\$3,500	\$375	\$3,000	\$1,000	3 years	100%	\$3,000	\$375	\$3,375	3 years	Popular event with local community that also attracts visitation. Recommend full funding for 3 years
5	ASLA Food and Cultural Festival	Australia Sri Lanka Association	Feb-22	Fullarton Park Community Centre	700	Showcase of Sri Lankan cuisine and culture	\$3,000	\$1,200	\$3,000	\$1,000	2 years	100%	\$3,000	\$1,000	\$4,000	2 years	A popular community event that has continued to grow and develop. Recommend full funding for 2 years
6	2021 Super Series Round 8 - Unley Oval Reserve Criterium	AusCycling (South Australia)	Nov-21	Unley Oval and surrounding streets	800	Road cycling race	\$3,000	\$1,000	\$3,000	\$1,000	3 years	100%	\$3,000	\$1,000	\$4,000	3 years	The event requires Council support for temporary parking controls and road remediation. Popular with local spectators and participants and attracts visitors from outside of City of Unley. Recommend full funding for 3 years
7	Cine Club for Kids and Quiz	Alliance Francaise d'Adelaide	2021 and 2022	Unley Town Hall	90 per event (360 total)	Free French film screening for children	\$3,000	\$1,000	\$3,000	\$1,000	2 years	100%	\$3,000	\$1,000	\$4,000	2 years	A great cultural initiative that has potential to grow to attract a wider audience. Recommend full funding for 2 years
8	Gypsy Caravan	Studio Flamenco	Feb-22	Fullarton Park Community Centre	900	Immersive gypsy camp experience featureperformances, workshops - Spanish cultural experience	\$3,000	\$779	\$3,000	\$1,000	1 year	100%	\$3,000	\$779	\$3,779	1 year	Popular cultural event which demonstrated excellent community involvement. Recommend full funding for 1 year
9	Goodwood Saints Family Fun Day	Goodwood Saints Football Club	Mar-22	Goodwood Oval	300	Family day for football club	\$3,000	\$0	\$3,000	\$1,000	3 years	50%	\$1,500	\$500	\$2,000	1 year	Event targeted at increasing numbers of female players and promoting inclusivity to the wider community. Partial funding for 1 year recommended
10	Adelaide Juggling Convention	League of Laughs	Apr-22	Goodwood Community Centre	150 - 500	Event celebrating juggling, with performers and leaders facilitating workshops and community events	\$1,000	\$0	\$3,000	\$1,000	3 years	80%	\$800	\$0	\$800	1 year	Event has been held twice and received positive feedback, has potential for growth. Recommend partial funding for 1 year
												Total Proposed New Funding			\$32,454		
PROPOSED UNFUNDED APPLICATIONS																	
11	Youth Music Competition	Rotary Club Unley	March - May 2022	Tabor, an Unley Community Centre TBC, Concordia College Chapel	200+	Music competition including workshops, and a gala concert	\$3,000	\$0	\$3,000	\$1,000	3 years	0%	\$0	\$0	\$0	0	Fee to participate and niche market. Recommend advising the Rotary Club of Unley to apply for a small sponsorship of \$500 to put toward prize money
12	Community Concerts	Splash Arts	Oct 2021 - June 2022	Various venues	400	Live, free concerts in community venues	\$2,000	\$500	\$3,000	\$1,000	2 years	0%	\$0	\$0	\$0	0	Lacking innovation and growth on previous events funded by Council. Recommend applicant submits a small sponsorship application for support towards venue hire fees
13	Stories of Violence and Survival at Goodwood Orphanage	Flinders University	Sep-22	Goodwood Orphanage and Orphanage Park, Millswood	250	Social Science week project interactive sociological and historical walking tour	\$3,000	\$0	\$3,000	\$1,000	3 years	0%	\$0	\$0	\$0	0	Niche audience. Not considered a community event. Fee payable by participants - not free. Recommend applicant submits a small sponsorship application for support towards venue hire fees

TOTAL FUNDING POOL AVAILABLE	\$78,000
FUNDS ALREADY COMMITTED	\$13,000
FUNDS AVAILABLE FOR 2021/22	\$65,000
TOTAL PROPOSED FUNDING	\$32,454
REMAINING	\$32,546



## INFORMATION REPORT

<b>REPORT TITLE:</b>	ANIMAL MANAGEMENT PLAN 2016-20 YEAR 5 ANNUAL REPORT
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	GARY BRINKWORTH
<b>JOB TITLE:</b>	MANAGER DEVELOPMENT & REGULATORY
<b>ATTACHMENTS:</b>	1. YEAR 5 ACTIONS AND KEY PERFORMANCE INDICATORS

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an annual update on the Year 5 progress of the Animal Management Plan 2016-20.

The City of Unley has a five-year Animal Management Plan ("the Plan") that was endorsed by Council in December 2015. 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 fifth year of implementation has now been completed and this update provides a summary of annual progress against endorsed actions and the Key Performance Indicators (KPIs).

Council has completed 15 of the required 16 actions for Year 5 of the Plan. The action not completed was a consequence of the cancellation of the Dog and Cat Management Board's "Living Safely with Dogs" program due to COVID-19 restrictions.

Council has met and/or exceeded 6 of the 8 KPIs. The 2 KPIs that have not been achieved are in relation to the percentage of registered dogs, of which 16% of registered dogs were trained in 2020/21, rather than the desired 20%; and the percentage of registered dogs, of which 77% was achieved in 2020/21 rather than the desired 80%.

Council recently endorsed a new Animal Management Plan 2021-26, that outlines future priorities and directions for the next 5 years.



## **2. RECOMMENDATION**

That:

1. The report be received.
- 

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

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

## **4. BACKGROUND**

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 seven (7) 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 also contains a set of Key Performance Indicators that are used to monitor Council's progress in achieving its animal management goals and objectives. Council is required to report on its achievements each year."*

The Plan was adopted by Council on 14 December 2015.

## **5. DISCUSSION**

### **Action Plan**

There are sixteen (16) agreed actions across the priority areas for Year 5 of the Animal Management Plan. All but one of the actions have been completed, resulting in improvements in education and promotional strategies to dog owners. A summary of the 16 actions is provided in Attachment 1.

*Attachment 1*

2020/21 was an unusual year with respect to animal management, particularly in relation to increased adoption of dogs and cats as pets, and utilisation of parks and reserves for dog exercise brought about by COVID-19 restrictions. A priority for the Regulatory Services team was an increased focus on effective dog control within our City's ovals, parks and reserves, including increased visibility on site, engagement and promotion. This has re-emphasised the importance of education and ensuring the community have the knowledge to meet their obligations and has also provided a better understanding of the impacts that shared use has on Council's open space.

Additionally, an on-site observational audit of Unley Oval users was conducted and included both dog owners and non-dog owners. This survey provided a mechanism to assess levels of use and responsible pet ownership that in turn informed the development of the new Plan. Several online community engagement surveys were also undertaken throughout the year in support of development of the 2021-26 Animal Management Plan.

Council continues to deliver a strong education and awareness program for dog and cat owners through its promotional and engagement opportunities.

### **Key Performance Indicators**

Eight (8) KPIs are included in the 2016-20 Plan. For the period 2020/21, six (6) of the eight (8) KPIs have been met or exceeded, as detailed in Attachment 2.

#### *Attachment 2*

Council continues to see a minor improvement from the previous year in the areas of total number of registered dogs, microchipping rates and the percentage of wandering dog complaints, all of which are encouraging.

The two (2) KPIs not achieved in 2020/21 included:

- Percentage of trained dogs - 16% was achieved in 2020/21 rather than the desired 20%, due primarily to COVID-19 restrictions preventing registered dog trainers from operating their business as usual.
- Percentage of registered dogs - 77% was achieved in 2020/21, rather than the desired 80%. Please note that this figure is based on an estimate used by the Dog and Cat Management Board (being 36% of the households in the City of Unley owning dogs) and is not a true indication of the actual percentage of dogs registered in Unley, of which there were 4,835 recorded in 2020/21.

The KPIs indicate that Council continues to strive towards achieving the key goals of improving the management of its responsibilities under the Act and improving responsible pet ownership in the community.

## **Next Steps**

Looking forward, Council's new Animal Management Plan 2021-26 continues to encourage residents to train their dogs by offering information on dog education and training as new dogs are registered, together with the provision of a 20% rebate off the dog registration fee for trained dogs.

The coming year will also include a continued focus on educating and working with pet owners to assist them in meeting their responsibilities to the broader community with regard to animal management. This will include a continued focus on ensuring that dogs are under the effective control of their owners at all times.

In addition, Council will be undertaking a large body of work as part of its first-year action plan, as outlined in its Animal Management Plan 2021-26.

## **6. REPORT AUTHORISERS**

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

<b>ATTACHMENT 1</b> <b>YEAR 5 – 2020/21</b>				
<b>Action</b>		<b>Resources</b>	<b>Responsibility</b>	<b>Progress</b>
1	Continue with current registration practices including new registrations, renewals and collection of data.	Existing	Regulatory Administration	<b>Completed</b> - Dog registrations & renewals via Dogs and Cats Online. Ongoing renewal throughout the financial year
2	Continue to prepare media messages on the need for and benefits of dog registration and implications of having an unregistered dog. This may include information in Unley Life Magazine, and Council's website and social media channels.	Existing	Regulatory Administration	<b>Completed</b> – How to register your dog correctly and the importance of doing so (June, July and August), Website and Social Media Platforms, Digital Kiosk King William Road. Reminder to register, street Banner, Goodwood Road and Unley Road (July-August) SMS messaging reminder to register dogs ( July, August and September)
3	Prepare media messages on the need and benefits of keeping dogs safe and secure and implications if they wander. This may include information in Unley Life Magazine, Council's website and social media channels.	Existing	Regulatory Administration	<b>Completed</b> – Effective Control, keeping dogs safe in the community (August) Councils Website, Social Media, Good Dogs SA
4	Prepare media messages on the reasons 'why dogs bark and ways to reduce excessive barking'. This may include information in Unley Life Magazine, and Council's social media channels.	Existing	Regulatory Administration	<b>Completed</b> – Steps to prevent excessive barking, Councils Website
5	Prepare media messages on the importance of dog training and appropriate puppy socialisation. This may include information in Unley Life Magazine and Council's website and social media channels.	Existing	Regulatory Administration	<b>Completed</b> – Dog registration discount (20%) as incentive to train your dog, Councils Website. Link to RSPCA Force Free Training
6	Continue with current registration rebates to promote micro-chipping.	Existing	Regulatory Administration	<b>Completed</b> – Rebates approved by board and minister for 2021/2022

7	Continue with current registration rebates to promote de-sexing.	Existing	Regulatory Administration	<b>Completed</b> – Rebates approved by board and minister for 2021/2022
8	Continue to prepare media messages on the need for and benefits of micro-chipping of dogs. This may include information in Unley Life Magazine, and Council's website and social media channels	Existing	Regulatory Administration	<b>Completed</b> – Micro-chipping - don't forget your dog and cat (June) Website and Social Media Platforms
9	Continue to prepare media messages on the need for and benefits of de-sexing dogs. This may include information in Unley Life Magazine and Council's social media channels.	Existing	Regulatory Administration	<b>Completed</b> – Promotion of mandatory de-sexing of all dogs and cats (June) social media platforms
10	Continue to collect and maintain data on cat complaints.	Existing	Regulatory Administration	<b>Completed</b> - This is an ongoing process and is reported to DCMB annually as part of the form 26/28 process
11	Collect and maintain data of other animal related requests/complaints to help guide development of future policies and strategies	Existing	Regulatory Administration	<b>Completed</b> – Data collated each financial year
12	Promote DCMB'S "Living Safely with Pets" program or local schools in the City of Unley.	Existing	Regulatory Administration	<b>Not Completed</b> - DCMB program cancelled
13	Collect and record relevant dog and cat statistics and provide data to Dog and Cat Management Board as required.	Existing	Regulatory Administration	<b>Completed</b> – This is an ongoing process and is reported to the DCMB annually as part of the form 26/28 process
14	Prepare annual report on progress of actions in Plan and submit to Council.	Existing	Team Leader Regulatory Services	<b>Completed</b>

15	Continue to negotiate with Adelaide City Council to develop a dog park in the South Parklands	Existing	Team Leader Regulatory Services	<b>Completed</b> – Pityarilla Dog Park (Marshmallow Park)
16	Facilitate engagement of Animal Management Officers (AMO) in planning and design of public parks reserves that cater for dogs and their owners	Existing	Team Leader Regulatory Services	<b>Completed</b> – Officers engaged as invited



## ATTACHMENT 2

<b>ANIMAL MANAGEMENT PLAN – 2020/2021– YEAR 5</b>			
<b>Key Performance Indicator</b>	<b>5 Year Target</b>	<b>June 2019/July 2020</b> *39,208 #17,001	<b>June 2020/July 2021</b> *39,416 #17,447
Percentage of Registered Dogs (based on estimated 36% ownership for residential dwellings)	80%	76% 4670 registered dogs 6120 estimated dogs	77% 4835 registered dogs 6280 estimated dogs
Percentage of Micro chipped dogs (as a % of registered dogs)	75%	96% (4488)	98% (4726)
Percentage of De-sexed dogs (as a % of registered dogs)	85%	89% (4135)	88% (4267)
Percentage of Trained dogs (as a % of registered dogs)	20%	18% (820)	16% (790) **
Percentage of dogs wandering (as a % of registered dogs)	5%	3% (149)	3% (126)
Percentage of dog attack/harassment complaints (as a % of population)	0.5%	0.1% (33)	0.1% (30)
Percentage of Barking Dog complaints (as a % of population)	1.5%	0.2% (81)	0.2% (83)
Dog reclaim and rehome rate (as % of dogs impounded)	90%	100% (17)	100% (7) ***

\*City of Unley Population

#City of Unley Number of Households

\*\* numbers down due to COVID restrictions

\*\*\* numbers down as more residents work from home

## DECISION REPORT

<b>REPORT TITLE:</b>	CLIMATE AND ENERGY PLAN FOR ENDORSEMENT
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	KAT RYAN
<b>JOB TITLE:</b>	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
<b>ATTACHMENTS:</b>	1. CLIMATE AND ENERGY PLAN

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of the Climate and Energy Plan, following community consultation and a subsequent Elected Member briefing.

At its meeting held on 22 March 2021, Council endorsed the draft Carbon and Energy Plan for community consultation with a target to become a carbon neutral organisation for corporate emissions by 2030.

Community consultation was undertaken between 12 April 2021 and 10 May 2021 via Council's Your Say online engagement portal. There were 238 individual visitors to the Your Say Unley page, 39 formal survey responses and 3 emails received. Overall, the feedback for the draft Plan was positive with no major changes considered needed. Common elements of the feedback received related to completing actions faster and accelerating the purchase of offsets to become certified carbon neutral. There were many suggestions of new actions to consider implementing and a number were recommended for inclusion in the final Plan.

There was strong interest in Council's role to support reduction of broader community emissions. While this is not the scope of the operational focus of the Plan, this information will be retained and will provide a useful resource for future consideration of a Community Carbon Reduction Plan.

Feedback from the community consultation process was considered and amendments were incorporated into the final Plan to reflect the input from the engagement process where appropriate. The consultation results were presented to Council at its meeting held on 28 June 2021.

At that meeting, Council sought additional information relating to the timing of emissions reductions actions and a more detailed explanation regarding carbon offsets so that they could be better informed before considering its adoption.

An Elected Member briefing was held on 9 August 2021 with information regarding the proposed staging of actions in the draft Climate and Energy Plan, as well as information regarding carbon offsets, purchasing and accreditation options. No changes were proposed to the Plan.

The proposed Climate and Energy Plan has a carbon neutral target date of 2030, with review of this date in 2023/24 to reflect the rapidly moving space around climate initiatives.

The final Plan is now presented to Council for adoption.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. The Climate and Energy Plan set out in Attachment 2 to this report (Item 4.5, Council Meeting 23/08/2021) be adopted.
3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required, in conjunction with the graphic design, in order to finalise the document.

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

### **2. Environmental Stewardship**

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

The Plan is also intended to complement and leverage Council's existing Corporate Strategies and Plans including:

- Asset Management Plans
- Environmental Sustainability Strategy
- Integrated Transport Strategy
- Walking and Cycling Plan
- Living City – Open Space Plan
- Living Well Plan

*Climate Change and Greenhouse Emissions Reduction Act 2007*

South Australian Government Climate Change Action Plan 2021 – 2025.

United Nations, 2015, Paris Agreement,

[unfccc.int/process-and-meetings/the-paris-agreement/the-paris-agreement](https://unfccc.int/process-and-meetings/the-paris-agreement/the-paris-agreement)

#### **4. BACKGROUND**

The Annual Business Plan and Budget for 2020/2021 included an initiative to develop a Climate and Energy Plan to better track, manage and reduce Council's operational carbon and energy footprint.

Setting an emissions target and development of a Climate and Energy Plan are also requirements of Council's commitment to the Global Covenant for Mayors for Climate and Energy (GCoM), which it became a member of in November 2020.

At its meeting held on 22 March 2021, Council considered the draft Plan, reviewed the community feedback and resolved that:

1. *A target to become a carbon neutral organisation for corporate emissions by 2030 be set.*
2. *The Draft Climate and Energy Plan set out in Attachment 1 to this report (Item 4.3, Council Meeting 22/03/2021) be endorsed for the purpose of undertaking community consultation.*
3. *The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required in conjunction with the graphic design of the Draft Climate and Energy Plan, in order to finalise the document for the purpose of undertaking community consultation.*
4. *Following the conclusion of community consultation, a further report outlining a summary of the feedback received and updated final Climate and Energy Plan including a 10-year implementation plan, be presented to Council.*

*Resolution No. C0468/21*

Following Council's resolution, Council staff completed the community consultation process, collated the feedback received, and prepared a final Plan for consideration.

#### **5. DISCUSSION**

##### **Carbon Offsets Briefing Held on 9 August 2021**

At its meeting held on 28 June 2021, Council considered a report outlining the feedback received during the community consultation process for the draft Plan. Noting the community feedback around seeking an accelerated carbon neutral date and/or actions the following was resolved:

1. *An Elected Member briefing be held as a matter of priority (prior to Council endorsing the Climate and Energy Plan) to provide Elected Members with information on:*
  - a. *Carbon offsets (including how much they currently cost, how Council purchases them, projects they cover (and any broader benefits they offer eg supporting regional and indigenous communities, fostering biodiversity), the rationale for buying Australian Carbon Credit Units over 'internal' offsets; and*

- b. *Opportunities to bring other initiatives within the Climate and Energy Plan forward (eg installation of solar across council buildings, Scope 3 low carbon alternative, building efficiency upgrades, LED lighting program) including what are the financial costs of bringing these forward and any trade-offs associated with emissions saved vs materials 'wastage' in early disposal, embodied energy in products and financial savings in early transition to new products.*

*Resolution No. C0530/21*

An Elected Member briefing was held on 9 August 2021 at which time information was provided regarding a review of initiatives and their staging within the draft Climate and Energy Plan, as well as further information explaining Carbon Offsets which included:

- What offsets are and how they work
- Current and expected costs of offsets
- Offset procurement process
- Eligible project types
- Additional co-benefits
- Rationale for buying Australian Carbon Credit Units
- Verification methods

Given COVID restrictions in place at the time this briefing was held it was livestreamed via Council's YouTube channel. No changes were proposed to the Plan at the briefing.

The final Plan is now presented to Council for endorsement.

*Attachment 1*

## **Next Steps**

Whilst Council has been active in reducing its carbon footprint for many years (notably LED street lighting and solar installations), if endorsed, the Plan is a new journey into more strategic and transparent emissions reduction actions and reporting for Council operations. As such, it will take some time to establish new systems and standard processes and more than likely, there will be many learnings in the first year of the Plan.

The successful delivery of the Plan will rely on coordinated actions across multiple departments of the organisation. An internal Council staff working group will be formed to meet at least quarterly to ensure its delivery across relevant team areas. An initial task will be to finalise an implementation plan to clearly identify individual actions, key timings, cost implications and lead staff members responsible.

Year 1 costed projects have already been allocated for in the 2021/22 Annual Business Plan and Budget. The first annual report on carbon footprint and project progress should also place Administration in a better position to support Council in its annual consideration of project impacts on the long-term financial plan and budget process.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Climate and Energy Plan set out in Attachment 2 to this report (Item 4.5, Council Meeting 23/08/2021) be adopted.
3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required, in conjunction with the graphic design, in order to finalise the document.

Under this option, Council would adopt the final Plan as amended following consideration of the feedback which has been received.

The adopted Plan will guide actions and provide a measure of what success would look like over the next 10 years and meet reporting obligations under the GCoM.

### Option 2 –

1. The report be received.
2. The Climate and Energy Plan, as set out in Attachment 2 to this report (Item 4.5, Council Meeting, 23/03/2021), be amended as outlined below and returned to Council for review prior to endorsement:
  - *Summary of amendments required to be inserted here*

Council may wish to request amendments to the Plan and for Council to consider the changes prior to its adoption. Depending on the changes requested, any resultant changes in costs will also need to be considered.

If this is the case, direction regarding the amendments should be articulated as part of the resolution. This option provides the relevant wording to enable Council to articulate any changes required, and to recommend that these be incorporated and brought back to Council for further consideration.



### Option 3 –

1. The report be received.
2. A target to become a carbon neutral organisation for corporate emissions is revised from 2030 to become (insert target year).
3. The Climate and Energy Plan, as set out in Attachment 2 to this report (Item 4.5, Council Meeting, 23/03/2021), be amended to achieve the revised target date and returned to Council for review prior to endorsement:
  - *Summary of amendments required to be inserted here*

Council may wish to set an alternate target date for becoming a carbon neutral organisation which will require amendments to the Plan prior to reflect this change. The Council should articulate if an alternate target date is to be met through the accelerated purchase of carbon offsets only, or amendments to scope and staging of tasks within the current plan prior to the purchasing of carbon offsets.

Depending on the changes requested, any resultant changes in costs will also need to be considered.

### Option 4 –

1. The report be received.
2. The Climate and Energy Plan, as set out in Attachment 2 to this report (Item 4.5, Council Meeting, 23/08/2021), be received.

This option will receive the proposed Plan but not endorse the document at this time. It should be noted that it is a requirement of GCoM that Council must develop a Climate and Energy Plan within three years of joining (target date 2022).

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- 8.1.1 The development of the Plan (including an initial Technical Report) has been undertaken by an external consultant and internal Council staff involvement within the approved project budget for 2020/2021 of \$40,000.
- 8.1.2 Adoption of individual initiatives and ongoing implementation will be managed and approved through adoption of Council's Annual Business Plan and Budget.

- 8.1.3 Approved in the 2021/22 Annual Business Plan and Budget, related actions include:
- (a) LED upgrade of the external lighting as the Unley Swimming centre as part of capital assets works.
  - (b) Incorporating recycled plastics into road reseals as part of capital renewal works.
  - (c) Allocation within environmental initiatives towards technical consultant to support annual report requirements.
  - (d) Continued funding of existing staff that as part of their role will work on review and development of number of template/policy/process which will drive changes over the life of the Plan in project management and procurement.
- 8.1.4 There are no additional immediate costs to Council in accepting the recommendations. However, in considering the Plan and funding for future years, Council will need to consider various important asset management and long-term financial planning principles in assessing its capacity to undertake the work.
- 8.1.5 Many of the proposed projects are either a continuation of existing practices (eg internal LED lighting upgrades) or will require like for better cost premium to existing forecast expenditures (eg EV fleet transition).
- 8.1.6 Council direction will be required as part of the Annual Business Plan and Budget process in balancing the financial implications of new Climate and Energy Project actions against the priority and impact of delivery of other services and programs across Council.
- 8.1.7 It is envisaged the budget requirements of the Plan as indicated in the Technical Report would be refined as annual budget bids are prepared and market conditions change.
- 8.1.8 RepuTex (Australian energy modelling service provider) have forecast pricing scenarios for Australian Carbon Credit Units in 2030 ranging from \$20-\$45/tonne. There is also the option to have a blended offset portfolio with some international offsets that could bring the overall cost down to \$10/tonne. This can be considered as a spectrum with the following offset cost scenarios:
- Low - \$10/tonne
  - Medium - \$20/tonne
  - High - \$45/tonne
- 8.1.9 To be accredited as carbon neutral, Council will be required to make an ongoing, annual commitment to purchase accredited offsets from 2030 forward for whatever corporate carbon footprint is remaining. Current projections have this at approximately 1,350 tonnes carbon dioxide equivalent emissions. This would cost anywhere from \$13,500 to \$60,750 per annum from 2030 onwards depending on the combination of offsets purchased and actual market pricing.

## **8.2 Legislative/Risk Management**

- 8.2.1 Setting an emissions target and development of the Plan will satisfy two of the requirements committed to under the GCoM obligations.
- 8.2.2 Reducing greenhouse gas emissions as quickly as possible is required as climate change risks increase the more emissions are released into the atmosphere.
- 8.2.3 Reducing emissions and increasing energy efficiencies should also reduce risks associated with increased costs driven by consumption (e.g. more power needs to cool buildings during heatwaves).

## **8.3 Staffing/Work Plans**

- 8.3.1 The Plan will inform Council staff workplans, identifying new tasks and time requirements for specific initiatives, including additional reporting.
- 8.3.2 As an indication, likely resourcing requirements to implement the Plan include:
  - (i) Establishing new internal emissions tracking system, particularly for scope 3 emissions which is not pro-actively collected. Scope 1 and 2 data is already collected but process could be improved. This would be a once off set-up project of approximately four weeks effort for 1.0FTE.
  - (ii) Collating, analysing and reporting emissions and project data to both track effectiveness of the plan and meet reporting obligations under GCoM. Converting data into robust emissions reporting is a technical skill which could either be done in house or through an external service provider.
  - (iii) Concentrated effort to research and source lower carbon options, improve procurement procedures, seek grant opportunities, promote outcomes, support staff with technical advice and deliver new projects like EV fleet transition and leased building incentive will require management of existing resources.
- 8.3.3 Additional resources are likely to be required depending on the specific initiatives, and the timeframes required to be delivered. This assessment will be made over the next 6-12 months.

## **8.4 Climate/Environmental Impact**

- 8.4.1 A strategic plan for reducing and offsetting our corporate emissions to achieve carbon neutrality will positively contribute to Council's Environmental Stewardship objectives.
- 8.4.2 Addressing climate change has broader environmental benefits for biodiversity and protection of plants and animals.

## **8.5 Social/Economic**

- 8.5.1 Addressing our corporate emissions helps us to support low carbon technologies and approaches. In some instances, this will help us to make operational financial savings.
- 8.5.2 Addressing climate change has broader human health benefits for our community, as highlighted in Councils Living Well Plan.
- 8.5.3 Noting that a final decision on offsets is not required until 2030, in principle it is recommended that Council prioritise local South Australian offsets which will align with the State Government's 2021-25 Climate Change Action Plan supporting expansion of carbon farming. Offsets could benefit sand dune stabilisation, regeneration of degraded land, wildlife corridors, youth employment etc. Greenfleet, Trees for Life, and Greening Australia are three organisations providing local offsets within South Australia.

## **8.6 Stakeholder Engagement**

- 8.6.1 Once endorsed, the Plan will be uploaded and publicly available on the Council website.
- 8.6.2 A revision of the climate information on the Council website will also be undertaken to reflect the increased commitment set out in the Plan.
- 8.6.3 An electronic link to the final Plan, along with a copy of the Feedback Summary will be sent to all consultation participants to close the loop on the community engagement.
- 8.6.4 A feature article on going carbon neutral for Unley Life Magazine will be undertaken later in the calendar year.

## **9. REPORT CONSULTATION**

Consultation has been undertaken with key Council staff during the development of the Plan. This includes representatives across the City Design, Finance, Strategic Assets, Operations and Executive Management Team.

In particular, a small working group of the Manager Finance and Procurement, Senior Assets and Engineering Lead and Coordinator Environmental Projects and Strategy have worked closely on the Plan's development.

An Elected Member briefing overview of the basic concepts and scope of the Plan was held on 7 December 2020 and a subsequent briefing was then held on 9 March 2021 and 9 August 2021.

## **10. REPORT AUTHORISERS**

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





# Climate and Energy Plan

## Our path to carbon neutral operations by 2030

June 2021

## Climate and Energy Plan

### **The City of Unley aims to be Carbon Neutral for its corporate emissions by 2030.**

A carbon neutral target requires greenhouse gas emissions to be reduced as much as possible with the balance that cannot be directly eliminated addressed with the purchase of carbon offsets.

Measures taken to reduce Councils' carbon emissions will have a long-term positive impact on Councils' operating budget by lowering ongoing costs of fuel and electricity, reducing the organisations exposure to volatility in fuel, gas and electricity prices and increasing the resilience of the organisation as we transition to a low carbon economy.

Setting a target provides a framework for capturing the opportunities that are inherent in reducing energy consumption. The target also provides strategic guidance when it comes to allocating resources in future budgets.

On 23 November 2020 the City of Unley committed to become members of the Global Covenant of Mayors for Climate and Energy (GCoM), a global coalition of like-minded council/city leaders who have pledged to reduce greenhouse gas emissions to galvanise climate and energy action across cities worldwide. In joining GCoM, Councils are asked to measure emissions, set targets and develop a roadmap to support the emissions reductions. GCoM currently has more than 10,000 city members, covering a population of nearly 1 billion people. It is expected that these cities will collectively reduce carbon emissions by 24 billion tonnes by 2030.



## Mayors Message

I am delighted to announce that Council has committed to be carbon neutral for its operations by 2030. This is consistent with the Paris Climate agreement which aims to limit global warming to 2C by the end of the century.

Climate change is a pressing issue that affects us all. Adelaide has already recorded increases in the long-term average temperature and has experienced more extreme heat days (those over 35C). Under our current emissions trajectory, the CSIRO projects that the number of days over 35C in Adelaide could increase from an average of 17 a year to 23 a year by 2030 and by as much as 36 days a year by 2070 with heat stress, loss of biodiversity, drought and flooding also increasing over time.

Council has been taking action to mitigate climate change for many years with the highlights outlined on page 5. The strength of this new plan is that we have a clear road map to continue reducing emissions and be transparent in reporting our progress.

The technical report that was developed as part of our plan also revealed that more than half of Council's operational emissions come from the materials and machinery we use to provide hard infrastructure such as roads, pavements and stormwater pipes. Therefore, a key focus area for Council will be to collaborate with other councils to identify suitable low-carbon alternatives.

Our plan includes

- A staged adoption of electric vehicles
- An electrification strategy to progressively switch from gas to electricity for space and water heating
- More solar pv installations including at community centres
- Continued energy efficiency upgrades including LED lighting and building upgrades.
- Sustainable procurement improvements aimed at supporting local low-carbon industry suppliers





## Achievements to date

In considering a Carbon Neutral future, we recognise the significant work that Council has already completed and is currently doing to reduce emissions and seek to build upon it.

1. A total of 105kW of solar and a 9.8kWh battery have been installed since 2016.
2. Public electric vehicle charging station at Heywood Park funded through Federal grant installed in 2019.
3. Replacement of existing Council-owned streetlights to efficient LED lighting in residential streets and parks.
4. Energy-efficient upgrades, including a 70% power consumption reduction in the IT server room in 2018.
5. Ongoing delivery of the Walking and Cycling Plan is encouraging more active modes of transport which in turn reduces car use.
6. Six 'e-bikes', funded through State Government grants, are used by Council staff to reduce car trips.
7. Council run events have been zero waste since 2014.
8. Accelerated tree planting program on Council land.

**RESILIENT  
EAST**

*Climate Ready  
Eastern Adelaide*

Since 2012 the City of Unley has been an active partner with Resilient East which is working on landscape level adaptation for climate change across eight eastern Councils and the State Government. This work focuses on preparing for the changes of climate already locked in and therefore different from reducing emissions which mitigate the causes. However, they are complementary and can leverage off each other.

## Carbon Language

### *Carbon Neutral*

Over the course of a year, an organisation has accounted for and then “offset” its emissions footprint. Sometimes referred to as Net Zero.

### *Carbon Offsets*

Activity that compensates for the emission of greenhouse gases by providing a reduction elsewhere.

### *Australian Carbon Credit Units (ACCUs)*

Accredited and quality offsets that meet the Australian Governments National Carbon Offset Standard.

### *Footprint*

Total of all the main greenhouse gas emissions. Carbon Dioxide is the primary one, so for simplicity the ‘Global Warming Potential’ of each gas is converted to a Carbon Dioxide equivalent (CO<sub>2</sub>-E).

### *Scopes*

The types of emissions are commonly grouped into three ‘scopes’ based on their similar origin sources. The following definitions are from ICLEI

#### *Scope 1*

Direct emission sources owned or operated by the local government (eg fuel, diesel and gas)

#### *Scope 2*

Indirect emission sources limited to electricity

#### *Scope 3*

All other indirect and embodied emissions over which the local government exerts significant control or influence (eg amount of energy used to create roads)

## Current Footprint

In 2020, The City of Unley footprint has been estimated as approximately 1,700 tonnes of Carbon Dioxide equivalent emissions per annum Scope 1 & 2 and 1,900 for Scope 3.

Emissions are dominated by electricity used in buildings and by street lighting, diesel in heavy vehicles and gas to heat the Unley Swimming Centre. For Scope 3, the estimated footprint of roads, kerbs, footpaths and stormwater pipes dominates. More information on this assessment and data can be found in the *Climate and Energy Technical Report 2021*

SCOPE	TOTAL TONNES CO2-E	SUBCATEGORY	TONNES CO2-E
<b>Scope 1</b>	<b>526</b>	Gas	183
		Petrol	73
		Diesel	270
<b>Scope 2</b>	<b>1,193</b>	Streetlights, paths & parks	445
		DIT Lighting	276
		Buildings	472
<b>Scope 3</b>	<b>1,897</b>	Travel	4
		Electricity embodied in water	85
		Diesel use in waste collection	128
		Council Waste	180
		Roads, paths & stormwater	1,500

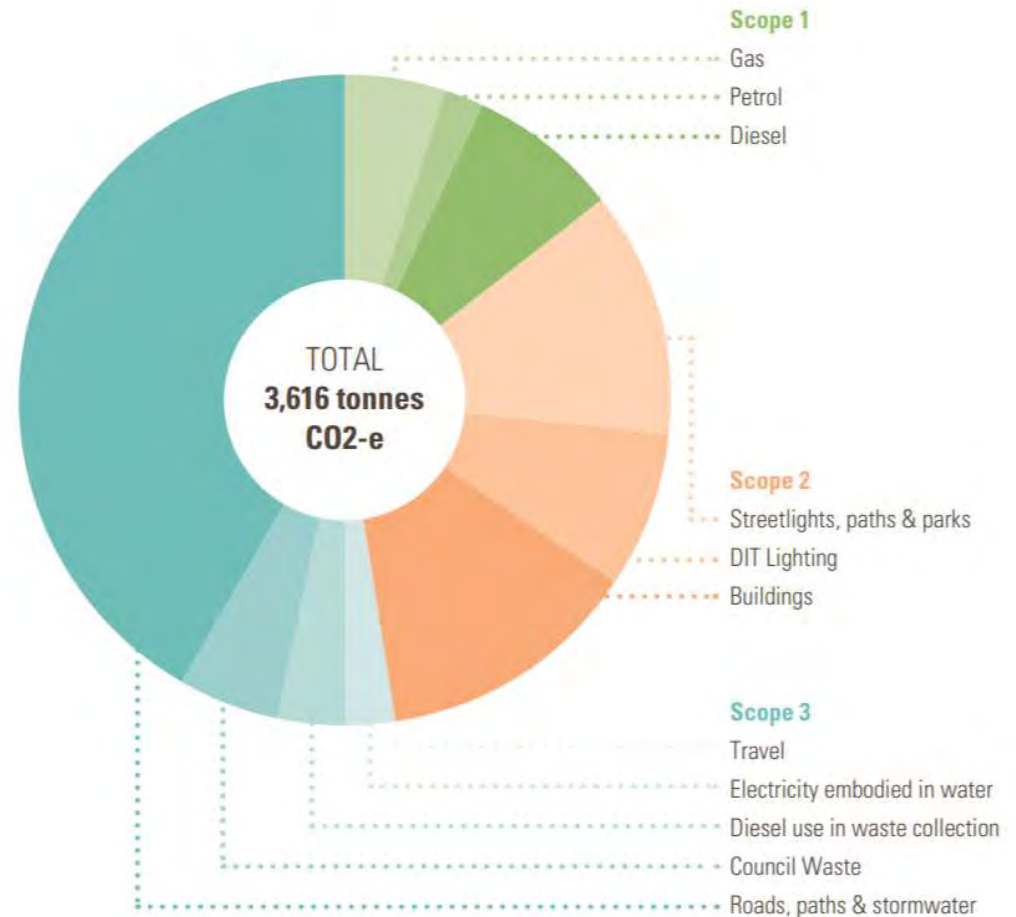


Figure 1: 2020 Estimate of Corporation of the City of Unley Emissions Scopes 1, 2 & 3



## Carbon reduction pathways

Figure 2 depicts how multiple actions will work together to reduce corporate emissions for scope 1 & 2 for fuels, gas and electricity sources.



### Transition to renewable electricity grid

Projected reductions as South Australian Government transitions to 100% renewable energy for electricity grid by 2030.



### Electric Vehicles

Electrification of the passenger and specialist vehicle fleet to electric vehicles (EV) as suitable models become available.



### Street Light Replacements

Continue roll out of LED efficient lighting.



### Solar PV

Continue install renewable energy on Council owned buildings.



### Building Upgrades

Continue energy efficiency improvements as part of normal asset maintenance.



### Swimming Centre Upgrades

Replace gas heating boilers with low emission alternative such as electric heat pumps.



### Remaining Emissions

Projected carbon footprint which Council has not reduced or made from renewable sources.

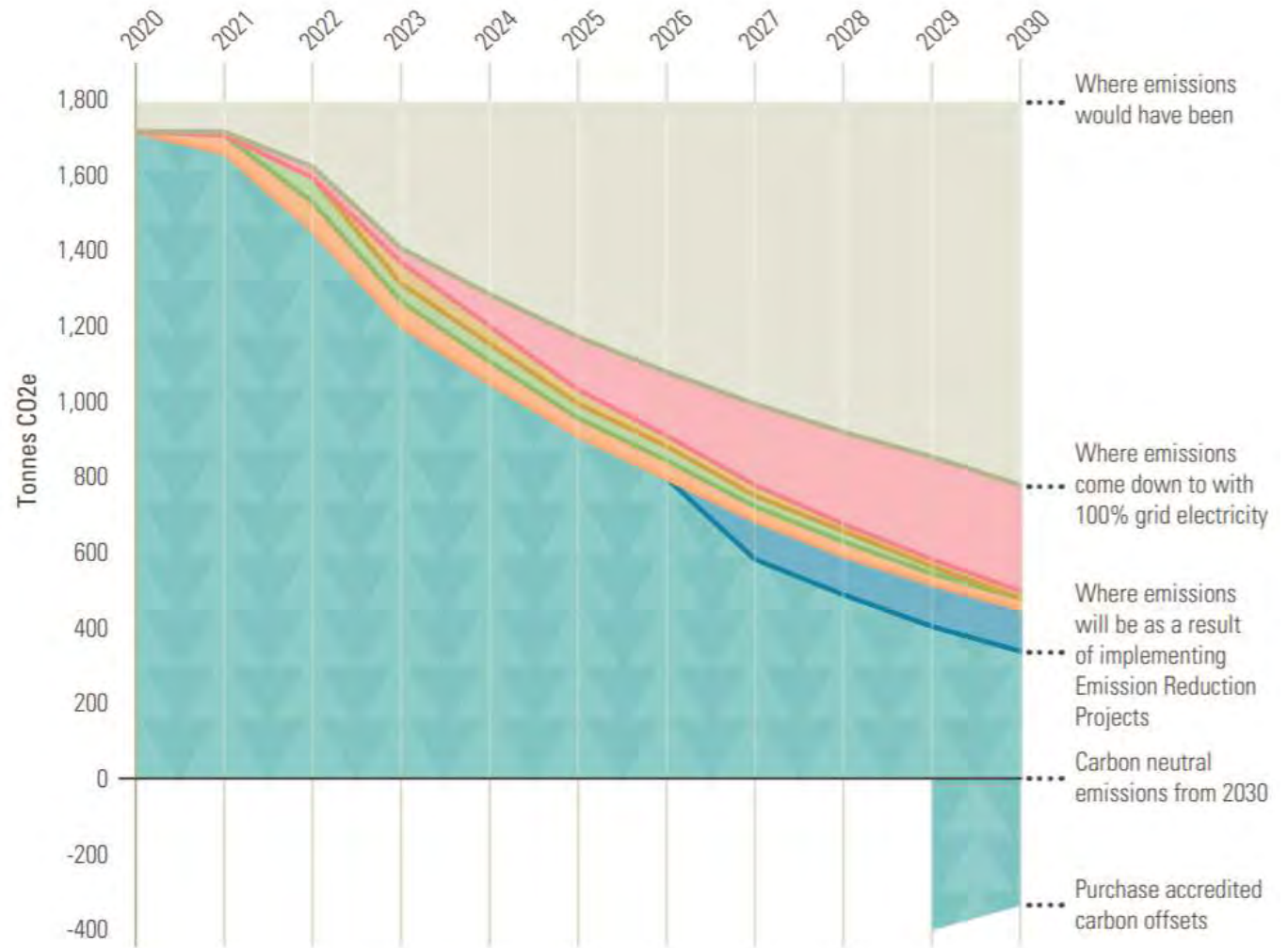


Figure 2: Effects of Emission Reduction Projects for Scope 1 & 2

Reducing Scope 3 emissions will be more difficult than Scope 1 and 2 where there are clear cost-effective alternatives in the market already. However, there has been significant progress made in the development of lower emission alternatives to concrete and asphalt which are amongst Council's largest sources of Scope 3 emissions.

Figure 3 shows a forecast scenario of how multiple actions will work together to reduce corporate emissions for Scope 3 for travel, corporate waste, water, civil works and fuel used in waste collection. It must be noted that Scope 3 emissions is an area that the City of Unley had not historically been measuring so there are limitations in the current estimate. Monitoring and reporting on Scope 3 emissions will be improved moving forward.



**Electricity embodied in water use**

Increased renewables at sites used to filter and pump potable water that Council uses.



**Council operational waste reductions**

Reducing usage and increasing diversion to landfill waste from our buildings, depot and community centres.



**Implement lower carbon roads, paths and stormwater works**

Forecast impact from increasing use of recycled content and low-carbon alternatives such as recycled crumb rubber in road reseals.



**Waste Collection Reduction Diesel Use**

Anticipated impact as waste collection trucks are replaced.



**Remaining Emissions**

Projected carbon footprint which Council has not reduced or made from renewable sources.

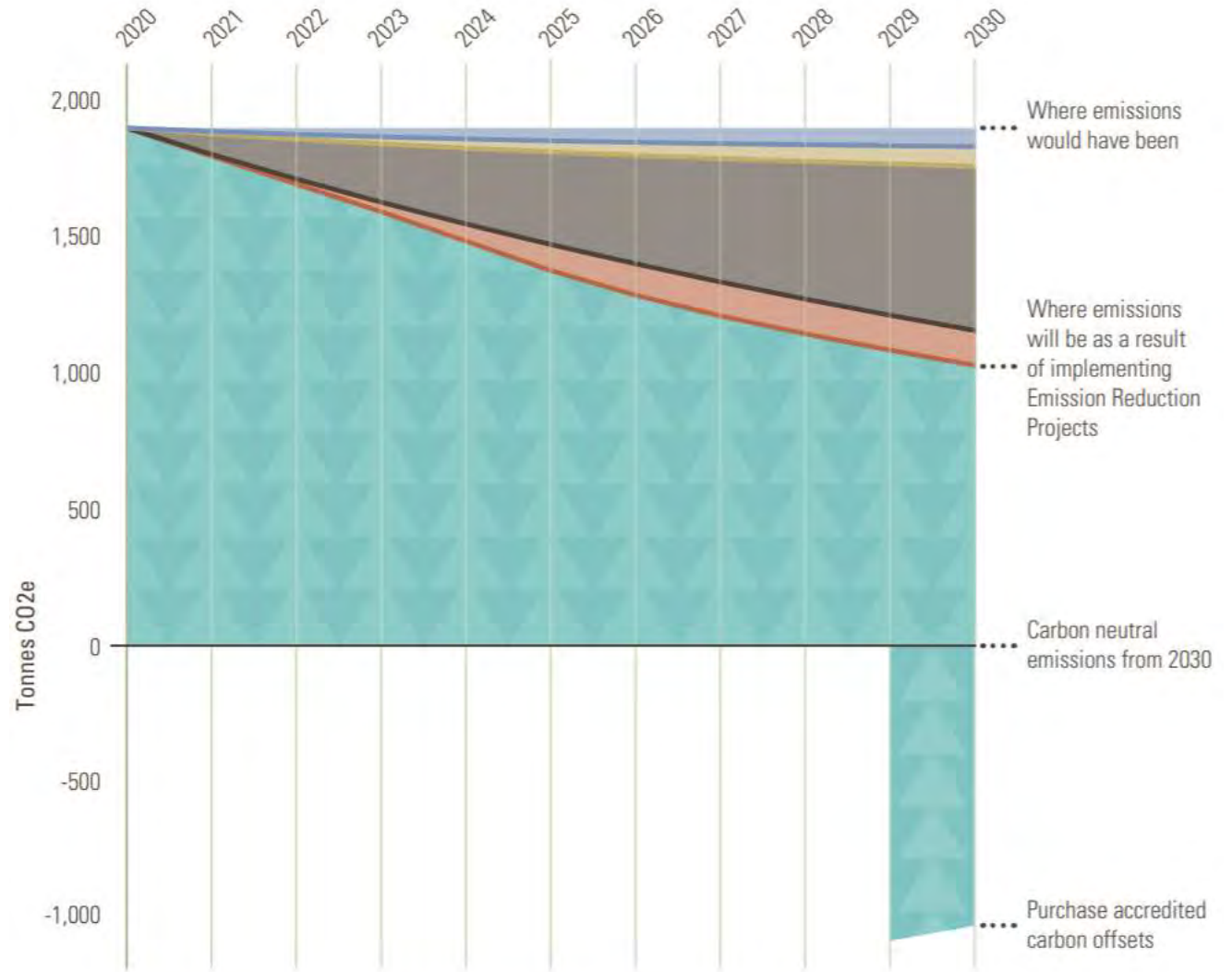


Figure 3: Effects of Emission Reduction Projects for Scope 3



## Summary Action Plan

Action	Additional Cost	Existing Budget	Staff Time
<b>Year1-2: 2021/22 and 2022/23</b>			
Commence Electric Vehicle transition as replacements are due and viable alternatives are available.	X	X	
Continue LED / building efficiency upgrades.		X	
Establish a Climate / Circular Economy Council Policy.			X
Develop and implement sustainable procurement procedure and templates to support project management framework.			X
Advocate LGA for and consider 100% renewable electricity bulk contract in 2023.	X		X
Develop design standards guideline for Council owned buildings/assets in year 2.			X
Develop the Climate Partner Fund to assist lessees to reduce emissions.	X		
Establish internal staff working group to guide delivery of plan and in particular identify Scope 3 emission reduction opportunities. Includes advocating/partnering with other organisations towards shared challenges.			X
Improve and expand carbon management system to track Scope 3 emissions.	X		
Provide annual report on carbon footprint and projects undertaken.			X

Action	Additional Cost	Existing Budget	Staff Time
<b>Years 3-5: 2023/24, 2024/25 and 2025/26</b>			
Review and report on progress to Global Covenant of Mayors for Climate and Energy (GCoM).			X
Trial Scope 3 low carbon alternatives.	X		
Gradually replace light and heavy fleet with electric vehicles. This will be done as renewal is due AND suitable vehicles on market. <i>Includes smaller specialised items and other petrol based devices.</i>	X	X	
Install solar across Council buildings.	X		
Continue building efficiency upgrades and replacements low carbon options.		X	
<i>Major review of plan including consideration of accelerating Carbon Neutral date and/or viability of later year actions (eg swimming centre heat pumps).</i>			X
<b>Years 6-9: 2026/27, 2027/28, 2028/29 and 2029/30</b>			
Implement low-carbon alternatives.	X	X	
Replace Gas Boilers at Unley Swimming Centre.	X	X	
Complete electrification of fleet.  Purchase of accredited, local offsets for remaining emissions for energy and utilities we cannot feasibly reduce or create from renewable sources.	\$27K* per annum	X	

\*Assumes an ACCU price of \$20/tonne and remaining emissions of 1350 tonnes CO2-e

## State Government Alignment

The South Australian Government has set a carbon reduction target of Carbon Neutral by 2050. This is broadly in line with the Paris Agreement to limit global warming to less than 2 degrees Celsius. As an interim target, South Australia aims to achieve at least 50% net reduction in emissions from 2005 levels by 2030<sup>1</sup>, with 100% net renewable energy generation by 2030.

With the City of Unley aiming for Carbon Neutral by 2030, we are showing a leadership role in reducing carbon emissions ahead of the State Government targets. Neutralising these emissions by 2030 will require the purchase of offsets to be achieved without a material cost premium on investments in emissions reduction technologies. It also aligns with the South Australian electricity grid which is expected to be 100% net renewables.

City of Unley will continue to partner, advocate and work with the State Government on actions that support carbon reductions, circular economy and adapting to climate change.

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<sup>1</sup> Garnaut, R, South Australia's Climate Change Challenge and Opportunity, September 2020

## Community Emissions

While the actions to address climate change in community wide emissions remain outside of Council's direct control, there are key areas where we have some influence. Most notably in the areas of transport and waste management.

A Community Emissions Profile (CEP) for City of Unley was received in May 2020 through collaboration with other South Australian Councils and consultants, Ironbark Sustainability, which is available online at [snapshotclimate.com.au](https://snapshotclimate.com.au).

The CEP includes estimates for Scope 1, 2 & 3 emissions but has limitations especially for products that were made elsewhere and international travel. For example, how much red meat consumed by residents and/or the number of flights per capita is currently impossible to assess a local government scale.

In Figure 4 it is interesting to note that in 2018/19, 45% of community emissions were estimated from transport which highlights the important role Council continues to play in supporting the reduction of community emissions through active transport infrastructure. Council will:

- Continue to encourage and support residents to move food waste into organics bins for composting rather than landfill.
- Continue to invest in bikeways, and pedestrian friendly streetscapes.

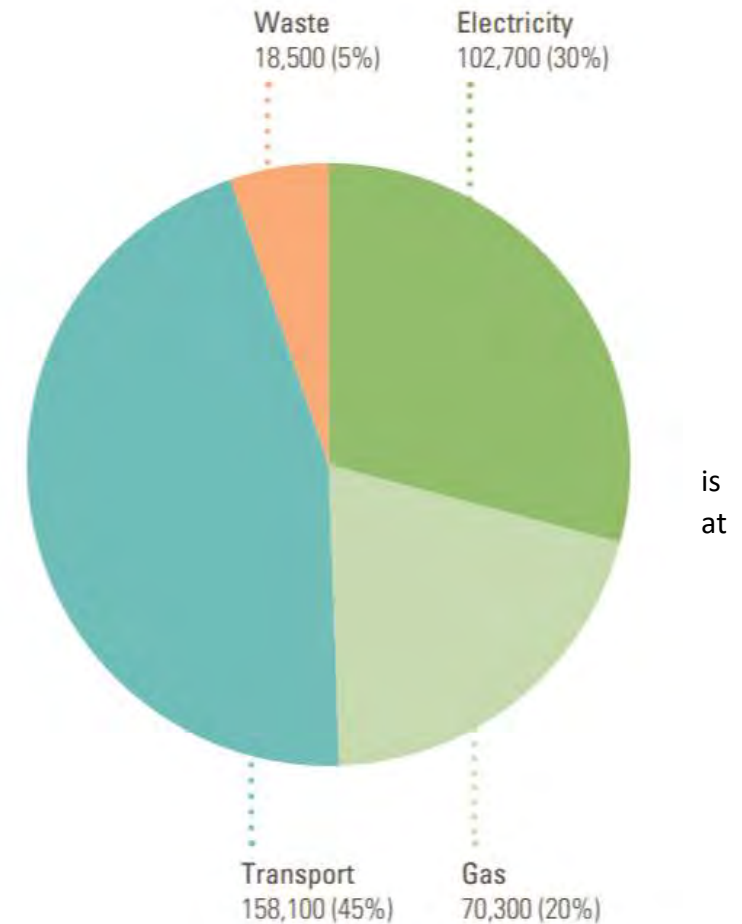


Figure 4: Unley 'Snapshot' 2018-19 data.  
Total estimate of 349,600 CO2-e

## Climate Partners Fund

Council can play an important leadership role which engages the broader community in their carbon emissions reduction plan by facilitating emissions reduction projects amongst its tenants.

City of Unley leases many buildings to community groups and sporting clubs. While emissions from these buildings does not count towards Council's carbon footprint, an opportunity exists to extend the benefits of energy efficiency projects undertaken in Council occupied buildings, to the broader community.

City of Unley is establishing a new Climate Partners Fund to offer incentives to not-for-profit tenants of Councils owned buildings to improve the energy efficiency of individual facilities.

There are also other supporting resources that are tailored to suit sport and recreational groups such as:

- Sport and Recreation Sustainability Guide - [orsr.gov.au](https://orsr.gov.au)
- Conservation Council SA Green Hubs - [conservationsa.org.au/green\\_hubs](https://conservationsa.org.au/green_hubs)
- City of Unley Community Grant Funder - [unley.grantguru.com.au](https://unley.grantguru.com.au)

## Household Carbon Calculators

There are many free calculators available to estimate personal and household carbon footprints.

While this plan is focused on Councils operational emissions, everyone can follow a similar process of assessing and then working to reducing carbon emissions impact.

For more information please visit [unley.sa.gov.au/climate](https://unley.sa.gov.au/climate)

**Find out more – [Unley.sa.gov.au/climate](https://unley.sa.gov.au/climate)**

This plan draws on the detail from The Energy Project (2021) City of Unley Climate and Energy Technical Report

**Disclaimer**

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



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## INFORMATION REPORT

**REPORT TITLE:** SUSTAINABLE BUSINESS SUPPORT  
PROGRAM - SINGLE-USE PLASTIC BAGS  
UPDATE

**ITEM NUMBER:** 4.6

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** AKARRA KLINGBERG

**JOB TITLE:** COORDINATOR ECONOMIC DEVELOPMENT

**ATTACHMENTS:** NIL

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### 1. **EXECUTIVE SUMMARY**

Encouraging our business community to adopt more sustainable practices and the benefits this can have is a strategic priority for Council in both its Economic Development Growth Strategy 2021-25 and Waste and Resource Management Plan 2021-25.

Single-use convenience items play an important role in our everyday lives, however our reliance on plastic as the common material source for single-use items is having an adverse environmental impact.

On 9 September 2020, State Parliament passed the *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020* (Act).

Under the Act, there is a staged approach to implementation. From 1 March 2021, single-use plastic straws, cutlery and stirrers have been prohibited from sale, supply or distribution. Similarly, from 1 March 2022, expanded polystyrene cups, bowls, plates and clamshell containers have been prohibited.

At its meeting held on 28 September 2020, Council resolved that:

*A report be prepared investigating opportunities to influence and educate retailers within the City of Unley with a view to achieving a reduction or total removal in the provision of plastic shopping bags by businesses across the City.*

*Resolution No C0353/20*

Council's recently endorsed Economic Development Growth Strategy 2021-25 (Strategy) and Waste Management and Resource Recovery Plan 2021-25 (Plan) have both identified the importance of reducing reliance on single-use plastics (including plastic bags) and encouraging sustainable business practices.

The education of retailers to assist in the reduction of provision of single-use plastic bags will be addressed through complementary actions set out in both documents.

It should be noted, however, that whilst Council can and will advocate for and encourage this initiative via implementing its Strategy and Plan, it does not possess any legislative powers nor have the jurisdiction to enforce the non-use of single-use plastics or plastic bags within the City of Unley. This is the responsibility of the the South Australian Environmental Protection Authority (EPA).

The Administration has now compiled a summary of relevant legislation, actions undertaken to date, and future opportunities to influence and educate businesses to embrace sustainable business practices and reduce their reliance on single-use plastics.

## **2. RECOMMENDATION**

That:

1. The report be received.
- 

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

3. Economic Prosperity

3.1 Unley is recognised as an easy place to do business.

3. Economic Prosperity

Economic Development Growth Strategy 2021-25

City of Unley Waste Management and Resource Recovery Plan

## **4. BACKGROUND**

### **State Government**

#### *Plastic Shopping Bags (Waste Avoidance) Act 2008*

A ban on lightweight single-use shopping bags in South Australia came into effect on 4 May 2009. The *Plastic Shopping Bags (Waste Avoidance) Act 2008* restricts supply of lightweight single-use, checkout-style plastic bags, with the aim to ultimately reduce the number of these bags in the litter stream and increase household acceptance of alternatives to lightweight single-use plastic shopping bags. South Australia was the first state in Australia to ban their use.

### *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*

Further strengthening the commitment to waste avoidance, on 9 September 2020, the South Australian State Parliament passed the *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020* (Waste Avoidance Act), under which there is a staged approach of implementing various restrictions regarding a wide range of single-use plastic products. These stages are as follows:

**From 1 March 2021** (Stage 1) single-use plastic straws, cutlery and stirrers will be prohibited from the sale, supply or distribution in South Australia. These single-use items can be replaced with reusable and compostable alternatives. Exemptions will apply for single-use plastic straws.

To support Stage 1 Council undertook the following:

- Dedicated email to the business database highlighting Waste Avoidance Act requirements and implementation dates, links to resources and alternative products; and
- Social Media campaign regarding Waste Avoidance Act.

**From 1 March 2022** (Stage 2) expanded polystyrene cups, bowls plates and clamshell containers will also be prohibited from sale, supply or distribution in South Australia. Oxo-degradable plastic products will also be prohibited from sale, supply or distribution and manufacture and production in South Australia. Oxo-degradable plastic products have additives which enable the plastic to break down into tiny fragments ('microplastics') which do not completely decompose.

**Further analysis and consultation** (Stage 3) – At this stage, only Stage 1 and Stage 2 items have been identified through the legislation and there will be further analysis and consultation regarding additional items such as takeaway coffee cups, plastic bags, other takeaway food service items.

### **Corporate / private enterprise commitments**

Council's influence with private enterprises including large corporate and/or multi-national companies, regarding sustainable business practices and plastic-free products is limited, however, many of these public companies have made commitments around climate change and sustainability and are held accountable by their shareholders. These commitments include:

**Woolworths** – Woolworths Group's Sustainability Plan 2025 includes a range of initiatives across three key pillars - Planet, Product and People.

**Coles** – in March 2021 Coles Group announced the following commitments:

- to deliver net zero greenhouse gas emissions by 2050;
- for the entire Coles Group to be powered by 100% renewable electricity by the end of the 2024/25 financial year, building on the progress already made towards this target through renewable power purchase agreements, on-site solar and agreements with renewable electricity generators; and
- to reduce combined Scope 1 and 2 greenhouse gas emissions by more than 75% by the end of FY30 (from a FY20 baseline).

**Aldi** (not currently in the Council area) – together with a number of other initiatives, Aldi is a founding member of the ANZPAC Plastics Pact, an agreement that brings together industry stakeholders to take action in creating a circular economy for plastics.

Other examples in our business community of local businesses being early leaders in adopting environmentally sustainable business practices including Pickle in the Middle, a number of hairdressers committed to being Sustainable Salons and the recent Goodwood Goes Green initiative.

### **City of Unley**

A reduction in the reliance on single-use plastics, including single-use plastic bags within the City of Unley is in keeping with Council's environmental and waste management focuses. Council has recently endorsed its Economic Development Growth Strategy 2021-2025 (Strategy) which includes dedicated actions to encourage sustainable business practices. These actions complement actions within the new Waste Management and Resource Recovery Plan.

It should be noted, however, that whilst Council can and will advocate and encourage this initiative via implementing its Strategy and Plan, it does not possess any legislative powers or have the jurisdiction to enforce the non-use of single-use plastics or plastic bags within the City of Unley, this is the responsibility of the Environmental Protection Authority (EPA).

Council has demonstrated its commitment to waste avoidance within our own program and or / service delivery. Recent business-related examples include:

- All events run or sponsored by the City of Unley are required to have a three-bin waste management system, require their food vendors to use compostable packaging, be plastic straw free, encourage their attendees to cycle or take public transport to their event, and to consider additional environmental initiatives.
- The recent Business Green Waste Trial on Goodwood Road.

## **5. DISCUSSION**

The Administration acknowledges that the new Waste Avoidance Act and actions are broader than single use-plastic bags and see the opportunity to expand the focus to single-use plastics generally.

Therefore in addressing this matter (Resolution No. C0353/20), and investigating opportunities to influence and educate retailers within the City of Unley, the Administration have included information regarding all single use plastic items. This also creates greater alignment with the recently endorsed Strategy and Plan.

At the time Council resolved on this matter (Resolution No. C0353/20), it was unclear how the requirements of the Waste Avoidance Act would be rolled out by the State Government and what (if any) provisions Council would include within its strategic documents.

However, since then, there is now clarity regarding the State Government's roll-out of the Act and Council has incorporated actions within its Strategy and Plan, specifically regarding single-use plastics and assisting businesses to become single-use plastic free.

### **Councils role**

Council is not the regulatory authority in this space. However, with Council's focus on sustainability and business support and through the inclusion of set actions in the abovementioned corporate documents, Council has resolved to undertake a role that will be in the form of information channel, advocate, and facilitator in providing information and education.

### **Economic Development Growth Strategy 2021-25 alignment**

The business sustainability actions within the Strategy, which directly relate to assisting businesses become single-use plastic free, are priority actions to be commenced in the first year of the Strategy (2021/22 financial year) or are considered ongoing actions. They include:

*Action Item 4.5.1:* Increase awareness of and assist businesses to embrace more sustainable business practices.

*Action Item 4.5.3* Assist businesses to understand their obligation and become single-use plastic free.

### **Waste Management and Resource Recovery Plan 2021-25 alignment**

These actions further support initiatives outlined in Council's Waste Management and Resource Recovery Plan 2021-25, in particular:

*Action Item 3.2.2* Provide education and promotion regarding single-use plastics in line with the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.

*Action Item 9.2.1* Continue undertaking education campaigns with schools, businesses and residents.

### **Sustainable Business Support Program**

As a year 1 (2021/22 financial year) funded deliverable of the Strategy and Plan, the Administration has developed an appropriate business education program to assist Council in meeting its objectives around the four actions described above.

The program will incorporate:

- **Marketing Campaign**  
A communication campaign aimed at local businesses to ensure they are aware of their obligations under the Waste Avoidance Act and practical ways to reduce their reliance on single-use plastics, including single-use plastic bags. This campaign will be encouraging businesses to embrace more sustainable business practices and plastic-free alternatives including early awareness of the stage 2 prohibited products under the Act, sustainability tips and resources.
- **Case Studies**  
Business profiles to highlight and celebrate businesses that have made sustainable changes to their business and the impacts experienced encouraging business to business learning.
- **Education**  
A program of business waste education workshops building on our relationship with KESAB including a feature at the Unley Business Breakfast.
- **Resources**  
Access to information and resources to assist businesses embrace and implement sustainable changes and plastic-free alternatives.

The program will be delivered to support business preparedness for stage 2 in the lead up to the March 2022 deadline.

Progress will be continually assessed and updated as part of the broader Strategy and Plan delivery.

**6. REPORT AUTHORISERS**

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

## INFORMATION REPORT

<b>REPORT TITLE:</b>	TRADER ASSOCIATION QUARTER 4 REPORTS 1 APRIL TO 30 JUNE 2021
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	AKARRA KLINGBERG
<b>JOB TITLE:</b>	COORDINATOR ECONOMIC DEVELOPMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. UNLEY ROAD ASSOCIATION QUARTER 4 2020-21 REPORT</li><li>2. GOODWOOD ROAD BUSINESS ASSOCIATION QUARTER 4 2020-21 REPORT</li><li>3. KING WILLIAM ROAD TRADERS ASSOCIATION QUARTER 4 2020-21 REPORT</li><li>4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION QUARTER 4 2020-21 REPORT</li></ol>

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### 1. **EXECUTIVE SUMMARY**

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

The Association Separate Rate Agreement(s) require each Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the period 1 April to 30 June 2021, as well as additional information on the activities of the Associations.

Due to changing restrictions associated with COVID-19 throughout 2020-21, the Associations were required to reconsider some of their activities, such as trader networking and small community events, and adapt marketing campaigns to the conditions as they changed.

Council recently adopted its Economic Development Growth Strategy 2021-25. Action 1.1.2 *Consider the findings of the Mainstreet Management Model Review (2019), engage and implement changes as required* is currently underway and it is anticipated that it will result in changes to how the Associations provide their quarterly reports and how this information is presented to Council for its consideration.



## **2. RECOMMENDATION**

That:

1. The report be received.
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## **3. RELEVANT CORE STRATEGIES/POLICIES**

3. Economic Prosperity

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

## **4. BACKGROUND**

Each Association is an Independent Incorporated Body and is managed by a committee comprised of their members. A Separate Rate is levied by Council on businesses located within each of the Precincts for the purposes of marketing and promotion.

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

As part of the Agreements, each Association is required to provide a quarterly report of its expenditure and activities. This report sets out the Quarter 4 updates.

## **5. DISCUSSION**

The Associations have been asked to provide a financial report for Quarter 4 2020-21 for the period 1 April to 30 June 2021. Additional information is provided below on the activities, achievements, and challenges that each of the Associations have experienced during this time.

It is a requirement that Separate Rate funding is fully expended in the financial year for which it is raised. The Associations were asked to provide a list of projects that will be undertaken in Quarter 4 to demonstrate planned expenditure of Separate Rate funds to 30 June 2021 and identify any expected unspent funds as required.

*Attachments 1-4*

It must be noted that the funding agreement with the Associations and expenditure of funds by 30 June 2021 is in relation to the Separate Rate funding only. Trader Event Sponsorship is acquitted separately in-line with Community Event Sponsorship acquittal requirements.

Additionally, the Trader Associations receive income from other sources, including banner income as prescribed through the City of Unley Banner Policy, third party sponsorship and membership. This additional income is not subject to the Agreement terms.

**Unley Road Association (\$69,835 Separate Rate Funding)**

- Conducting survey of Unley Road Businesses (face-to-face, online and phone)
- Prepared supporting documents and attended deputation to Council at its May meeting
- Preparation and planning for different budget scenarios
- 2 x Full committee meetings
- 2 x Executive committee meetings
- 1 x Subcommittee meeting
- Design and write article for advertising in Unley Shopping Magazine
- Street and Pole Banner project - initial planning
- Prepare for August networking function (now postponed)
- Make Over in May major event
- Digital Advertising and Social Media for Unley Road

The Unley Road Association Quarter 4 Report indicates that \$75,086.30 (108%) of the total annual Separate Rate budget of \$69,835 has been expended to 30 June 2021.

Please note, through their Make Over in May PR campaign, the Unley Road Association sought sponsorship which is demonstrated in expenses in excess of Separate Rate funding for 2020-21.

The Unley Road Association opted not to run an event in 2020-21 therefore did not receive the \$10,000 Trader Event Sponsorship allocation.

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

- Sat May 1<sup>st</sup>: Held final *Sat'dy morning on Goody*, with a variety of activities for families. Business involved were Pretty Petals, Grit Studio Collective, Boulangerie 113, Goodwood Bakehouse, Gingers Coffee Studio, plus Forestville Eagles Face painting, balloon twisting, buskers, henna tattoos (all local people) and a craft station to decorate Goodwood Primary School.
- Sat May 8<sup>th</sup>: Held *Sat'dy Night on Goody* and Adelaide Food Fringe event showcasing Goodwood Road restaurants in front of Goodwood Primary School. Businesses involved included: Vietnam Gourmet, Yeti Nepalese, Gingers, Sushi Q, CRU Tapas Bar, Foodwood, The Balti House, Good Gilbert, Candela, and Manee Siam. "Great Goodwood Vouchers' (\$20 restaurant 'vouchers to be used on the night) were given away. The event included live music entertainment.

- June: Launch of Round 3 of the *Heart of Goodwood* campaign with offers from 43 businesses within the precinct.
- City Mag email campaign was rolled out to support the Heart of Goodwood campaign (publication circulation of 45,000). This campaign featured 20 businesses.
- Art Grant scheme: The Association sought applications from businesses to increase the street art in the precinct. Grants were offered to business for appropriate art on exterior walls. All applications were assessed against criteria and 4 x \$500 grants were awarded to Cru Tapas Bar and Kitchen, Goodwood Theatre, Good Gilbert and Foodwood.
- Road Art: updates to Goodwood Primary School fence art installation, finalisation of art on DIT signal box near the St George's Anglican Church Pedestrian crossing.
- Bud lighting added to Lemongrass Thai Bistro.
- SALA: Preparations for SALA in August including registrations, connecting businesses with artists, production of a SALA in Goodwood flyer and planning for a launch event.
- Website: 5 new businesses added, various updates.
- Ongoing social media across Facebook and Instagram.

The Goodwood Road Business Association Quarter 4 Report indicates that \$57,225 (100%) of the total annual Separate Rate budget of \$57,225 has been expended to 30 June 2021.

In addition, the report demonstrates full expenditure of the Trader Event Sponsorship of \$10,000 and Cross Street Banner income.

#### **King William Road Traders Association (\$92,280 Separate Rate Funding)**

In addition to operational activities such as maintaining the precinct website, social media platforms, regular communications with the business community and ongoing operations of the Association, the Association delivered three major outcomes during Q4, including:

- **MEDIA EVENT PLANNING:** Extensive planning was undertaken for the experience King William Road media launch event. The event show showcased 22 traders and attracted 35 personalities, journalists and editors across radio, print and digital media. The event was hosted by Rebecca Morse at Hygge Studio where guests enjoyed cocktails from The Flying Trunk, a savoury showcase from numerous KWR eateries followed by a Tomich wines and Steven Ter Horst Chocolate Pairing experience. Media coverage was generated throughout the night, in the weeks following the event plus guests received a gifting box full of experiences to enjoy along King William Road following the event.

- **MAINSTREET BANNERS:** A collection of banners were created for installation on the flagtrax banners systems. To keep visuals fresh and create an element of ongoing change in the precinct, the banner design will be rotated each month. In addition, 2 cross road banners were developed to promote the Experience King William Road messaging and digital platforms.
- **BUDGET CONSULTATION:** Substantial consultation was undertaken in response to Council's proposal to reduce the separate rate collection for the 2021-2022 financial year. This included numerous face-to-face traders visits, communications via phone, email and the KWR Traders (private) group on Facebook. A summary of the information was then collated and presented to Council.
- **FILMING:** An additional 8 videos were created as part of the experience King William Road campaign which showcases a behind the scenes look at some KWR traders that offer experiences exclusively available on KWR.

The King William Road Traders Association Quarter 4 Report indicates that \$92,280 (100%) of the total annual Separate Rate budget of \$92,280 has been expended to 30 June 2021.

In addition, the report demonstrates full expenditure of the Trader Event Sponsorship of \$10,000.

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

- Organisation of precinct photography
- Ongoing marketing through Facebook and Instagram.

The Fullarton Road South Traders Association Quarter 4 Report indicates that \$13,000 (100%) of the total annual Separate Rate budget of \$13,000 has been expended to 30 June 2021.

In addition, the report demonstrates full expenditure of the Trader Event Sponsorship of \$10,000 and membership income the Association receives.

#### **Next Steps**

Through the implementation of the Economic Development Growth Strategy 2021-25, the current mainstreet management model is being reviewed. The review has commenced and will take into consideration different models for managing the separate rate, together with improved reporting and process management. A report regarding future arrangements is anticipated to be presented to Council in the coming months.

## **6. REPORT AUTHORISERS**

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



Unley Road Association

Summary of Income and Expenditure 2 2020/21    Quarter Four Report

Income	
Separate Rate funding	\$    69,835.00
Banner Income (estimation only)	\$       1,000.00
Other - Event sponsorship from City of Unley for event that have economic objectivess    (as this project objective, stragety and outcome has not been finalised due to COVID19 no details have been supplied at this stage)	\$10,000.00
<b>Total Income</b>	<u>\$80,835.00</u>

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

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

Expenditure

Projects (provide further detail on 'Detail" worksheet)

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Member Services	\$    7,000.00				1,604.82	1604.82	23%
Project 2	Advertising and promotional including the MAKE OVER IN MAY MAJOR EVENT	\$    37,000.00	3,144.55	3,668.55	1,388.77	35,716.63	43918.5	119%
<b>Subtotal</b>		<u>\$    44,000.00</u>	\$   3,144.55	\$   3,668.55	\$   1,388.77	\$ 37,321.45	45,523.52	103%

Administration								
Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/ Admin Coordinator		\$    15,000.00	2,963.00	4,113.60	4,275.00	8,977.59	20329.19	136%
Administration/ bookkeeping		\$       4,500.00	1,277.00	1,013.45	1,355.00	1,101.44	4746.89	106%
PO Box		\$        135.00	0		123.64		123.64	92%
Office Expenses		\$       4,000.00	26.82	277.05	516	1,200.00	2019.87	50%
Insurance		\$       2,000.00	943.61			943.61	1887.22	91%
Other		\$        200.00			456.17		456.17	228%
<b>Subtotal</b>		<u>\$    25,835.00</u>	5,210.43	5,404.10	6,725.81	12,222.64	29,562.98	114%

<b>Total Expenses</b>	<b>Projects + Administration</b>	<u><b>\$    69,835.00</b></u>	8,354.98	9,072.65	8,114.58	49,544.09	75086.3	108%
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<b>Operating Surplus</b>		<u><b>\$    11,000.00</b></u>						
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Unley Road Association - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Member Services	<b>Objective:</b> • <b>To hold one networking event at an Unley Road business between Jan 2021- June 2021, with the aim to have 25% of the businesses from Unley Road in attendance. Networking functions offer great marketing tool for traders, disseminate relevant information and provide an opportunity to engage with other traders, staff, and owners. These events help to build a vibrant mainstreet and welcomes new businesses to introduce themselves and get to know their neighbours, which in turn is great for word of mouth advertising between businesses.</b> • <b>One trader forum to understand pressures on businesses, and opportunities for the future (projects, events and advertising). We aim to use this feedback to create a strategy for future marketing and events opportunities on Unley Road.</b> • <b>Continue to provide monthly traders update newsletters (email and 1 hard copy in December) to inform and assist business owners on upcoming Unley Road events, marketing and advertising opportunities, matters that may affect their business, changes on the Road and any other relevant news</b>  <b>Objective:</b>	\$ 7,000	Participant numbers and feedback. Read and click rates on emails	No	What were you hoping to get (measure) v what was achieved eg average open rate, trader participation etc Eg Open rate target 50/actual 65	Trader updates via email. Trader support via phone calls and emails including advice on social media/ keeping clients customers updated with business status (coordinator was operating on reduced hours)	Trader updates via email. Trader support via phone calls and emails. Networking event was planned for 3 December (was to be held at Barrow and Bench Mitre 10) but was cancelled due to COVID outbreak. AGM was rescheduled due to COVID, held on Dec 9 (18 in attendance as per covid regulations for venue)	Trader updates via email. Trader support via phone calls and emails. Pride of Workmanship Awards and Networking event held at Barzaar on March 30. Approximately 65 in attendance. Over 150 entries received from customers, staff and businesses for businesses and staff members of Unley Road businesses. There was some fantastic entries that highlighted how much Unley Road businesses and their staff have gone above and beyond during COVID, and how this has been greatly appreciated. Winners info here- <a href="https://www.facebook.com/unleyroad/posts/3929581360397505">https://www.facebook.com/unleyroad/posts/3929581360397505</a> .	Trader updates via email. Trader support via phone calls and emails including advice on social media/ keeping clients customers updated. Planning for Aug 2021 Networking event (including Guest Speaker)
Est. Comp. Date :									

Three other

Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Advertising and Promotional	<b>Objective:</b> • <b>Assist with marketing all business and services on Unley Road. Provide opportunities for businesses to participate in events on and off the road.</b> • <b>Only Unley Road competition to draw people back to Unley Road and spend money in stores/ businesses</b> • <b>To continue with stage 2 development of Unley Road website.</b> • <b>Increase social media engagement, primarily using Facebook and Instagram to publicise Unley Road businesses and events.</b> • <b>Develop digital media strategy to maximise online engagement and promotion for Unley Road precinct.</b> • <b>Online and Digital advertising</b> • <b>Advertising opportunities with SA icons such as Andrew “Cosi” Costello, Adelady</b> • <b>Print opportunities in magazines such as SA Life</b>  <b>Objective:</b>	\$ 37,000	Engagement	No		Social Media and website updates were core focus during Jul - September whilst businesses still had restrictions in place and coordinator was operating on reduced hours	Updates to the Unley Road website, Social media advertising campaign was undertaken in October, November and December (focus on all of Unley Road, Retail options for Christmas and December dining options). One awareness raising ad - 4490 estimated ad recall, reach 60 609. Three engagement ads -1376 clicks, reach 40 019. Total spend \$820.10	Updates to Unley Road website and social media. Preparations began during this period for the Makeover in May advertising campaign (includes print, radio, TV and digital advertising.) Filming for South Aussie with Cosi segment took place on March 31 (to air in May). The Makeover in May campaign is funded primarily via surplus money the association from previous external sponsorship from 2018-2019. This advertising campaign could not be delivered using the funding from marketing levy.	<b>Makeover in May ran from 1 May to 31 May and was then extended to 15 June. Over 1500 entries were received. Advertising elements included South Aussie with Cosi segment, South Aussie with Cosi Social media posts, 5 weeks of advertising on Mix 1023 and Cruise, Unley Road Facebook advertising. Results of Digital Advertising campaign- reached an audience of 105 330 and 1596 clicks through to the website - specific categories for Makeover in May. Separate Ad campaign for Unley Road reached 141 935 with a brand recall audience of 15 800 and 184 clicks through to website. Website traffic through Makeover in May period was 3339 new visitors who view 6359 pages. Through this period we gained 4590 new followers - this is primarily through the digital advertising campaign and Cosi's posts.</b>
Est. Comp. Date :									

<b>Sub total</b>	<b>Projects</b>	<b>\$ 44,000</b>							
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Administration			
	Yearly Hours	Rate/Hour	Total
Admin/Marketing Coord.			\$ 15,000
Office Exp.	Postage, phone calls, office supplies, PO Box, Book keeping		\$ 8,635
Insurance	Public Liability Required.		\$ 2,000
Other	Miscellaneous costs, Fees and Charges		\$ 200
<b>Sub total</b>	<b>Administration</b>		<b>\$ 25,835</b>

<b>Total Exp.</b>	<b>Projects + Administration</b>	<b>\$ 69,835</b>
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SOCIAL MEDIA						
	Measure	Current	Annual Target	Quarter 1	Quarter 2	Total
Member Newsletter	Open Rate	36.5		38.20%	35.2%	36.10%



Website Traffic	Page Views	4964		6332	8219	29897
Social Media – Facebook	Page Likes (net)	2397		2423 followers 9380 reach	2475 followers 168 940 reach	4688 new followers. Total reach
Social Media – Instagram	Followers (net)	576		660 followers 5320 impressions	695 followers 53250	228 new followers.
Social Media – Member's Group	Page Likes (net)			41	42	41



Goodwood Road Business Association

Summary of Income and Expenditure 2020/21 - Fourth Quarter

Income	
Separate Rate funding	\$ 57,225.00
Banner Income	\$ 4,577.26
Membership	\$ -
Event Funding Sponsorship	\$ 10,000.00
<b>Total Income</b>	<b>\$ 71,802.26</b>

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

Has there been an alteration to your endorsed expenditure plan:	Yes	1. Sponsorship Approved 2. Adjustment to allow for reduced banner income 3. Council endorsed changes to Projects 1,2 and 3 allocations
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**\*\* Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council**

Expenditure

Projects (provide further detail on 'Detail" worksheet)

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

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Advertising/Promotion	\$ 15,400.00	\$ 523.13	\$ 3,704.59	\$2,122.43	\$ 10,200.12	\$ 16,550.27	107%
Project 2	Streetscape/Activations	\$ 9,000.00	\$ 1,440.00	\$ 670.00	\$912.00	\$ 5,848.00	\$ 9,300.00	103%
Project 3	Events - SALA, Sats on Goody	\$ 12,600.00	\$ 1,142.25	\$ 940.00	\$6,411.08	\$ 3,953.30	\$ 12,446.63	99%
Project 4	Member Services	\$ 1,500.00	\$ 283.00	\$ 970.61	\$0.00	\$ 895.00	\$ 2,148.61	143%
Project 5	Engage Marketing Coordinator (5 hours per week @ \$62/hour)	\$ 16,120.00	\$ 3,100.00	\$ 4,030.00	\$4,340.00	\$ 4,340.00	\$ 15,810.00	98%
Subtotal		<b>\$ 54,620.00</b>	<b>\$ 6,488.38</b>	<b>\$ 10,315.20</b>	<b>\$13,785.51</b>	<b>\$ 25,236.42</b>	<b>\$ 56,255.51</b>	<b>103%</b>

Administration								
	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Contracted Coord (4 hrs/week @ \$62/hour)	\$ 12,480.00	\$ 2,480.00	\$ 3,224.00	\$ 3,464.00	\$ 3,472.00	\$ 12,640.00	101%
Office Expenses	Bookkeeping, audit, misc	\$ 2,900.00	\$ 416.00	\$ 757.05	\$ 1,132.00	\$ 582.00	\$ 2,887.05	100%
Insurance	Public Liability and	\$ 1,800.00	\$ -	\$ 1,471.01	\$ -		\$ 1,471.01	82%
Subtotal		<b>\$ 17,180.00</b>	<b>\$ 2,896.00</b>	<b>\$ 5,452.06</b>	<b>\$ 4,596.00</b>	<b>\$ 4,054.00</b>	<b>\$ 16,998.06</b>	<b>99%</b>

Total Expenses	Projects + Administration	<b>\$ 71,800.00</b>					<b>\$ 73,253.57</b>	<b>102%</b>
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Operating Surplus		<b>\$ 2.26</b>						
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Goodwood Road Business Association - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
eg Advertising/Marketing	<b>Description:</b> Projects and activities designed to promote the Precinct as a whole, and individual businesses <b>Objective:</b> To increase awareness of, and present GR as an alive and vibrant destination to visit for a wide variety of products, services and activities	\$ 12,000		No		Facebook Adv Website structure updates EDM	Facebook Adv Website structure updates, EDM, HoG campaign, Christmas comp	Facebook Adv, Website content updates, EDM,	Web site content updates, Facebook advertsing, Heart of Goodwood campaign
Est. Comp. Date : 30/6/2021							EDM		
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Streetscape/Activations	<b>Description:</b> Small decorative/art projects <b>Objective:</b> To enhance appearance of the Road and help create an enjoyable visitor experience	\$ 5,000	Completion of projects	No		Art on DIPTI Control box	Fence art, DPTI box, SALA gveaways	Fence Art Stage 1, Designs -banners, DIT box	Business Art grants x 4, GPS Fence art, DIT box art
Est. Comp. Date : 30/6/2020									
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events	<b>Description:</b> Special occasion and road events of a suitable scale and size <b>Objective:</b> Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves	\$ 10,000		No		SALA held in August : 39 business and public art locations (+3) 46 artist participants (status quo) Flyer produced SALA trail held	Sat'dy on Goody - 5/12	Sat'dy on Goody - 27/2, 27/3, Sat NIGHT on Goody 13/3	Sat'dy on Goody - May1, Sat Night on Goody, May 8
Event 1	<b>Description:</b>								
	<b>Objective:</b>								
Event 2	<b>Description:</b>								
	<b>Objective:</b>								
Est. Comp. Date :									
x									
Project 4	Description	Budget	Measure	New initiative (Y/N)	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Member Services	<b>Description:</b> Arrange and facilitate events and communication channels for members <b>Objective:</b> Facilitate awarness of activities, exchange of views and collaboration	\$ 1,500				Member Forum held - 12 in attendance	AGM - Oct 13, Members Christmas Drinks - Dec 15.	Info updates via email and FB group	Great Goodwood vouchers May 8
Est. Comp. Date : 30/6/2021									
Project 5	Description	Budget	Measure	New initiative (Y/N)	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Marketing Coordinator	<b>Description:</b> Engage the services of a suitably qualified person to coordinate marketing activities <b>Objective:</b> Efficient and effective execution of marketing and promotional activities and events	\$ 16,120	Appointment	No		Coordinator appointed	Coordinator continuing	Coordinator continuing	Coordinator continuing
Est. Comp. Date : 30/6/2021									
<b>Sub total</b>	<b>Projects</b>	<b>\$ 44,620</b>							

Administration			
	Yearly Hours	Rate/Hour	Total
Admin Coord	208	\$62	\$ 12,480
Office Exp.	Postage, phone calls, office supplies, PO Box,		\$ 900
Insurance	Public Liability Required.		\$ 1,800
Other	Bookeeping/Audit		\$ 2,000
<b>Sub total</b>	<b>Administration</b>		<b>\$ 17,180</b>

<b>Total Exp.</b>	<b>Projects + Administration</b>	<b>\$ 61,800</b>
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	Measure	Current as at 30/6/2020	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate						
Website Traffic	Page Views						
Social Media – Facebook	Page Likes (net)	4067	4500	4175 (+108)	4260 (+85)	4389 (+129)	4,463 (+74)
Social Media – Instagram	Followers (net)	1200	1500	1300 (+100)	1,450 (+150)	1569 (+119)	1,600 (+31)
Social Media – Member's Facebook Page	Page Likes (net)	40	80	70	76 (+6)	78 (+2)	84 (+6)



KING WILLIAM ROAD TRADERS ASSOCIATION  
Summary of Income and Expenditure 2020/21

Income

Separate Rate funding	\$92,280
COU Event Sponsorship	\$10,000
<b>Total Income</b>	<b>\$102,280</b>

Has there been an alteration to your endorsed expenditure plan:	No	
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Expenditure

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Project 1	Events and Activations (COU Sponsorship)	\$10,000	0	12,979.14	1200	0	14179.14	142%
Project 2	Content Marketing and PR	\$ 24,000.00	0	0	0	15766.06	15766.06	66%
Project 3	Digital Marketing	\$ 22,000.00	2418.79	6440	3020	12916.5	24795.29	113%
Project 4	Advertising	\$ 7,500.00	2200	0	0	5300	7500	100%
Project 5	Street Development	\$ -	-	0	0		0	-
Project 6	Trader Engagement	\$ 500.00	0	0	0	420	420	84%
<b>Subtotal</b>		<b>\$ 64,000.00</b>	\$ 4,618.79	\$ 19,419.14	\$ 4,220.00	\$ 34,402.56	62660.49	98%

Including \$10,000 grant

<u>Project 7: Administration</u>								
	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
	Coordinator salary	\$ 28,080.00	3,840	4800	5040	14184	27864	99%
	Operating costs	\$ 10,200.00	5285.21	5501.88	1048.55	1817.2	13652.84	134%
<b>Subtotal</b>		<b>\$ 38,280.00</b>					41516.84	108%

<b>Total Expenses</b>	<b>Projects + Administration with sponsorship</b>	<b>\$ 102,280.00</b>						0%
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<b>Operating Surplus</b>							0	0.00%
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King William Road Traders Association - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiati	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events and Activations - COU Sponsorship	<b>Description:</b> Christmas on King William Road activation. <b>Objective:</b> Christmas activations include a combination of objectives including: 1. Attracting patronage to the precinct. 2: Encouraging visitors to move throughout the precinct to explore areas they may not have frequented before. 3: Activate the precinct with Covid-19 safe activations that add value to precinct patrons and create a sense of vibrancy in the precinct.	\$10,000 CoU Sponsorship	Feedback from precinct patrons and the local business community.	N - the initiative has been produced in previous years but the event activities have been altered to work within COVID-19 safety guidelines		Planning for activations completed and ready for implementation in mid-November.	Christmas activations included live music, a complimentary wrapping station for gifts that were purchased in the precinct and children’s activity station which included a 'letters to Santa letter writing station'.	N/A	N/A
Est. Comp. Date : December 2020									
Project 2	Description and Objective	Budget	Measure	New initiati	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Content Marketing and PR	<b>Description:</b> Represent King William Road as a thriving and evolving precinct to shop and trade. <b>Objective:</b> Produce positive news stories from the precinct and represent the evolving nature of the business community media coverage, up to date videography and photography content.	\$24,000	Up to date imagery and video footage continually maintained and media coverage generated.	N		4 media features generated by media releases including a digital Father's Day Gift Feature on Glam Adelaide featuring 12 traders and additional features were generated by a Media Release distributed about the influx of new traders to the precinct. 1: Weekend Advertiser 2: Advertiser online 3: Interview with 5aa. Photography taken by coordinator for digital platforms. Shoot capturing new traders and businesses that have a minimal online presence is planned for November 2020. Precinct videography shoots planned in November to capture footage of the different business sectors and also produce marketing materials for Christmas activations.	Planning for precinct videography was completed - including an overarching branding video and additional clips that represent the different business sectors of the precinct.	1.roduction of 9 videos that showcase unique experiences offered by KWR traders. 2.otoshoot to capture hero images to represent the different aspects of the precinct. 3.anning for a flagship media event highlighting seasonal fashion and menus for winter. 4.otography and article production of the family feature in SA Life Magazine.	Produced the media launch event for the experience King William Road Campaign which hosted 35 guests from print, radio, tv and high profile digital media platforms.
Est. Comp. Date : Ongoing until June 2021									
Project 3	Description and Objective	Budget	Measure	New initiati	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Digital Marketing	<b>Description:</b> Implementation of the 2020-2021 Digital Marketing Strategy. <b>Objective:</b> To provide the local business community with free on-going promotional opportunities across digital platforms.	\$19,800	Volume of businesses featured across platforms, maintenance of brand values, user engagement and feedback from traders.	N		Implemented a new process that ensures even distribution of coverage across separate rate paying traders. Roll out of the new graphic design elements.	Continued the implementation of the new graphic design elements on digital and web platforms and rolled out a new system that ensured all traders received social coverage across an 8 week period.	Continue to track and share business community news, products and updates on the KWR Instagram and Facebook platforms. Solidify a strong brand identity with the grid formatting of the Instagram feed and adapt content to preferred format type by adapting Facebook content to be a combination of image and page shares.	mmunity news, products and updates o
Est. Comp. Date : Ongoing until June 2021`									
Project 4	Description	Budget	Measure	New initiati	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Advertising	<b>Description:</b> Paid advertising activities. <b>Objective:</b> Promote the business community as a collective shopping destination.	\$7,500	Representation of different precinct advertisements across platforms and reach of advertisements.			Nil.	Quotes were sourced for digital SA Life Advertising for Q3 and Q4. The campaign will have an objective of distributing the new branding videos (promoting the range of business sectors) and driving visitation to the precinct website	Developed concepts, shot photography and wrote the article for the Precinct feature in the April edition of SA Life Magazine. Pitched Mother’s Day Features to Glam Adelaide, liaised with SA Style Magazine, Adelady, City Mag and other publications re editorial features.	N/A
Est. Comp. Date : Ongoing until June 2021.									
Project 5	Description	Budget	Measure	New initiati	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4

Street development	<b>Description:</b> Liaise with Council staff regarding streetscaping, amenities and parking. <b>Objective:</b> Improve the precinct experience for patrons and facilitate communication between traders and the Council.	\$ -	Council respond to all requests.	Y		Communications: 1- Parking safety concerns 2- Issue reporting re broken watering system. 3- Request made for bin collection to happen on the one day. 4- Request made to scope potential to revitalise the public toilet with a mirror upgrade and artwork mural	Nil.	Advocated for improvements to pulic toilet facilities, lighting and parking availability.	Worked with Council for the reinstalltion of the Flagtrax banners and worked on the technicalities of updating the 'crown banners' including artwork, installation, road closures etc. Also the installation of the cross road banners.
Est. Comp. Date : Ongoing until June 2021									
Project 6	Description	Budget	Measure	New initiativ	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Trader Engagement	<b>Description:</b> Engage with traders through regular communications. <b>Objective:</b> Improve trader awareness of, and participation in KWRТА initiatives.	\$ 500	Regular communication with the business community and accuracy of the trader database.	N		Trader database completely overhauled and now includes all separate rate paying traders. Regular face to face, phone and email communications with traders.	Traders were communicated with via electronic mail outs, the Facebook business community group, phone, email and face to face visits. These communications included a range of KWRТА project updates and Government communications regarding COVID-19 trading information.	Traders were communicated with via electronic mail outs, the Facebook business community group, phone, email and face to face visits. Communications included updates regarding the implementatio of the Annual Business Plan, the AGM inviations and information about Council's proposed Marketing Levy collection for the 2021-2022 financial year.	Conducted face to face visits, phone and email communications, with additional support and communications provided throughout lockdown. We also produced a free online workshop covering topics of how to drive foot traffic to their bricks and mortar store with social media, website best practice, SEO and digital branding.
Est. Comp. Date : Ongoing until June 2021.									
Priect 7	Descrition	Budget	Measure	New initiativ	Target v	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Administration	<b>Description:</b> Manage the operations of the KWRТА and precinct activities. <b>Objective:</b> Efficient and transparent operations of the KWRТА.	\$ 500	Activities of the KWRТА implemented on time, within budget and in compliance with operating requirements.	N		August and October 2020 meeting facilitation, Audit and Q1 report completed.	A meeting was held in December 2020 and the operations of the Association were completed within the reporting period.	A KWRТА meeting was held in February, the 2021 budget bid documentation was completied and operations of the Assocation were completed within the reporting period.	Substantial consultation was undertaken with the business community to ascertain feedback regarding the separate rate funding for the 2021-2022 financial year, liasing with ward members and preparing details for Council.
Est. Comp. Date : Ongoing until June 2021.									
Sub total	Projects	\$ 64,000							

Administration		
	Total	
Accounting and end EOFY reporting	\$ 5,000	
Xero and Mailchimp Subscriptions	\$ 1,500	
Website hosting and security	\$ 500	
Insurance	\$ 3,200	
Precinct Coordination	\$ 28,080	
Yearly: 585 hours at \$48.00 per hour	\$ -	
Sub total	Administration	\$ 38,280

Total Exp.	Projects + Administration	\$ 102,280
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SOCIAL MEDIA						
	Measu re	Curren t	Annua l	Quarter 1	Qu art	Quarter 4
Member Newsletter	Open Rate	56.1		52%	57 % open	58.4% open
Social Media – Facebook	Page Likes (net)	8747		8802	###	9254

Social Media – Instagram	Followers (net)	4872		5068	###	5289
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FULLARTON ROAD SOUTH TRADERS' ASSOCIATION INC.  
Summary of Income and Expenditure 2020/21

Income	
Separate Rate funding	\$ 13,000.00
Banner Income (if applicable) **Please add / delete lines as needed	
Membership (if applicable) **Please add / delete lines as needed	\$ 250.00
Proposed Event Funding from CoU - Outdoor Cinema	\$ 10,000.00
<b><i>Total Income</i></b>	<b><i>\$ 23,250.00</i></b>

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

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

Expenditure

Projects (provide further detail on 'Detail" worksheet)

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	MARKETING CAMPAIGN	\$ 8,850.00	NIL	NIL	\$ 5,017.90	\$ 3,405.86	\$ 8,423.76	95%
Project 2	TRADERS' CHRISTMAS NETWORKING EVENT	\$ 600.00	NIL	NIL	NIL	NIL	\$ -	0%
Project 3	OUTDOOR CINEMA (COUNCIL EVENT GRANT)	\$ 11,000.00	NIL	NIL	12258.40	NIL	\$ 12,258.40	111%
Project 4		\$ -						
Subtotal		<b><u>\$ 20,450.00</u></b>	\$ -	\$ -	<b>\$ 17,276.30</b>	<b>\$ 3,405.86</b>	<b>\$ 20,682.16</b>	<b>101%</b>

Administration								
Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Office Expenses	PRINTING, STATIONARY & BANK FEES	\$ 1,000.00	\$ 332.00	\$ 0.70	343.89	\$ 170.34	\$ 846.93	85%
Insurance	LCIS	\$ 1,600.00				\$ 1,610.23	\$ 1,610.23	101%
Subtotal		<b><u>\$ 2,600.00</u></b>	<b>\$ 332.00</b>	<b>\$ 0.70</b>	<b>343.89</b>	<b>\$ 1,780.57</b>	<b>\$ 2,457.16</b>	<b>95%</b>

<b><i>Total Expenses</i></b>	<b><i>Projects + Administration</i></b>	<b><u>\$ 23,050.00</u></b>	<b>\$ 332.00</b>	<b>\$ 0.70</b>	<b>17620.19</b>	<b>\$ 5,186.43</b>	<b>\$ 23,139.32</b>	<b>100%</b>
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Operating Surplus		\$ 200.00					\$ 110.68	
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Fullarton Road South Traders' Association Inc - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	ts for Quats for Qua	Results for Quarter 3	Results for Quarter 4
MARKETING CAMPAIGN	Description: Social Media and print Advertising  Objective: To raise awareness and drive business to Traders in our precinct	\$ 3,850	Number of visits to our Traders	No				Commissioned precinct photos
	Description:Promotion of Community Event (Outddor Cinema)  Objective: To provide a free family friendly evening and showcase our traders	\$ 5,000	Attendees at Outdoor Cinema	No			Covid max 300-163 attended	
Est. Comp. Date :Ongoing		Ongoing						
Project 2	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	ts for Quats for Qua	Results for Quarter 3	Results for Quarter 4
TRADERS CHRISTMAS EVENT	Description: Annual networking event for all Traders and Elected Members  Objective: To allow traders to meet socially and catch up on the latest news and trends along our Mainstreet. <b>CANCELLED DUE TO COVID-19</b>	\$ 600	Number opf Traders attending	No	\$ 30			
Est. Comp. Date : December 2020								
Project 3	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	ts for Quats for Qua	Results for Quarter 3	Results for Quarter 4
OUT-DOOR CINEMA	Description: Family friendly movie night, held in the top carpark Ferguson Ave  Objective: To bring the whole community together and support traders and residents	\$ 11,000	Number of attendees	No	\$ 200		Max 300 -163 attended	
Est. Comp. Date : February 2021								
Est. Comp. Date :								
Sub total	Projects	\$ 20,450						

Administration				
	Yearly Hours	Rate/Hour		Total
Admin/Marketing Coord.				\$ -
Office Exp.	Postage, phone calls, office supplies, PO Box, Book keeping			\$ 1,000
Insurance	Public Liability Required.			\$ 1,600
Other	Miscellaneous costs, Fees and Charges			\$ -
<u>Sub total</u>	<u>Administration</u>			<u>\$ 2,600</u>
<u>Total Exp.</u>	<u>Projects + Administration</u>			<u>\$ 23,050</u>

## **DECISION REPORT**

<b>REPORT TITLE:</b>	2020-21 PRELIMINARY END OF FINANCIAL YEAR REPORT
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	ALEX BROWN
<b>JOB TITLE:</b>	MANAGER FINANCE AND PROCUREMENT
<b>ATTACHMENTS:</b>	1. 2020-21 PRELIMINARY END OF FINANCIAL YEAR REPORT

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### **1. EXECUTIVE SUMMARY**

This report provides a preliminary view of Council's financial performance compared to budget for the year ended 30 June 2021 and proposes changes to the 2021-22 Budget to account for the 2021-22 proposed carry forward of funds.

The City of Unley's preliminary 2020-21 operating surplus is estimated to total \$4.5M before Council's equity accounted businesses, the Brown Hill Keswick Creek Stormwater Project and Centennial Park Cemetery Authority. This result is \$3.3M favourable to budget.

The net expenditure on capital projects and programs for the year is estimated to be \$3.0M favourable to budget.

The net lending result is estimated to be \$3.4M favourable to budget after allowing for the proposed carry forwards of \$2.5M.

It should be noted that further adjustments to Council's operating surplus and net lending result will be made in the process of finalising of Council's statutory accounts for the external audit. These adjustments will address matters including asset capitalisations, the revaluation of Council's bridges and stormwater assets, and the finalisation of the Brown Hill Keswick Creek Stormwater Project and Centennial Park Cemetery Authority transactions. These non-cash adjustments are presently anticipated to be in the order of \$2.5M. This will result in a decrease to the preliminary operating surplus from \$4.5M to \$2M.

### **2. RECOMMENDATION**

That:

1. The report be received.
2. The Preliminary End of Year Results for 2020-21 be noted.

3. Carry forward projects from 2020-21 totalling a net amount of \$2.474M (as set out in Attachment 1 to Item 4.8, Council Meeting 23/08/2021) be approved.
  4. The revised Budgeted Uniform Presentation of Finances reflecting a budgeted operating surplus of \$1.7M before Capital Revenue and revised forecast net borrowings of \$1.3M as summarised on page 15 of Attachment 1 to Item 4.8 (Council Meeting 23/08/2021) for the 2021-22 financial year be adopted.
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### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### **4. Civic Leadership**

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

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

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

Funding can only be carried over if:

- There exists a contractual (legal) obligation to expend the funds, or:
- There has been a delay in the project due to circumstances outside of the Project Manager's control (such as inclement weather, supplier delay or re-scoping the work) and;
- It is determined that it is in the community's best interests to continue to spend the funds; and
- It is determined that the carry over will not impact on the deliverables planned for the following financial year.

### **5. DISCUSSION**

The purpose of this report is to provide Council with:

- a preliminary view of the actual financial performance compared to budget for the year ending June 2021; and
- to seek approval to carry forward remaining budget to the 2021-22 financial year.

## Funding Result Compared to Budget

\$'000s	2020-21 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance adjusted for Carry Forwards
	Actual	Budget	Variance		
Operating Income	49,681	49,635	46	-	-
Operating Expenditure	(44,258)	(47,486)	3,228	(90)	3,138
<b>Funding Surplus/(deficit) before Projects</b>	<b>5,423</b>	<b>2,149</b>	<b>3,274</b>	<b>(90)</b>	<b>3,184</b>
Operating Projects (Net)	(958)	(992)	35	(23)	11
<b>Operating Surplus/(deficit) after Projects</b>	<b>4,466</b>	<b>1,157</b>	<b>3,309</b>	<b>(113)</b>	<b>3,196</b>
New Capital (Net)	(4,292)	(5,908)	1,616	(1,311)	305
Capital Renewal (Net)	(6,077)	(7,462)	1,385	(1,050)	336
<b>Total Capital</b>	<b>(10,369)</b>	<b>(13,370)</b>	<b>3,001</b>	<b>(2,361)</b>	<b>641</b>
Depreciation and amortisation	9,064	9,500	(436)	-	-
<b>Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses</b>	<b>3,161</b>	<b>(2,713)</b>	<b>5,874</b>	<b>(2,474)</b>	<b>3,401</b>

The preliminary operating result for the year ending 30 June 2021 is estimated to be \$3.3M favourable to budget.

It should be noted that further adjustments to Council's operating surplus and net lending result will be made in the process of finalising of Council's statutory accounts for the external audit. These adjustments will address matters including asset capitalisations, the revaluation of Council's bridges and stormwater assets, and the finalisation of the Brown Hill Keswick Creek Stormwater Project and Centennial Park Cemetery Authority transactions. These non-cash adjustments are presently anticipated to be in the order of approximately (\$2.5M).

Net expenditure for capital projects and programs is estimated to be \$3.0M favourable to budget before proposed carry forwards. \$2.4M is proposed to be carried forward. See below for further details.

All budget categories in the table above are favourable to budget for the financial year. Further discussion on these items is included in Attachment 1 of the report.

### *Attachment 1*

Overall, the City of Unley's preliminary 2021-22 net borrowing result is estimated to be \$3.4M favourable to budget after allowing for proposed carry forwards of \$2.5M where expenditure is still required in 2021-22.

The preliminary debt position for 2020-21 is \$12.2M.



A review of materials, contracts and other expenditure will be undertaken in the next six months to identify further operating savings.

### **Equity Accounted Business**

The financial results as at 30 June 2021 for the Brown Hill Keswick Creek Stormwater Project and Centennial Park Cemetery Authority were not available at the time of preparing this report and have therefore not been consolidated into the estimates presented above. The final results will be consolidated into Council's statutory financial accounts prior to audit and final presentation to Council.

### **Annual Investment Performance**

<b>Year</b>	<b>RBA cash rate for June</b>	<b>LGFA Weighted Average Return</b>	<b>NAB Weighted Average Return</b>	<b>Overall Weighted Average Return</b>	<b>Total Investment Earnings for Year</b>	<b>Budget for Year</b>
2016-17	1.50%	1.75%	2.00%	1.88%	\$19K	\$12K
2017-18	1.50%	1.50%	2.00%	1.75%	\$25K	\$12K
2018-19	1.25%	1.48%	1.98%	1.73%	\$16K	\$12K
2019-20	0.25%	0.45%	1.21%	0.83%	\$51K	\$48K
2020-21	0.10%	0.30%	0.65%	0.48%	\$41k	\$12k

As shown in the Annual Investment Performance table, revenue from investments was favourable to the budget by \$29K for the 2020-21 year.

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

Council utilises its short-term drawdown facility throughout the year to supplement funding meaning that Council's investments are kept at a minimum during the year. As such, the focus of treasury management has been on minimising interest expense and maintaining appropriate working capital rather than investment return.

As a result, interest earnings largely relate to:

- Cash balances being transferred to an overnight investment account from Council's general bank account with National Australia Bank (NAB), and
- Where grants and other funds are placed directly with the Local Government Financial Authority (LGFA).

Both the NAB and LGFA investments are in accordance with Council's Treasury Management Policy.

## **Carry Forward Requests**

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

- Timeframes required to secure external grant funding;
- Lengthy tender processes and/or contract negotiations;
- Projects split over 2 or more years where an estimate has been made as to how much is spent in each financial year;
- Delays as a result of community consultation;
- Impacts of the COVID-19 pandemic; and
- Awaiting finalisation of preparatory work in project site.

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

The list of carry forward requests totalling \$2.474M consists of:

- Net Operating Expenditure of \$90K;
- Net Operating Projects \$23K;
- Net New Capital Projects of \$1.311M; and
- Net Capital Replacement Program \$1.050M.

All carry forward requests have been reviewed to ensure that funding is available.

The detailed proposed carry forward list from 2020-21 is included in Attachment 1 for Members' consideration.

### *Attachment 1*

The New Capital Projects with proposed net carry forwards over \$100K include:

- Unley Oval Stage 2 (net) \$873K
- Wilberforce Walk \$193K
- LED Street Lighting \$104K

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

- Major Plant Purchases (net) \$158K
- IT Asset Replacement Program \$259K
- Drain and Stormwater Capital Replacement \$252K
- Light Fleet Capital Purchases (net) \$122K
- Footpaths Capital Replacement \$105K

## **Proposed 2021-22 Uniform Presentation of Finances**

The proposed carry forwards are reflected in the revised Uniform Presentation of Finances for the year ending 30 June 2022 on page 15 of Attachment 1.

### *Attachment 1*

The revised budgeted operating surplus for 2021-22 is \$1.7M before capital revenue, with revised net borrowings of \$1.3M.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Preliminary End of Year Results for 2020-21 be noted.
3. Carry forward projects from 2020-21 totalling a net amount of \$2.474M (as set out in Attachment 1 to Item 4.8, Council Meeting 23/08/2021) be approved.
4. The revised Budgeted Uniform Presentation of Finances reflecting a budgeted operating surplus of \$1.7M before Capital Revenue and revised forecast net borrowings of \$1.3M as summarised on page 15 of Attachment 1 to Item 4.8 (Council Meeting 23/08/2021) for the 2021-22 financial year be adopted.

This option will ensure that the budget for incomplete projects is available to complete these projects in 2021-22.

As these projects' budgets were approved in 2020-21, the majority of these carry forward projects already have contractual commitments and/or expenditure incurred.

### Option 2 –

1. The report be received.
2. Preliminary End of Year Results for 2020-21 be noted and an updated report reflecting proposed changes to carry forwards be returned to Council.

This option allows Council to adjust carry forward approvals should it wish to do so.

If carry forward projects are not approved, those projects will remain incomplete. Further, the non-approval of carry forwards may result in difficulties in financial reporting and variance analysis at a project level as projects would be highlighted as having 2021-22 expenditure and no corresponding budget.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

There are no policy implications.

**9. REPORT CONSULTATION**

The proposed carry forwards have been prepared following consultation with project managers/officers responsible for the delivery of the projects and have been reviewed by the Executive Management Team.

**10. REPORT AUTHORISERS**

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



**City of Unley**

# **2020-21 Preliminary End of Financial Year Report**

## **Attachment 1**

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## 2020-21 Preliminary End of Year

## Overall Funding Statement

\$'000s	2020-21 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance adjusted for Carry Forwards
	Actual	Budget	Variance		
Operating					
Income					
Rates	42,314	42,248	66	-	66
Statutory Charges	1,644	1,600	44	-	44
Asset Disposal	1,667	1,841	(174)	-	(174)
User Charges	2,938	2,952	(14)	-	(14)
Grants, Subsidies & Contributions	45	45	-	-	-
Other Income	1,074	950	124	-	124
Total Income	49,681	49,635	46	-	46
Expenditure					
Employee Costs (incl. temporary labour)	(18,412)	(19,353)	941	-	941
Materials, Contracts & Other Expenses	(16,493)	(18,302)	1,809	(90)	1,719
Depreciation, Amortisation & Impairment	(9,064)	(9,500)	436	-	436
Finance Costs	(289)	(331)	42	-	42
Equity Accounted Council Businesses (loss)	-	-	-	-	-
Total Expenditure	(44,258)	(47,486)	3,228	(90)	3,138
Funding Surplus/(deficit) before Projects	5,423	2,149	3,274	(90)	3,184
Operating Projects					
Income	364	306	58	7	65
Expenditure	(1,322)	(1,298)	(23)	(30)	(53)
Net Operating Projects	(958)	(992)	35	(23)	11
Operating Surplus/(deficit) after Projects	4,466	1,157	3,309	(113)	3,196
Capital					
New Assets					
Income	1,539	3,980	(2,441)	2,572	131
Expenditure	(5,831)	(9,888)	4,057	(3,883)	174
Net New Assets	(4,292)	(5,908)	1,616	(1,311)	305
Capital Renewal					
Income	804	947	(143)	158	15
Expenditure	(6,881)	(8,410)	(1,529)	(1,208)	280
Net Capital Renewal	(6,077)	(7,462)	1,385	(1,050)	336
Total Capital	(10,369)	(13,370)	3,001	(2,361)	641
Depreciation and amortisation	9,064	9,500	(436)	-	(436)
Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses	3,161	(2,713)	5,874	(2,474)	3,401

## 2020-21 Preliminary End of Year

## Operations (excluding Projects)

## Income

\$'000s	2020-21 Favourable/(Unfavourable)			
	Actual	Budget	Variance	Variance %
<b>Income</b>				
Rates	42,314	42,248	66	0%
Statutory Charges	1,644	1,600	44	3%
User Charges	1,667	1,841	(174)	(9%)
Grants, Subsidies & Contributions	2,938	2,952	(14)	(0%)
Asset Disposal	45	45	-	-
Other Income	1,074	950	124	13%
<b>Total Income</b>	<b>49,681</b>	<b>49,635</b>	<b>46</b>	<b>0%</b>

## Commentary

The income variance is \$46K and 0.1% favourable to budget. Key contributing factors are as follows:

- **Rates** are \$66K favourable due to higher education rebates and community housing;
- **Statutory Income** is \$44K favourable mainly due to extra income than expected in the areas of parking control, search fees and development application fees;
- **User Charges** are (\$174K) unfavourable primarily due to the implications of COVID-19 on the community centres, Town Hall, hire of reserves, on-street parking ticket machines and the Swimming Centre.
- **Grants, Subsidies and Contributions** are (\$14K) unfavourable mainly due to minor variances in the Financial Assistance Grants and Local Roads Grant, partially offset by other grants including Commonwealth Home Support Packages and grants associated with the community centres and libraries;
- **Other Income** is \$124K favourable to budget, including higher than anticipated demand for Commonwealth Home Support Packages services (offset by increased expenditure), unbudgeted waste services resource recovery, investment income and advertising on bus stops.



## 2020-21 Preliminary End of Year

## Operations (excluding Projects)

## Expenditure

\$'000s	2020-21 Favourable/(Unfavourable)			
	Actual	Budget	Variance	Variance %
<b>Expenditure</b>				
Employee Costs (incl. temporary labour)	(18,412)	(19,353)	941	5%
Materials, Contracts & Other Expenses	(16,493)	(18,302)	1,809	10%
Depreciation, Amortisation & Impairment	(9,064)	(9,500)	436	5%
Finance Costs	(289)	(331)	42	13%
Equity Accounted Council Businesses (loss)	-	-	-	-
<b>Total Expenditure</b>	<b>(44,258)</b>	<b>(47,486)</b>	<b>3,228</b>	<b>7%</b>

## Commentary

The expenditure variance is \$3.228M and 7% favourable to budget. Key contributing factors are as follows:

- **Employment Costs** are \$941k favourable net of temporary contract staff (\$236K). This is due to vacancies, delays in recruitment arising from COVID-19 and service reviews, and reduced casual staff due to COVID-19 restrictions. Specific variances include:
  - Development Services \$297K primarily due to vacancies, a service review and a long term absenteeism;
  - Operational Services \$282K due to vacancies and extended leave;
  - Community and Cultural Centres (including libraries) \$158K due to a service review and vacancies; and
  - Strategic Projects \$137K due to recruitment being postponed.
- **Materials, Contracts and Other Expenses** are \$1.809M favourable primarily due to:
  - Reduced spend in contracts maintenance \$559K and building maintenance \$157K following the identification of savings in asset maintenance \$256K as noted in the 2021-22 budget, waste management \$96K and property services \$54K;
  - Reduction in general materials \$205K, primarily in Operational Maintenance;
  - Reduced expenditure on consultants \$248K (including Marketing and Communications \$65K);
  - Reduction in electricity \$122K and waste contract costs \$106K;
  - Reductions in training and conferences \$149K and catering \$74K due to the implications of COVID-19;
  - Reductions in other expenditure including marketing \$115K, and smaller variances in postage and freight costs, and IT maintenance; and
  - Partially offset by unfavourable variances including purchased services (\$179K), increased cleaning (\$139K) primarily due to COVID-19, and legal costs (\$122K).
- **Depreciation, Amortisation and Impairment** is \$436K favourable, noting depreciation is still being finalised due to capitalisation and disposals. Final depreciation is anticipated to be (\$0.4M) unfavourable.
- **Finance Costs** are \$42K favourable primarily due to lower than forecast interest rates, the favourable timing of expenditure, and carry forwards.

## 2020-21 Preliminary End of Year

## Operating Projects

	2020-21 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
\$'000s	Actual	Budget	Variance		
Income					
201919 - Unley Gourmet Gala	(2)	0	(2)	-	(2)
201999 - Unley Central Project	53	-	53	-	53
202358 - Co-housing for Ageing Well	50	37	14	-	13
202563 - Events - Australia Day	20	20	-	-	-
202808 - Start Up at any Age	14	21	(7)	7	-
202860 - Organics Weekly Collections Trial (6 Months)	26	26	-	-	-
202861 - Kerbside Performance (Food Waste) Grant	203	203	(0)	-	-
Total Income	364	306	58	7	64
Expenditure					
201999 - Unley Central Project	(390)	(280)	(110)	-	(110)
202234 - Tour Down Under Stage Start & Street Party	(2)	(2)	-	-	-
202242 - Supplementary Election	(20)	(20)	-	-	-
202358 - Co-housing for Ageing Well	(50)	(37)	(13)	-	(13)
202559 - Ignite Unley Outdoor Cinema Program	(11)	(10)	(1)	-	(1)
202563 - Events - Australia Day	(37)	(35)	(2)	-	(2)
202618 - Fringe in Unley	(9)	(10)	1	-	1
202620 - Water Wells	(42)	(40)	(2)	-	(2)
202622 - City Wide Greening Verges	(50)	(50)	-	-	-
202657 - Trader Event Sponsorship	(30)	(40)	10	-	10
202658 - Active Aging	(10)	(10)	-	-	-
202705 - All Connections to Unley Art Prize	(19)	(30)	11	-	11
202715 - Resilient East (Climate Ready Projects)	(9)	(10)	1	-	1
202725 - Tree Strategy Expanding Canopy Target	(154)	(160)	6	-	6
202726 - Canopy Action Plan - Private Trees	(6)	(25)	19	-	19
202806 - Welcoming Cities	(5)	(5)	-	-	-
202807 - Sesquicentenary 2021	(49)	(50)	1	-	1
202808 - Start Up at any Age	(14)	(21)	7	(7)	0
202809 - Climate Energy Plan	(40)	(40)	-	-	-
202822 - Corporate/Promotional Images and Videos	(9)	(10)	1	-	1
202857 - Significant Tree List - Stage 1 Audit and Nominations	(30)	(30)	-	-	-
202858 - Hazard (Flood) Planning Policy Update – Stage 1 Review	(8)	(20)	12	-	12
202859 - Ridge Park Master Plan (Stage 1)	(2)	(10)	8	-	8
202860 - Organics Weekly Collections Trial (6 Months)	(44)	(52)	8	(8)	-
202861 - Kerbside Performance (Food Waste) Grant	(257)	(272)	15	(15)	-
202871 - Unley Civic Quadrant Master Plan	(25)	(30)	5	-	5
Total Expenditure	(1,322)	(1,298)	(23)	(30)	(53)
Total Net Expenditure	(958)	(992)	35	(23)	11

## 2020-21 Preliminary End of Year

## Operating Projects continued

### Commentary

#### Income

Operating Project income is \$58K favourable to budget, primarily due to \$53K in fee recoveries for the Unley Central Project, and increased grant funding for the Co-housing for Ageing Well project \$14K.

#### Expenditure

Operating Project expenditure is (\$23K) unfavourable to budget.

The unfavourable variances are primarily due to increased expenditure relating to the Unley Central Project (\$110K) and the Co-housing for Ageing Well project offset by corresponding income (\$13k).

These are partially offset by favourable variances across a number of projects including:

- Canopy Action Plan - Private Trees \$19K: Pilot of a Tree Design Advisory Service through vouchers that were not fully utilised;
- Kerbside Performance (Food Waste) Grant \$15K: The project, partially funded from Green Industries SA (GISA), is scheduled to be completed in 2021-22;
- Hazard (Flood) Planning Policy Update – Stage 1 Review \$12K: Actual costs lower than originally estimated;
- All Connections to Unley Art Prize \$11K: Activities reduced due to COVID-19 and reduced costs due to the utilisation of internal resourcing; and
- Trader Event Sponsorship \$10K: Unley Road Association did not run an event due to COVID-19.



## 2020-21 Preliminary End of Year

## New Capital

	2020-21 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
\$'000s	Budget	Budget	Variance		
Income					
202669 - Unley Oval Grandstand Upgrade Design	-	1,331	(1,331)	1,331	-
202670 - Goodwood Oval Facilities	751	619	131	-	131
202729 - Wilberforce Walk	580	580	-	-	-
202762 - Living Street- Richards Terrace	57	57	-	-	-
202810 - Edmund Avenue Cottages (No. 72, 74 & 76)	-	1,101	(1,101)	1,101	-
202856 - Highgate Way 2 Go	6	11	(5)	5	-
202862 - Winchester Street School Crossing	17	17	-	-	-
202866 - Mike Turtur Bikeway	126	262	(136)	136	-
202870 - St. Thomas Way 2 Go	2	2	0	-	0
Total Income	1,539	3,980	(2,441)	2,572	131
Expenditure					
202090 - Brownhill Keswick Creek	(1,184)	(1,184)	0	-	0
202359 - LATM Implementation	(72)	(60)	(12)	-	(12)
202669 - Unley Oval Grandstand Upgrade Design	(262)	(2,466)	2,204	(2,204)	-
202670 - Goodwood Oval Facilities	(1,756)	(1,722)	(33)	-	(33)
202673 - Digital Services Program	(51)	(55)	4	(4)	-
202703 - LED Street Lighting	(410)	(514)	104	(104)	-
202729 - Wilberforce Walk	(1,027)	(1,380)	353	(193)	160
202757 - King William Road Art	(10)	(9)	(1)	-	(1)
202762 - Living Street- Richards Terrace	(73)	(82)	9	-	9
202767 - CWP Weller Street	(115)	(115)	-	-	-
202810 - Edmund Avenue Cottages (No. 72, 74 & 76)	(153)	(1,281)	1,127	(1,127)	-
202811 - Unley Road Infrastructure & Public Realm Design Guidelines	(41)	(65)	24	(24)	-
202812 - Bartley Crescent/Greenhill Road Intersection Improvements (LATM)	(23)	(55)	32	-	32
202814 - Mills Street Integrated Design (LATM 3)	(82)	(85)	3	-	3
202815 - Oxford Terrace Pedestrian Crossing (LATM 2)	(5)	(40)	35	(24)	11
202816 - CWP King William Road Shared Path Upgrade	(15)	(40)	25	(25)	-
202817 - CWP George Street/Young Street Intersection	(9)	(20)	11	(11)	-
202818 - CWP Weller Street/Simpson Parade Cycleway	(19)	(35)	16	(16)	-
202819 - Pocket Park Program (Fairford Street)	(43)	(50)	7	-	7
202820 - Millswood Croquet Club - Detailed Design	(72)	(89)	17	(17)	-
202856 - Highgate Way 2 Go	(13)	(11)	(2)	-	(2)
202862 - Winchester Street School Crossing	(20)	(20)	0	-	0
202866 - Mike Turtur Bikeway	(126)	(262)	136	(136)	-
202870 - St. Thomas Way 2 Go	(5)	(5)	0	-	0
202214 - Capitalised Project Delivery Costs	(243)	(243)	0	-	-
Total Expenditure	(5,831)	(9,888)	4,057	(3,883)	174
Total Net Expenditure	(4,292)	(5,908)	1,616	(1,311)	305

## 2020-21 Preliminary End of Year

## New Capital

### Commentary

#### Income

New Capital income is (\$2.4M) unfavourable to budget. This is primarily due to the timing of grant funding receipts for the Unley Oval Grandstand (\$1.3M) and Edmund Avenue Cottages (\$1.1M), noting these projects are proposed to be carried forward to 2021-22 with the associated expenditure budget.

Other variances include:

- Mike Turtur Bikeway (\$136K) as income is recognised as expenditure is incurred; and
- Goodwood Oval Facilities \$131K favourable due to the finalisation of the drawdown of funds.

#### Expenditure

New Capital expenditure is \$4.1M favourable to budget, primarily due to the timing of the Unley Oval Grandstand Upgrade \$2.2M and Edmund Avenue Cottages Design \$1.1M, both of which are proposed to be carried forward.

Other favourable variances include:

- Wilberforce Walk \$353K: Existing scope between ANZAC Highway and Third Ave completed with savings. Proposed \$192K carry forward to utilise remaining grant allocation to upgrade the footpath and lighting east of Third Avenue, subject to Ministerial and Council approval;
- Mike Turtur Bikeway \$136K: Bikeway still being finalised. Proposal to carry forward the balance to complete the project in the first half of 2021-22;

- LED Street Lighting \$104K: Over 80% of the lights scheduled for installation have been installed. The remaining lights (in four streets) had individual lighting designs undertaken, with installation scheduled for completion in August 2021;
- Oxford Terrace Pedestrian Crossing (LATM 2) \$35K: Construction was scheduled to coincide with the July school holidays to reduce the impact to the adjacent school and nearby childcare. The project has since been completed. Project saving \$10K;
- Bartley Crescent/Greenhill Road Intersection Improvements (LATM) \$32K: Concept development and detailed design completed with savings; and
- Cycling and Walking Plan (CWP) - King William Road Shared Path Upgrade \$25K: Detailed design commenced in June following Council endorsement of the recommended design in April and procurement process in May. Scheduled completion September 2021.

These favourable variances are partially offset by the following:

- An unfavourable variance in the Goodwood Oval Facilities project (\$33K) is offset by the favourable variance in grant income for the project.

## 2020-21 Preliminary End of Year

## Capital Renewal Program

	2020-21 Favourable/(Unfavourable)			Proposed Carry Forwards	Variance after proposed CF
\$'000	Actual	Budget	Variance		
Income					
Roads	476	476	-	-	-
Plant and Equipment	319	471	(152)	158	6
IT Equipment	9	-	9	-	9
Total Income	804	947	(143)	158	15
Expenditure					
Buildings	(1,021)	(1,052)	31		31
Office Equipment	(49)	(41)	(8)		(8)
Open Space (incl. Street Trees)	(384)	(583)	199	(85)	114
Stormwater	(673)	(925)	252	(252)	0
Transport			-		-
Roads	(2,121)	(2,222)	101		101
Kerb & Water Table	(807)	(900)	93	(69)	24
Footpaths	(390)	(495)	105	(105)	0
Other Transport (Street Lighting, Traffic Facilities, Signs and Bus Shelters)	(69)	(115)	46		46
	(3,387)	(3,732)	345	(174)	171
Plant and Equipment	(389)	(840)	451	(438)	13
IT Equipment	(356)	(615)	259	(259)	0
Project Delivery Costs	(622)	(622)	0		0
Total Expenditure	(6,881)	(8,410)	1,529	(1,208)	321
Net Expenditure	(6,077)	(7,462)	1,385	(1,050)	336



## 2020-21 Preliminary End of Year

## New Capital

### Commentary

#### Income

Renewal income is (\$143k) unfavourable to budget. This is primarily due to delays in disposing retired plant and fleet through auctions (\$152K) arising from delays in the procurement and delivery of the replacement plant and fleet.

#### Expenditure

Renewal expenditure is \$1.529M favourable to budget. This is due to;

- Plant and Equipment \$451k due to delays in the delivery of new trucks, and delay in the procurement of new vehicles due to a review of the procurement policy and delivery timeframes;
- IT Equipment \$259K. Equipment replacements and upgrades were delayed as the ICT Asset Management Plan identified some hardware equipment did not require replacement until 2021-22;
- Stormwater \$252K delay due to the supply of materials for Mills Street, and detailed design for Hammond Street design due to the interactions with easements;
- Open Space (incl. Street Trees) \$199K, due to delays in the delivery of playground equipment, community consultation outcomes leading to scoping changes, and drainage works;
- Footpaths \$105K, delay due to Unley Road Design Guidelines approval for Unley Road / Greenhill Road corner, and the requirement to undertake drainage works prior to completion;
- Roads \$101K due to savings in road renewals in Duthy Street.
- Kerbs & Water Tables \$93K, Kerbing renewal to Thornber St, Unley Park (southern side) delayed due to private development;
- Other Transport \$46K, reduced street lighting and sign replacements; and
- Buildings \$31K, overall budget savings on the property renewal program.

## 2020-21 Preliminary End of Year

## Operations

### Proposed Carry Forwards

Description	Proposed 2020-21 Carry Forwards		
	Income	Expenditure	Net
<b>Community Grants</b> Carrying forward the balance of the 2020-21 Council endorsed funding agreements.	-	10,982	10,982
<b>Community Impact Grants (2021-24)</b> 3 year funding agreements were endorsed by the Council on 28 June 2021. Carry forward the balance of Year 1 funding for successful Community Impact Grant applications.	-	20,068	20,068
<b>Friends of the Unley Museum</b> Carry forward unexpended funds arising from fundraising by the Friends of the Unley Museum.	-	7,282	7,282
<b>Daily Moves Program</b> Carry forward funds to deliver the Daily Moves Program. The Daily Moves Program needs to be finalised by the 31 December 2021.	-	51,587	51,587
<b>Total</b>	-	89,919	89,919

## Operating Projects

### Proposed Carry Forwards

Description	Proposed 2020-21 Carry Forwards		
	Income	Expenditure	Net
<b>Start up at any age</b> Did not commence in 2020-21. Design, delivery and evaluation by UniSA to be finalised by October 2021.	(6,845)	6,845	-
<b>Kerbside Performance (Food Waste) Grant</b> Carry forward to finalise program co-funded with a grant from Green Industries SA (GISA).		15,400	15,400
<b>Organics Weekly Collections Trial (6 Months)</b> Carry forward to finalise program co-funded with a grant from Green Industries SA (GISA).		7,712	7,712
<b>Total</b>	(6,845)	29,957	23,112



## 2020-21 Preliminary End of Year

## New Capital

## Proposed Carry Forwards

Description	Proposed 2020-21 Carry Forwards		
	Income	Expenditure	Net
<b>Unley Oval Stage 2</b> Carry forward of grant funding and expenditure budget for the major refurbishment of the Unley Oval Grandstand to create a community hub. Grant funding is from the Local Roads and Community Infrastructure Program (LRCI) Phase 2.	(1,331,102)	2,204,006	872,904
<b>Edmund Avenue Cottages (No. 72, 74 &amp; 76)</b> Carry forward of grant funding and expenditure budget for the major refurbishment of the cottages and public realm surrounds to create a new business hub. Grant funding consists of: <ul style="list-style-type: none"> <li>Local Government Infrastructure Partnership Program (LGIPP) \$900K</li> <li>Local Roads and Community Infrastructure Program (LRCI) Phase 2 \$200K</li> </ul>	(1,100,672)	1,127,212	26,540
<b>Wilberforce Walk</b> Existing scope between ANZAC Highway and Third Ave completed. Carry forward to utilise remaining grant allocation to upgrade the footpath and lighting east of Third Avenue, subject to Ministerial and Council approval. Scheduled Completion December 2021. Project saving of \$161K.	-	192,547	192,547
<b>Mike Turtur Bikeway</b> Carry forward of grant funding and expenditure budget for the completion of the bikeway between King William Road and Musgrave Street. Grant funding is from the Local Roads and Community Infrastructure Program (LRCI) Phase 1. Scheduled completion December 2021.	(135,617)	135,617	-
<b>LED Lighting</b> Over 80% of the lights scheduled for installation have been installed. The remaining lights (in four streets) had individual lighting designs undertaken, with installation scheduled for completion in August 2021.	-	103,956	103,956
<b>Oxford Terrace Pedestrian Crossing (Local Area Traffic Management 2)</b> Construction was scheduled to coincide with the July school holidays to reduce the impact to the adjacent school and nearby childcare. The project has since completed. Project saving \$10K.	-	24,000	24,000
<b>Unley Road Infrastructure &amp; Public Realm Design Guidelines</b> The presentation of the Guidelines in June was postponed. Further direction is required to conclude the project.	-	23,607	23,607

## 2020-21 Preliminary End of Year

## New Capital - continued

## Proposed Carry Forwards

Description	Proposed 2020-21 Carry Forwards		
	Income	Expenditure	Net
<b>Millswood Croquet Club - Detailed Design</b> Carrying forward the balance of Council's contribution to the project to fund the planning application (July 2021) and potential variations during the construction process. Scheduled completion December 2021.	-	16,876	<b>16,876</b>
<b>Cycling and Walking Plan</b>			
<ul style="list-style-type: none"> <li><b>King William Road Shared Path Upgrade - Design</b> Detailed design commenced in June following Council endorsement of the recommended design in April and procurement process in May. Scheduled completion September 2021.</li> </ul>	-	24,765	
<ul style="list-style-type: none"> <li><b>Weller Street/Simpson Parade Cycleway - Albert Street to King William Road</b> Detailed design completed in June 2021. Remaining funding to be reallocated to CWP King William Road Shared Path Design as the cost of the project and survey works was more than anticipated.</li> </ul>	-	15,550	<b>51,265</b>
<ul style="list-style-type: none"> <li><b>George Street/Young Street Intersection</b> Detailed design commenced in June and is scheduled for completion in August 2021.</li> </ul>	-	10,950	
<b>Digital Services Program</b> Funding for document signing software which forms part of the Digital Services program.	-	3,982	<b>3,982</b>
<b>Highgate Way 2 Go</b> Funding to be allocated to a Way2Go project within the 2021-22 financial year supported by Department of Infrastructure.	(4,818)	-	<b>(4,818)</b>
<b>Total</b>	<b>(2,572,209)</b>	<b>3,883,068</b>	<b>1,310,859</b>

## 2020-21 Preliminary End of Year

## Capital Renewal

## Proposed Carry Forwards

Description	Proposed 2020-21 Carry Forwards		
	Income	Expenditure	Net
<b>Major Plant Purchases</b> Three trucks are due to arrive from overseas in the second quarter of 2021-22. Delivery has been delayed due to COVID-19. Offset by auction of existing trucks.	(100,000)	258,163	158,163
<b>IT Asset Replacement Program</b> ICT equipment replacements and upgrades were delayed as the ICT Asset Management Plan was reviewed and updated in 2020-21. As a result of the review, some hardware equipment has a slightly longer replacement life and replacement was deferred until 2021-22.	-	258,986	258,986
<b>Drains &amp; Stormwater Capital Replacement</b> <ul style="list-style-type: none"> <li>Drainage renewal aligned to the integrated design upgrade to Mills Street, Clarence Park. Project completion delayed due to the supply of materials.</li> <li>Hammond Street design still being finalised due to interactions with easements. Scheduled completion June 2022.</li> </ul>		251,553	251,553
<b>Light Fleet Capital Purchases</b> Purchase of four vehicles, delayed due to a review of the motor vehicle policy and delay of delivery times due to COVID-19.	(58,179)	180,273	122,094
<b>Footways Capital Replacement</b> Carry forward for the footpath renewal at the corner of Greenhill and Unley Road, delayed due to the Unley Road Design Guidelines being developed, and the requirement to undertake drainage works prior to completion. Scheduled completion in June 2022.		105,159	105,159
<b>Reserves &amp; Open Space Capital Replacement</b> <ul style="list-style-type: none"> <li>Playground equipment for Soutar Park Playground Upgrade climbing delayed, due September 2021.</li> <li>Fern Avenue Reserve irrigation and handball court delayed due to community consultation outcomes leading to scoping changes. Scheduled completion September 2021.</li> <li>Hammond St, Clarence Park on hold due to easement drain stormwater works. Scheduled completion December 2021</li> </ul>	-	85,222	85,222
<b>Kerb &amp; Water Table Capital Replacement</b> Kerbing renewal to Thornber St, Unley Park (southern side) delayed due to a private development. Schedule completion December 2021.		68,500	68,500
<b>Total</b>	<b>(158,179)</b>	<b>1,207,856</b>	<b>1,049,677</b>



## 2020-21 Preliminary End of Year

**Proposed 2021-22 Uniform Presentation of Finances****Incorporating proposed carry forwards from 2020-21**

<b>\$'000s</b>	<b>Adopted 2021-22 Budget</b>	<b>Proposed 2020-21 Carry Forward</b>	<b>Proposed 2021-22 Budget</b>
Income	51,746	7	51,753
less Expenses	(49,356)	(120)	(49,476)
<b>Subtotal</b>	<b>2,390</b>	<b>(113)</b>	<b>2,277</b>
Equity Accounted Subsidiaries	(571)	-	(571)
<b>Operating Surplus / (Deficit) before Capital Amounts (inclusive of Equity Accounted Businesses)</b>	<b>1,819</b>	<b>(113)</b>	<b>1,706</b>
<b>less Net Outlays on Existing Assets</b>			
Net Capital Expenditure on Renewal & Replacement of Existing Assets	(7,847)	(1,208)	(9,055)
less Depreciation, Amortisation and Impairment	10,000	-	10,000
less Amounts received specifically for Replacement of Existing Assets	-	-	-
less Proceeds from the Sale of Replaced Assets	156	158	314
<b>Net Outlays on Existing Assets</b>	<b>2,309</b>	<b>(1,050)</b>	<b>1,259</b>
<b>less Net Outlays on New and Upgraded Assets</b>			
Net Capital Expenditure on New and Upgraded Assets	(2,963)	(3,883)	(6,846)
less Amounts received specifically for New and Upgraded Assets	-	2,572	2,572
less Proceeds from Sale of Assets	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>(2,963)</b>	<b>(1,311)</b>	<b>(4,274)</b>
<b>-</b>			
<b>Net Lending / (Borrowing) for the Financial Year (inclusive of Equity Accounted Businesses)</b>	<b>1,165</b>	<b>(2,474)</b>	<b>(1,309)</b>
<b>-</b>			
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(23,368)</b>		<b>(23,368)</b>
Decrease / (increase) in Other	-		-
<b>Net Financial Liabilities at End of Year</b>	<b>(22,203)</b>	<b>(2,474)</b>	<b>(24,677)</b>

## **DECISION REPORT**

**REPORT TITLE:** UNLEY OVAL STAGE 2 DEVELOPMENT  
**ITEM NUMBER:** 4.9  
**DATE OF MEETING:** 23 AUGUST 2021  
**AUTHOR:** PETER TSOKAS  
**JOB TITLE:** CHIEF EXECUTIVE OFFICER  
**ATTACHMENTS:** 1. STURT FOOTBALL CLUB FUNDING  
COMMITMENT UNLEY OVAL  
REDEVELOPMENT STAGE 2

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### **1. EXECUTIVE SUMMARY**

This report provides an update on the Unley Oval Stage 2 redevelopment, being the construction of a community and business hub and identifies a funding solution for the commencement of Stage 2 works.

### **2. RECOMMENDATION**

That:

1. The report be received.
  2. The \$925K funding to be received from the Federal Government in January 2022 be allocated to Stage 2 of the Unley Oval redevelopment project.
  3. Tenders for Unley Oval Stage 2 works be called, with a view to commencing construction before the end of the 2021 calendar year.
- 

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

1. Community Living
  - 1.2 Our Community participates in community activities, learning opportunities and volunteering.
  - 1.3 Our City meets the needs of all generations.
  - 1.4b Ensure our spaces and places can be enjoyed by all.
3. Economic Prosperity
  - 3.1 Unley is recognised as an easy place to do business.
  - 3.2 Thriving main streets and other business activities operate across our City.

#### **4. BACKGROUND**

Stage 1 of the Unley Oval grandstand redevelopment was completed in late 2018. The works comprised upgrades to both the Oatey and McKay stands, including player facilities, new and upgraded unisex change rooms, a new canteen and improved disability access.

The cost of Stage 1 was approximately \$3.1M, with Council contributing \$1.8M. Joint funding was received from the State Government (\$482K), AFL (\$250K) and Sturt Football Club (\$500K).

Upon completion of Stage 1, Council turned its attention to undertaking Stage 2 works that comprises multi purpose meeting areas for community use (and Sturt Football Club on match days) as well as a spectator viewing area.

Concept plans were developed in 2019 and Council endorsed a preferred design at its meeting on 28 January 2020 for the purposes of undertaking detailed design work. The Council also allocated \$1.2M in the 2019/20 budget as a mechanism to seek grant funding for this project.

In 2020, detailed design work and cost estimates were completed, and full development approval was obtained following community consultation to ensure the project was shovel ready for grant funding opportunities.

The Council at its meeting 27 January 2021 received an update report indicating that the project was “shovel ready” for the State Government’s recently announced Local Government Infrastructure Partnership Program (LGIPP).

Council submitted two projects for LGIPP consideration: Unley Oval Stage 2 redevelopment and Edmund Avenue cottages co-working space. The council was successful in receiving grant funding for the co-working project but not for Unley Oval.

#### **5. DISCUSSION**

Cost estimates undertaken earlier this year, indicate that Stage 2 would cost approximately \$4.5M. The project currently has available funding of \$2.53M comprising:

- City of Unley \$1.2M (including \$300k in design costs)
- Federal Government grant funding \$1.33M (received as part of phase 2 Local Roads and Community Infrastructure program)

Following receipt of the Federal Government grant of \$1.3M, the Sturt Football Club wrote to Council indicating that they are prepared to contribute \$1M towards Stage 2 works. A copy of the letter is provided as Attachment 1.

*Attachment 1*

This brings the total available funding to \$3.53M, leaving a funding gap of \$1M. It should be noted that the \$1.3M received from the Federal Government must be spent by the end of the 2021 calendar year or the funds will need to be returned.

Over the last three months, meetings have been held with the State Treasurer and Minister for Infrastructure and Transport to identify any State Government stimulus funding opportunities that may be available.

Whilst sympathetic of Council's position and the merits of the project, no stimulus funds were identified. More recently, the Office of Sport and Recreation have released their Community Recreation and Sports Facilities grant funding program for 2021-22 and Council have been encouraged to apply. An application has been submitted for \$1.5M that identifies sporting aspects of the proposal (e.g. subsurface drainage and resurfacing of the oval as well as coaches boxes etc ). Announcements on successful projects will be made in December 2021.

The Council has also been advised that the Federal Government is releasing Stage 3 funds under the Local Roads and Community Infrastructure program (LRCIP) and Council will be receiving \$925K in early 2022 to allocate to a suitable project. At this stage, any criteria for access to/use of the funding has not been released, but it is understood that the funding can be allocated to the Unley Oval Stage 2 project.

The receipt of this funding in January 2022 effectively provides Council with an opportunity to close the current funding gap, by allocating this grant funding to the project and hence complete Stage 2 works, noting that the minor shortfall of approximately \$75K would need to be funded by Council to achieve the full \$4.5M estimated project cost.

If Council chose to pre-commit the LRCIP funding, tenders will be called in September 2021 with an anticipated construction start date before December 2021. It should be noted that the final cost of the project will be known once tenders have been received. In the event that the prices received exceed the budget, Council may need to scale back the project (e.g. defer the office fitout on the mezzanine floor and undertake that at a later date), provide additional funds, or determine not to proceed at all.

If Council chose not to pre-commit the LRCIP funding, then Stage 2 could not proceed and the initial Federal Government grant funding of \$1.33M will need to be returned. Council should also note that Stage 1 works allowed for a future Stage 2 and if this does not proceed, it is essentially a sunk cost.

## **6. ANALYSIS OF OPTIONS**

### **Option 1 –**

#### **1. The report be received.**



2. The \$925K funding to be received from the Federal Government in January 2022 be allocated to Stage 2 of the Unley Oval redevelopment project.
3. Tenders for Unley Oval Stage 2 works be called, with a view to commencing construction before the end of the 2021 calendar year

Under this option, Council would use the anticipated LRCIP \$925K grant to close the funding gap for Stage 2 works associated with Unley Oval. The advantage of this option is that the Unley Oval grandstand redevelopment can be completed as the project is shovel ready. In addition, the risk of losing the existing \$1.3M Federal Government funding is mitigated. Council will also receive the benefit of Sturt Football Club's \$1M contribution essentially meaning that Council's contribution to Stage 2 would be approximately 26% of the total cost

#### Option 2 –

1. The report be received.

Under this option, Council would simply receive the report and not make any decision at this time regarding the allocation of the anticipated \$925K funding from the LRCIP scheme. The advantage of this option is that Council would retain the flexibility to spend this funding on a local road or community infrastructure project which would need to be identified.

The disadvantage of this option is that, in the absence of sufficient funding to deliver the \$4.5M Unley Oval Stage 2 project, Council would be required to return the \$1.3M grant funding received from the Federal Government and Unley Oval Stage 2 would not be completed.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- Council has allocated \$1.2M in its budget towards this project.
- Council has been advised in writing by the Sturt Football Club that it will contribute \$1M to the project.
- Council has received \$1.33M from the Federal Government towards this project.
- Council has been advised that it will receive \$925K from the Federal Government under the LRCIP scheme in early 2022 which it can choose to allocate to this project. If it does this, the funding gap is essentially closed, with a minor shortfall of approximately \$75K, and the project can proceed.

- The cost of Stage 2 is estimated to be \$4.5M but final costs will be known once tenders are called. If the cost exceeds the budget, the project may be scaled back to meet the budget or reported to Council for a decision prior to construction commencing.
- Council has already incurred costs of \$300,000 in the preparation of detailed designs, cost estimates and tender documents. In the event that Council choose not to proceed with the project, this will essentially be a sunk cost. Similarly, Stage 1 works allowed for a future Stage 2 to be constructed; again if this does not proceed these costs have been expended already.
- If Stage 2 does proceed, Council will be in a position to eventually lease the Sturt Administration Centre currently at 39 Oxford Terrace and realise some income.

## **8.2 Legislative/Risk Management**

- Council will need to commence work later this year so that Federal funding is spent before the end of 2021.
- Should Council choose not to proceed with Stage 2, then the \$1.3M funding will need to be returned to the Federal Government.

## **8.3 Staffing/Work Plans**

- The project will be managed by Council staff with assistance from external sources where required.

## **8.4 Climate/Environmental Impact**

- Nil

## **8.5 Social/Economic**

- The creation of a community hub will provide a “home” for a number of community groups in the City of Unley as well as a facility for the Sturt Football club to use on match days.

## **8.6 Stakeholder Engagement**

- Council undertook community consultation as part of the finalisation of the design and as part of the planning approval process.

## **9. REPORT CONSULTATION**

Nil

## **10. REPORT AUTHORISERS**

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

## STURT FOOTBALL CLUB INC.

Administration 39 Oxford Terrace Unley SA 5061  
PO Box 10 Unley SA 5061

P 08 8271 4611 www.sturtfc.com.au

MAJOR SPONSOR



MORRIS FINANCE



23 April 2021

City of Unley  
Attn. Mr Peter Tsokas  
PO Box 1  
Unley SA 5061

Dear Peter, *Peter*

### Re: Unley Oval Redevelopment – Stage II – Community and Business Hub

I refer to the City of Unley's unsuccessful bid for State Government grant funding for the Unley Oval Redevelopment Project – Stage II – Community and Business Hub.

At a meeting held Tuesday 30 March we advised you that because of the unsuccessful bid Sturt Football Club (Club) is now able to contribute \$1 million towards the project.

To reduce some of the cost of the project we discussed:

- Instead of relocating and building new plant room on upper level the existing plant room on the mezzanine level remains.
- Club office fit out on the mezzanine level be deferred.

We understand the rest of the project content substantially remains.

The \$1 million Club contribution realises the current significant commitment by Council and maximise the benefits of the Development Application in place relating to the current scope.

With this in view, and as a condition of the Club's contribution, we require the final scope of the project and funding sources to be realised by the end of May 2021. This will enable construction to commence in late August 2021 and minimise the impact of the Club operating without match day and training facilities for a limited period.

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MAJOR SPONSOR



MORRIS FINANCE



The \$1 million Club contribution is in addition to approximately \$1.5 million that has been invested into Council assets by way of improvements to the precinct over the last five years because Australian Rules Football is played at Unley Oval. Improvements include:

- Picket fence
- Oval Lighting
- Electronic Scoreboard
- Unley Oval Grandstand Redevelopment – Stage I

Any Government and AFL grants relating to the above projects were sourced by the Club. Furthermore, the Club contributed approximately \$650,000 towards these improvements out of its own money.

The Club has demonstrated its commitment to improving the Unley Oval precinct and we look forward to working with Council to complete Stage II.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'JK' followed by a long horizontal stroke.

Jason Kilic  
President

## DECISION REPORT

<b>REPORT TITLE:</b>	LGA SUBMISSION - VOTE COUNTBACK METHOD AND COMMENCEMENT OF BEHAVIOURAL MANAGEMENT FRAMEWORK
<b>ITEM NUMBER:</b>	4.10
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>AUTHOR:</b>	TAMI NORMAN
<b>JOB TITLE:</b>	EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. LGA EXPLANATORY PAPER - CASUAL VACANCY ELECTIONS: COUNTBACK SYSTEMS</li><li>2. LGA SUMMARY PAPER - COMMENCEMENT OF MEMBER BEHAVIOUR FRAMEWORK</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) passed through the final stages of the Parliamentary process and was assented to in mid June. The Review Act contains wide ranging changes to the *Local Government Act 1999* (the LG Act) and will involve significant work for the Local Government Sector to respond to the changes.

The LGA is seeking feedback from member councils in relation to two elements of the reforms:

- Casual vacancy elections countback method; and
- Preferred timing for commencement of the new Member Behavioural Framework

prior to making a submission to the Minister for Local Government to inform commencement of the changes.

This report provides details on the feedback sought and information to assist Council to determine its preferences.

### 2. **RECOMMENDATION**

That:

1. The report be received.

2. A submission to the Local Government Association in response to its call for feedback regarding casual vacancy elections – countback systems and commencement of the Member Behaviour Management framework be made advising the City of Unley preferences of:
    - \_\_\_\_\_ countback method for casual vacancies occurring within 12 months of a periodic election; and
    - \_\_\_\_\_ commencement for the Behaviour Management Framework.
- 

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

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) passed through the final stages of the Parliamentary process and was assented to in mid June. The Review Act contains wide ranging changes to the *Local Government Act 1999* (the LG Act) and will involve significant work for the Local Government Sector to respond to the changes. The Review Act has not yet come in to operation and requires commencement dates to be fixed by proclamation for that to occur, however, the Local Government Association (LGA) is working closely with the Minister for Local Government and Office of Local Government (OLG) in relation to commencement timing.

Initial advice from the Minister for Local Government was that there would be two proclamation rounds that will commence the reforms in stages to enable time for councils and other relevant bodies to prepare for the changes. This advice remains current, with the first round of commencements due to occur in August. The reforms included in the August round are those that require minimal to moderate implementation tasks or support regulations.

The second round of commencements is scheduled for November 2021 and will primarily relate to changes to the *Local Government (Elections) Act 1999* (the Elections Act) to ensure that those legislative changes are in place ahead of the next periodic Local Government Elections scheduled for November 2022.

The LGA has been asked to provide a submission to the OLG in relation to two reform matters:

- Casual vacancy elections countback method; and
- Preferred timing for commencement of the new Member Behavioural Framework



and is currently seeking feedback from Council in relation to those before finalising its submission on behalf of the sector. Any responses from councils must be received by 21 September 2021.

## **5. DISCUSSION**

### ***Casual vacancy elections countback method***

New section 6(2)(c) of the Elections Act (inserted by s.151 of the Review Act) provides that a casual vacancy election will not need to be held, in most cases, if the elected member vacates the position in the first twelve months after a periodic election.

Instead, the replacement council member will be determined in accordance with the Regulations (yet to be drafted). There are two options being considered as the basis for the intended Regulations:

- The 'Next Highest' method has been proposed by the State Government. It is simple and easy to determine and would see the candidate with the next highest number of votes at the moment the winning candidate was declared elected appointed to office.
- The 'Preferred Candidate' method has been proposed by the LGA. It is an extension of the preferential system of voting upon which SA local government elections are currently based and would require ballots to be recounted to determine the next most preferred candidate.

The LGA has prepared an Explanatory Paper, which describes the two methods. A copy of the Explanatory Paper is provided as Attachment 1.

*Attachment 1*

### **Next Highest Method**

The Next Highest Method is simple to apply. Using this method there is no need for ballots to be recounted as the records of the vote counting that determined the candidate initially elected can be relied upon. It is also a cost effective method, as ballot papers do not need to be retained (beyond the requirement to store voting papers until the results in the election are declared by the Returning Officer plus an additional 72 hours to allow for potential challenges).

Conversely, the simplicity of this method could result in a candidate that was not supported by a majority of votes being elevated to office.

### **Preferred Candidate Method**

The Preferred Candidate is an extension of the preferential system of voting used to determine local government elections. Using this method to determine the successful candidate following a casual vacancy occurring, ballots would be re-examined. The preferences on the ballots for the departing member would be re-distributed accordingly.



The counting method is more complex than the Next Highest Method, however, the Electoral Commission SA (ECSA) (who is responsible for the conduct of local government elections) is experienced in the preferential counting method. This approach would also require the ballot papers to be retained for a longer period of time (12 months following the declaration of the election results) to enable re-counts to occur. Whilst ECSA would store the ballot papers to ensure security and integrity, the costs associated with storage would ultimately be borne by the local government sector. An indication of those costs has not been provided by ECSA at the time of writing this report.

### Summary

Both options being considered are viable alternatives to determine the election of a candidate when a casual vacancy arises in the first twelve months following a periodic election. There are significant cost savings from not having to conduct a new election within close proximity to the general elections and, in the majority of cases, candidates who were unsuccessful are likely to be interested in serving on council if the opportunity arises.

The legislative changes will be communicated during the lead up to the 2022 local government elections by both ECSA and the LGA, so that candidates are aware of this provision.

The Regulations to be drafted by the OLG will set out the scheme that is to be used by the Returning Officer to determine the candidate to be elected.

It is important that the approach used to determine the candidate to be appointed to office is reflective of the views of the voting community. The preferential counting system currently in place ensures that the most preferred candidate is ultimately elected. Given the 'Preferred Candidate' method is a continuation of the same counting method used to determine election results in the first instance, it would seem logical that this is the approach that would be applied in circumstances where a casual vacancy arises in twelve months following a periodic election. However, Council may equally see the value in adopting the simpler 'Next Highest' method.

### ***Preferred timing for commencement of the new Member Behavioural Framework***

The Review Act will make significant changes to the way council member behaviour issues are addressed. The local government sector has been asked for feedback on the optimal commencement dates for the new behaviour management framework (the Framework), with two options currently being considered:

- The 'Commence Quickly' option would see all elements of the Framework being put in place as quickly as possible;
- The 'Post Election' option would see the Framework commence following the November 2022 local government periodic elections.

The LGA has prepared a Summary Paper, which provides details of the steps required to implement the Framework and the anticipated timeline for the two options. A copy of the Summary Paper is provided as Attachment 2.

## *Attachment 2*

### Commence Quickly

Council member behaviour is a significant challenge for some councils. There is a general view that the current provisions in the LG Act do not allow for effective management of poor behaviour. This was a major driver of the new Framework implemented by the State Government as part of the local government reforms.

The Commence Quickly timeline is likely to be viewed favourably by those councils experiencing challenges with poor behaviour as it will provide access to the Behavioural Standards Panel that will be established to assess and adjudicate on council member conduct.

There is an argument that having the new Framework in place prior to the 2022 elections will also ensure that candidates have full understanding of the conduct management framework they must operate within and that there will be consistency of approach for members who are elected, i.e. they won't commence a term of council with one approach in place and have to work through the implementation of a new approach following the election.

There are also challenges with the Commence Quickly timeline, particularly in relation to mandatory consultation requirements for the policies that councils must have in place. Whilst the LGA will develop model policies to support councils with the process, the consultation must be undertaken by each council with December/January not ideal months for consultation of any kind.

The work associated with the Commence Quickly timeline may need to consider the implications of/for a range of other matters including the work associated with reform implementation more broadly, budget processes, the State (and Federal) elections scheduled for 2022, Local Government election preparations, and caretaker period associated with the November LG elections.

### Commence Post-election

The Post-election commencement timeline would result in the new conduct management framework commencing approximately six months after the election. The changes to the legislation require that councils must deliberate on a Behavioural Support Policy and Behavioural Management Policy within six months of the election, so this must be completed by May 2023.

This option would allow the 'new' council to work together to complete the implementation of the Framework, without the influence of the previous council's consideration of the matter.

The timing of the November elections would result in the same challenges associated with consultation requirements for the Post-election option as noted for the Commence Quickly option (i.e. consultation should ideally not occur in December/January).

### Summary

Until such time as the new provisions are commenced, the existing arrangements will remain in place for conduct management matters. Irrespective of the timing of commencement, the work to implement the Framework is required. There are valid arguments for and against both options.

### **Conclusion**

There is no 'right' or 'wrong' answer regarding the approach to be adopted for both matters. There are arguments for and against the options described. Council is asked to consider its preference for each matter and provide direction to the Administration regarding the view to be submitted to the LGA.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. A submission to the Local Government Association in response to its call for feedback regarding casual vacancy elections – countback systems and commencement of the Member Behaviour Management framework be made advising the City of Unley preferences of:
  - countback method for casual vacancies occurring within 12 months of a periodic election; and
  - commencement for the Behaviour Management Framework [to be determined by Council]

This option provides Council with the discretion to determine its preference in relation to the Casual Vacancy elections countback method and timing for commencement of the Behaviour Management Framework. The Administration will prepare a submission to the LGA providing details of Council's choices.

### Option 2 –

1. The report be received.

Council is not obligated to make a submission to the LGA on the matters set out in this report. This Option simply receives the report and takes no further action.

## **7. RECOMMENDED OPTION**

Option 1 is the preferred option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

There will be a range of work required to facilitate the implementation of reforms arising from the Statutes Amendment (Local Government Review) Act 2021. Whilst this work has not been specifically factored into the budget, the requirement to review policies, procedures etc in response to legislative change is ongoing.

The LGA has put in place the LG Equip program to provide councils with written resources to support reform implementation including information papers, guidelines, model policies and procedures. LG Equip also includes a structured training component with training programs specifically focused on key reform matters. The training component of LG Equip was offered on a cost recovery basis and the City of Unley paid this contribution prior to the conclusion of last financial year.

There is no budget impact arising from a decision to make a submission to the LGA on the matters outlined in this report.

### **8.2 Legislative/Risk Management**

- There is no legislative/risk management impacts arising from a decision to make a submission to the LGA on the matters outlined in this report.

### **8.3 Staffing/Work Plans**

- The preparation of a submission to the LGA can be accommodated within existing work plans.

### **8.4 Climate/Environmental Impact**

- There are no climate/environmental impacts arising from a decision to make a submission to the LGA on the matters outlined in this report.

### **8.5 Social/Economic**

- There are no social/economic impacts arising from a decision to make a submission to the LGA on the matters outlined in this report.

### **8.6 Stakeholder Engagement**

- Stakeholder engagement has not be undertaken in relation to this report.

**9. REPORT CONSULTATION**

Nil

**10. REPORT AUTHORISERS**

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

## Local Government Casual Vacancy Elections -Countback systems

The local government sector has been asked for feedback on two different 'countback' systems that could be used in the case of a casual vacancy occurring within 12 months of a council periodic election. The two options are described below, and councils are asked to provide feedback on their preferred alternative.

### Background

New section 6(2)(c) of the *Local Government (Elections) Act 1999* (inserted by s 151 of the *Statutes Amendment (Local Government Review) Act 2021*) provides that a casual vacancy election will not need to be held, in most cases, if the elected member vacates the position in the first 12 months after a periodic election.

Instead, the replacement council member will be determined in accordance with the Regulations (yet to be drafted). This paper discusses two alternative countback methods being considered as the basis of the intended Regulations.

The 'Next Highest' method has been proposed by the State Government. It is simple and easy to determine. The LGA Secretariat's advice is inclined towards the 'Preferred candidate' preferential system in use for local government casual vacancy elections in Tasmania and Victoria.

### 'Next Highest' method

In the 'Next Highest' method, the Electoral Commission will examine who had the next highest number of votes, at the moment when the winning candidate was elected.

#### Benefits

- Simple and easy to determine the winning candidate without the need to recount ballots.
- Voting papers need to be stored until the results in the periodic election are declared by the Returning Officer (plus an additional 72 hours to allow for potential challenges), but not for a longer period or to be accessed for any recount.

#### Negatives:

- Could lead to the election of Members who were not supported by a majority of voters.

### 'Preferred candidate' method

The 'Preferred Candidate' method is an extension of the preferential system of voting upon which SA local government elections are based. This system is premised on the desire to elect a candidate who is preferred by the majority of voters, even though that candidate did not necessarily receive a majority of first preference votes.

Using this method, when an elected member resigns or passes away in the first 12 months after a periodic election, the ballots are re-examined. Those votes that previously went to the departing member, are re-distributed according to the preferences indicated by the voters.

This method avoids circumstances where one candidate receives a high number of first preference votes but is not supported by a majority of voters. This system is used in Tasmania<sup>1</sup> and Victoria<sup>2</sup>.

*Benefits:*

- The successful candidate determined using this method will be preferred by the majority of voters.
- The votes of those people who originally voted for the departing member will still be counted in determining the replacement candidate.

*Negatives:*

- Voting papers would need to be stored for a longer period of time to be available for any recount and this may have a cost (albeit a much smaller cost than the cost of running a supplementary election)
- Recounting votes via this method is more complicated. ECSA will need to ensure they have access to staff with the requisite skills in the event of any recount.

**Example**

In the periodic election three candidates ran for one position. Candidate A and C have similar views and gave their preferences to each other. The votes were as follows: Candidate A 45%, Candidate B 30% and Candidate C 25%.

No candidate had more than 50% of the vote, so no one was elected after primary votes were counted. Candidate C had the lowest number of votes and so was eliminated and their preferences were distributed. Most of their second preferences flow to Candidate A. Candidate A now had more than 50% of the votes and was declared elected. At that point, Candidate B had the next highest number of votes.

Six months later, Candidate A resigns from council for health reasons. A countback of the votes cast at the periodic election is required. The table below describes the application of each countback method.

<i>'Next Highest' Method</i>	<i>'Preferred Candidate' Method</i>
<p>Elected Member (Candidate A resigns).</p> <p>The candidate with the next highest vote tally was Candidate B, who received 30% of the primary vote.</p> <p>Candidate B is declared elected, even though a majority of voters (70%) put candidate B last.</p>	<p>Elected Member (Candidate A resigns).</p> <p>The ballots are recounted. Any votes that previously went to Candidate A are distributed according to the voter's preferences.</p> <p>Almost all of Candidate A's preferences go to Candidate C.</p> <p>At this point, Candidate C has their original 25% of first preferences plus preferences from most of the 45% of votes distributed from Candidate A.</p> <p>As almost 70% of voters <i>preferred</i> Candidate C (in the absence of Candidate A), Candidate C is elected.</p>

<sup>1</sup> Section 107 of the Tasmanian Local Government Act 1993

<sup>2</sup> Section 225 of the Local Government Act (Vic) 2020



## Summary

The views of the LGA are informed by the 2021 Rockhampton Mayoral election involving Chris "Pineapples" Hooper. Mr Hooper's circumstances were similar to Candidate B, above<sup>3</sup>. He received the second highest number of first preference votes for Mayor. When the Mayor resigned, Mr Hooper would have become Mayor of Rockhampton, had the Queensland Government not rushed through emergency legislation to require a by-election following the resignation of a candidate, rather than allowing the 'runner up' to be declared elected. This legislation was supported by both sides of Parliament and LGA Queensland.

Those sections of the legislation and regulations, relating to local government election are expected to commence in November 2021, one year before the next periodic elections.

## Feedback sought

The LGA intends to make a submission to the Office of Local Government regarding the proposed Regulations based upon the views of member councils. To assist in the preparation of that submission Councils are requested to provide views by **21 September 2021** regarding the preferred countback option to be used in the event of a casual vacancy occurring within 12 months of a periodic election.

Submissions and questions should be addressed to Andrew Lamb, Local Government Reform Partner on 8224 208 and [andrew.lamb@lga.sa.gov.au](mailto:andrew.lamb@lga.sa.gov.au)

<sup>3</sup> Note that in South Australia, a countback system will not be used for Mayoral by-elections.



## Commencement of Member Behaviour Framework

The local government sector has been asked for feedback on the optimal commencement dates for the new behaviour management framework for council members (in this paper, referred to as 'the Framework') which is set out in new sections 75E, 75F and Chapter 13, Part A1—Member Behaviour of the *Local Government Act 1999* (inserted by s 38 and 126 of the *Statutes Amendment (Local Government Review) Act 2021*).

The first option is to put in place all elements of the Framework as quickly as possible. If so, the Framework could commence in June or July 2022. The second option is for the Framework to commence after the November 2022 local government periodic elections.

This paper set out the steps and the likely timeframe required to achieve implementation of both options.

### Background

The *Statutes Amendment (Local Government Review) Act 2021* will make significant changes to the way council member behaviour issues are addressed. The current code of conduct for elected members will be repealed and replaced by 'Behavioural Standards' published by the Minister for Local Government. The date for commencement of this section is yet to be determined. The LGA will make submissions on the commencement date based on feedback from member councils.

Before the new sections commence, councils must make a range of decisions including the development and adoption of behavioural management and support policies to meet the requirements of the new sections (these are referred to in the table below). Public consultation is required before a council can adopt them.

The LGA is preparing a range of training sessions (for both council members and employees) and model documents, to support councils' transition to the new legislative scheme.

### Required Steps

Required step	Primary Responsibility	Commence quickly timeline	Commence Post-election timeline
LGA consults sector on template council 'Behavioural Support Policy' <sup>1</sup> and template council 'Behavioural Management Policy' <sup>2</sup> .	Sector	September 2021	September 2021
Minister publishes Behavioural Standards <sup>3</sup> .	Minister	October 2021	October 2021
Minister appoints Behavioural Standards Panel <sup>4</sup> , who can start determining their policies and procedures but who cannot yet hear matters.	Minister Behavioural Standards Panel	November 2021	July 2022

<sup>1</sup> s 75F *Local Government Act 1999* (s 38 *Statutes Amendment (Local Government Review) Act 2021*)

<sup>2</sup> s 262B *Local Government Act 1999* (s 126 *Statutes Amendment (Local Government Review) Act 2021*)

<sup>3</sup> s 75E *Local Government Act 1999* (s 38 *Statutes Amendment (Local Government Review) Act 2021*)

<sup>4</sup> Chapter 13, Part A1, Division 2—Behavioural Standards Panel, *Local Government Act 1999* (s 126 *Statutes Amendment (Local Government Review) Act 2021*)

Required step	Primary Responsibility	Commence quickly timeline	Commence Post-election timeline
LGA provides template policies and training programs.	LGA	From November 2021	From November 2021
Councils meet to deliberate on their 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	Final months of 2021 (draft policy approved for consultation by end January 2022)	Post-election: December 2022-March 2023 (must be completed before May 2023).
Councils consult public on proposed 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	February 2022	February-March 2023
Taking into account consultation with local communities, councils adopt 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	March-April 2022	April 2023
Sections of the Act relating to the Framework commence.	Minister/LGA	July 2022	May 2023
Behavioural Standards Panel available to hear matters.	Behavioural Standards Panel	July 2022	May 2023

### Arguments for and against commencing quickly

#### *Arguments for commencing quickly*

- Council member behaviour is an ongoing problem, resulting in sector-wide reputational damage.
- Some councils have critical issues that cannot be effectively solved under the existing laws. These issues present continuing risks of harm to council members and employees.
- This risk of harm exposes the sector to financial costs including legal fees and compensation payments made by the local government workers compensation and indemnity schemes.
- The new scheme increases the likelihood that members will conduct themselves in accordance with community expectations.
- Behavioural Standards Panel members can be appointed and commence development of operating procedures to enable prompt consideration of matters once the provisions commence.

#### *Arguments against commencing quickly:*

- Councils have a substantial body of work that must be undertaken before the sections can commence.
- There are a very large number of tasks required to implement the changes to the Local Government Act arising from passage of the *Statutes Amendment (Local Government Review) Act 2021*. The Framework is only one of several substantial projects.
- 2022 will already be a busy year of council governance (and other relevant) officers. Expected federal, state, and local government elections will all increase workloads.



- If the Framework commences quickly, the current council will need to develop the policies required by the legislation and related procedures for implementation. This process will need to be conducted again after the new council is elected.
- The Behavioural Standards Panel will not be available to hear matters, make determinations and impose penalties until mid 2023.

### Summary

Both timeframes are available, however with the 'commence quickly' timeline, council will need to compress the required body of work into a shorter period. Some council deliberations will need to be repeated once a new council is elected.

On the other hand, council member behaviour is a serious systemic issue for the sector. These issues are difficult to resolve under the current laws. Behavioural issues and the inability to resolve breakdowns in Member relationships provide a major distraction from ordinary business, at many councils.

The LGA intends to make a submission on commencement dates for the Framework, based upon the views of member councils. Councils are requested to provide views by **21 September 2021**. Submissions and question should be addressed to Andrew Lamb, Local Government Reform Partner on 8224 2081 and [andrew.lamb@lga.sa.gov.au](mailto:andrew.lamb@lga.sa.gov.au)

## INFORMATION REPORT

**REPORT TITLE:** QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

**ITEM NUMBER:** 4.11

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** LARA KENNEDY

**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE CEO

**ATTACHMENTS:** 1. CPCA CEO PROGRESS REPORT JUNE QTR 2021

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### 1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 30 June 2021.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

4. Civic Leadership

4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to members councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 30 June 2021 is included for the information of Council as Attachment 1.

*Attachment 1*

### 5. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO



Centennial Park Cemetery  
760 Goodwood Road, Pasadena, South Australia 5042  
t 08 8276 5011 | e enquiry@centpark.org.au  
www.centennialpark.org

**CENTENNIAL PARK CEMETERY AUTHORITY  
CEO PROGRESS REPORT  
JUNE QUARTER 2021**

This progress report provides an update to our owner councils in relation to the performance of the Centennial Park Cemetery Authority (Centennial Park) for the period ended 30 June 2021, as well as insights into recent matter or activities that may be of interest.

**New Board Chair**

As advised in the previous Progress Report, the Chair of the Centennial Park Board, Geoff Vogt, this year announced his retirement from the Board, after ten years of service.

Geoff left at the end of April and the CPCA Owners Executive Committee appointed independent member Amanda Heyworth, as our new Chair. Amanda has been a member of the Board since 2017 as well as Chair of the Audit & Risk Management Committee and brings significant board and senior executive experience to the role.

**New Independent Board Member**

We have also recently appointed a new Board Member to fill the vacancy created by Geoff's departure, welcoming Todd Davies to the Board. Todd has extensive experience covering finance, audit & risk, local government, and the cemetery & crematoria sector. He has previously consulted at a strategic level to Centennial Park, and to Southern Metropolitan Cemeteries Trust in Victoria; and has been more recently serving as an independent member on the Mitcham Council Audit & Risk Committee. Todd will also Chair Centennial Park's Audit & Risk Management Committee.

**Business Performance to 30 June 2021**

Preliminary full year results are available and show an Operating Deficit of \$86K after deferral of Interment Right revenue as required by accounting standard AASB16 Leases.

With the introduction of the new accounting standard AASB 16 Leases on 1 July 2019, a significant portion of Interment Right revenue is quarantined each year. At the time the Standard was introduced, we modelled the impact and forecast an operating deficit for several years following the introduction. In future years, the amount of previously deferred revenue that will be brought to account as income, will offset the amount being deferred in the current year.

After payment of the Liability Guarantee Fee (LGF) to the owner councils, the \$86K deficit increases to \$412K. We thank for the councils for their agreement to waive 50% of the LGF for FY2021 due to the impact of the COVID-19 pandemic on our operations.

We estimate the impact of the pandemic in FY2021 was \$785K in lost revenue, and \$460K on our operating surplus. Restrictions look set to continue into July and will feature through much of FY2022.



## **Development of the Strategic Management Plan (SMP) 2022-2026**

Work on the SMP is progressing well and a strategic framework has been finalised ready for the Board's endorsement at its July meeting. Based on the insights gathered through extensive consultation, the framework summarises the key sentiments to be expressed in our Vision, Purpose and Guiding principles, as well as the proposed strategic pillars.

Once endorsed, specific priorities will be established for each of the pillars and the framework will be used as the basis for the full-blown SMP.

At the same time, work is progressing on an updated Asset Management Plan and Long-Term Financial Forecast. This suite of plans will be brought back to the Board for approval before being submitted with the owner councils for adoption in late December / early January.

## **COVID-19 Pandemic**

For much of the June quarter we were able to operate with lesser restrictions than we had seen for much of the preceding year. Unfortunately, as we are all aware, by mid-late June there were outbreaks of the new Delta strain of COVID-19 in NSW and Victoria, and the reintroduction of precautionary restrictions in SA. These again impacted services across Centennial Park.

We continue to respond quickly to the frequent changes to restrictions that impact our services, not only to put in place required measures, but to ensure our Funeral Directors and families are informed of changes immediately following announcements. Impacted families have generally booked services under one set of restrictions, only to have them changed before the service takes place. The restrictions – coupled with changes at late notice – are having a distressing impact on many families as they deal with the loss of a loved one.

## **Mental Health**

Our own team is showing great compassion, as always, as well as great resilience in helping our community to navigate the consequences of changing restrictions during a time of grief and heightened emotion.

The mental health and wellbeing of our team is always a priority, but especially so during these challenging times. We have recently engaged a new EAP provider, Compassion Fatigue Australia, and we know there has been an increase in access by team members of the EAP service. Additional supports have been provided onsite through counselling, team sessions, and a whole-of Centennial Park talk.

## **Café, Function Rooms & Gift Shop**

### **Wildflowers Café**

Since opening on 29 March, visitor numbers in the café had started to grow; however, the café has been impacted since mid-June by a mix of bad weather and COVID-19 restrictions.

Our operators, Blanco Catering, are trialling different menu items to entice return visitors, including the introduction of freshly made soup and curry during the colder weather.

We expect the sculptural walk promoted as part of our association with SALA will drive visitors to the café during August and hope that the start of some slightly warmer weather from thereon will increase patronage.

Website visitation in April increased to an all-time high of 19,792 visits. Nearly 82% of the increase was from new visitors to the site. We believe this is largely due to the reach of our advertising on social media, radio, and outdoors driving people to our website regarding the Café.

#### Function Rooms

Function Room bookings were very strong in the three months to 30 June 2021, with 104 functions held. All feedback from families and funeral directors has been excellent; in terms of the facilities, the quality of the food, and the service – the overall experience.

*\*Note - at the time of writing this report, we have just finished a seven-day lockdown which necessitated the closure of the café and function rooms. The modified Level 4 restrictions in place post-lockdown have allowed the café and function rooms to reopen; however, numbers in the function rooms are severely restricted, which will impact both the number of bookings and the total catering spend for each booking (due to fewer guests).*

#### Gift Shop

We continue to finetune the product range and test the best mix of products to suit our visitors.

We have a small number of fresh and dried flowers available from the shop. These are not being promoted but are stocked to meet the demand of buyers who come into the gift shop specifically asking for flowers, and for impulse buyers.

Despite the lack of promotion, fresh flowers are one of the most sought-after product categories, together with food and books/cards. These are followed by garden pots and then jewellery.

#### **Community & Stakeholder Engagement.**

In April, we conducted our first tour since the outbreak of the pandemic; with 25 people connected to an in-home care service enjoying a garden and history tour that finished with lunch in Wildflowers Café. Several tours followed in May, and we gave a presentation as part of the History Festival at Burnside Library.

In April, students from Scotch College placed flags on the graves of returned service personnel in an Anzac Day tradition. Channel 7 and The Advertiser both provided coverage.

**Janet Miller**

Chief Executive Officer

29 July 2021

## **COUNCIL ACTION REPORT**

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.12  
**DATE OF MEETING:** 23 AUGUST 2021  
**AUTHOR:** LARA KENNEDY  
**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE  
CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION REPORT

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### **1. EXECUTIVE SUMMARY**

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

### **2. RECOMMENDATION**

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/03/20	4.2	<b>CULROSS AVENUE LIVING STREET INVESTIGATION</b> 3. Six months following the completion of the developments at 402 Fullarton Road and 25 Culross Avenue, traffic volumes, speeds and on-street parking along Culross Avenue be reviewed to assess the impact the developments have had on the street and if any traffic calming measures are warranted.	GM City Development	A report is to be presented to Council for its consideration at its meeting to be held in August 2021.	Completed
28/09/20	5.1.2	<b>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: SINGLE USE PLASTICS</b> 1. A report be prepared investigating opportunities to influence and educate retailers within the City of Unley with a view to achieving a reduction or total removal in the provision of plastic shopping bags by businesses across the City.	GM City Development	A report is to be presented to Council for its consideration at its meeting to be held in August 2021.	Completed
23/11/20	4.1	<b>GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY - INVITATION TO JOIN</b> 2. The invitation received from ICLEI Oceania to the join the Global Covenant of Mayors for Climate and Energy be accepted, with the Chief Executive Officer authorised to submit the required letter of intent.  3. Once available, information relating to an initial community greenhouse emission inventory and hazards assessment, a greenhouse reduction target and adaptation goals and a Climate Energy Plan be submitted to the Global Covenant of Mayors for Climate and Energy as part of the City of Unley's commitment to join the group	Executive Manager Office of the CEO	Completed  This matter cannot be actioned until the Climate and Energy Plan is finalised and endorsed by Council.	Completed  TBA
27/01/21	4.2	<b>E-SCOOTER TRIAL IN THE CITY OF UNLEY</b> 2. The Mayor write to the Lord Mayor of the City of Adelaide requesting the inclusion of the South Park Lands in the City of Adelaide e-scooter trial.  3. Subject to the City of Adelaide approval of the inclusion of the South Park Lands in their e-scooter trial, an e-scooter trial to be undertaken in the City of Unley area and the Administration proceed to finalise a Use Case for submission to the Minister for Infrastructure and Transport. 4. The Administration be authorised to make technical amendments to the e-scooter trial Use Case to meet the requirements of the Minister, without significant departure from the substance/intent of the conditions as part of the finalisation process. 5. Subject to Ministerial approval, the use of the Shared Mobility Devices Model Permit developed by the Local Government Association for the establishment of an e-scooter trial in the City of Unley area based on the permit conditions as set out in Attachment 2 to this report (Item 4.2, Council Meeting 27/01/2020) be endorsed.	GM City Development	The City of Adelaide has written to the Minister for Infrastructure and Transport seeking support for the inclusion of the South Park Lands in the current City of Adelaide e-scooter trial area. Approval is yet to be provided. The Administration has submitted a draft Use Case to the Department of Infrastructure and Transport (DIT). Liaison with DIT will continue with the aim to submit to the Minister for consideration by November 2021.	November 2021
24/05/21	4.6	<b>REVIEW OF CONSERVATION GRANTS POLICY</b> 2. Further work be undertaken on the Conservation Grants Policy, as set out in Attachment 1 to this report (Item 4.6, Council Meeting 24/05/2021) to enable: a. Consultation with key groups, including FOCUS and the Tree Action Group, regarding the proposed amendments. b. Consultation with Council's Heritage Advisor on the proposed amendments. c. Information to be presented to Council on the option to fund Representative Buildings under the Policy; and d. Consideration to be given to the proposed timelines for both building and tree applications. with a report addressing the above matters to return to Council for consideration.	GM City Services	Briefing held 7 June 2021 - revised policy and results of community engagement presented at August Council meeting.	Completed
28/06/21	4.2	<b>CLIMATE AND ENERGY PLAN FOR ENDORSEMENT</b> 1. an Elected Member briefing be held as a matter of priority (prior to Council endorsing the Climate and Energy Plan) to provide Elected Members with information on: a. Carbon offsets (including how much they currently cost, how Council purchases them, projects they cover (and any broader benefits they offer e.g. supporting regional and indigenous communities, fostering biodiversity), the rationale for buying Australian Carbon Credit Units over 'internal' offsets; and b. Opportunities to bring other initiatives within the Climate and Energy Plan forward (e.g. installation of solar across council buildings, Scope 3 low carbon alternatives, building efficiency upgrades, LED lighting program) including what are the financial costs of bringing these forward and any trade-offs associated with emissions saved vs materials 'wastage' in early disposal, embodied energy in products and financial savings in early transition to new products.	GM City Development	An Elected Member briefing was held in August 2021. Final Plan presented at August Council meeting.	Completed
26/07/21	4.1	<b>LOCAL GOVERNMENT FINANCE AUTHORITY CALL FOR NOMINATION - COUNCIL REPRESENTATIVE AT ANNUAL GENERAL MEETING AND NOTICE OF MOTION SUBMISSION INFORMATION</b> 1. Mayor M. Hewitson be put forward in response to the call for an appointment of a Council representative at the LGFA Annual General Meeting which is scheduled to be held on Friday 29 October 2021	Executive Manager Office of the CEO	Correspondence with LGA putting forward Mayor Hewitson.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO <b>AUGUST</b> 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/07/21	5.1.1	<b>NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE ENSURING USEABLE OPEN SPACE AS PART OF ANY REDEVELOPMENT AT HIGHGATE PARK</b> 1. Council write to the Minister of Human Services as sole Trustee for the Home for Incurables Trust and the Attorney General, requesting that the sale of Highgate Park ensures that there is a minimum of 12.5% useable open space as part of any redevelopment on the site. Furthermore, Council express the view that it wishes to commence discussions with the Trust on the possibility of purchasing additional land for the creation of a local community park on the site.	CEO	CEO write to the Minister of Human Services.	Completed

## MOTION OF WHICH NOTICE HAS BEEN GIVEN

**REPORT TITLE:** NOTICE OF MOTION FROM COUNCILLOR N. SHEEHAN RE: VARIATION TO COUNCIL DECISION C0546/21 - OUTDOOR DINING PERMIT FEES

**ITEM NUMBER:** 5.1.1

**DATE OF MEETING:** 23 AUGUST 2021

**ATTACHMENTS:** NIL

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Councillor N. Sheehan has given notice of intention to move the following motion at the Council meeting to be held on 23 August 2021.

### **MOTION**

That:

1. A variation to Council resolution *C0546/21 – Proposed 2021-22 Fees and Charges* be made, which deletes reference to the setting of a fee for outdoor dining permits, included in the Fees and Charges document as follows:

Renewed Outdoor Dining Permit – Rental per square metre of public land per week

Name	Year 20/21	Year 21/22 Fee (incl GST)	Increase \$
Application fee for Administration (excl Development Application - \$79.80)	\$0.00	\$0.00	-
Defined retail precincts – with liquor	\$0.95	\$1.00	\$0.05
Defined retail precincts – without liquor	\$0.55	\$0.60	\$0.05
Other commercial areas – with liquor	\$0.90	\$0.95	\$0.05
Other commercial areas – without liquor	\$0.45	\$0.50	\$0.05
Residential areas – with liquor	\$0.70	\$0.75	\$0.05
Residential areas – without liquor	\$0.40	\$0.45	\$0.05

2. A refund be issued for any outdoor dining permit fees paid for the 2021/22 financial year.

## **Background**

This motion has been instigated due to the requests from local businesses that have reached out to Councillor N. Sheehan as their local Elected Member in the Goodwood Ward. The local businesses asked is there any way that the City of Unley can help support hospitality businesses in these unprecedented and challenging times due to COVID-19 lockdowns and restrictions on capacity with outdoor dining. However, this motion not only helps businesses with Outdoor Dining Permits in the Goodwood Ward, it helps businesses across the whole city, now and in the future.

The number of Outdoor Dining Permits is expected to be 46.

The anticipated revenue for 2021/22 for the City of Unley Outdoor Dining Permits is \$29,458. This is across the whole city.

The total revenue that has been received to date is \$7,794.

The total amount of permits approved is 32. Still waiting on payment from some businesses.

Those businesses that have not sought approval for permits is 14.

Any relief given for Outdoor Dining Permits is a direct relief to the business owner, there is no question of whether something has been passed on from a landlord to a tenant. The business owner pays and applies for the Outdoor Dining Permit.

Outdoor dining is a key component to activating whole precincts.

Outdoor dining is known to have a direct flow-on economic benefit to surrounding retail shops, and other businesses.

Whilst there are small SA and Federal grants available, there are eligibility requirements and some businesses may not qualify for the grants.

Capacity and density requirements restrict trade to numbers that have made it at times very difficult for small business to cover overheads.

An example of outdoor dining capacity restrictions from two Goodwood Ward businesses:



## Good Gilbert

Outdoor dining capacity	Indoor dining capacity
25% = 5 people	25%= 13 people
50%= 10 people	50%= 27 people
75%= 15 people	75%= 41 people
100%= 16 as per council permit	100%= 50 people

## CRU

Outdoor dining capacity	Indoor dining capacity
25% = 3 people	25% = 7 people
50%= 6 people	50% = 15 people
75%= 9 people	75% = 22 people
100% recently reduced from 16 to 12 people	100% = 30 people

This motion aligns with the newly endorsed Economic Development Growth Strategy 2021-25.

We have the following short-term action in the recently endorsed ED Strategy:

4.1.1	Review outdoor dining trading fees and identify opportunities to further assist business.
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This motion speaks directly to this action.

Here is an extract of the letter I received from my constituents 5th August 2021.

*'As I'm sure you are aware, our industry is going through unprecedented and tough times, added loss of consumer confidence in dining out, wavering and inconsistent restriction parameters from our state government, and increasing costs across the board would leave any operator in a bed of sweat.*

*from lockdown week, we may request government funding from the mandated closure, but this is no guarantee, and following from that we have had 1 week at 25% capacity, which is barely enough to generate enough revenue to cover overheads, to this week at 50%, vice versa, where there is no funding available from federal or state government for support to keep our businesses going*

*We would like to request, to you as an elected member of our local council, to see if there is any form of support available to us. Outdoor dining permits, if there is any leniency here, whether it be increasing our allowed capacity or relief/refunds in permit costs could be one direction we could look at.*

*please note - this is not a sole request from Ourselves or Cru, it just happens to be 2 neighbouring businesses that are suffering the same hardship in this time within our council, as no doubt there will be hundreds of other businesses in our industry facing similar outlooks.'*

According to Beyond Blue, two-thirds of small business owners say the impacts of the COVID-19 pandemic have affected their mental health.

<https://www.healthyworkplaces.sa.gov.au/news/latest-news/mental-health-coaching-for-small-business-owners>

The City of Unley is known for its thriving café and restaurant culture and scene, and to have empty cafés, restaurants and shops in our streets ruins precincts. Providing this support will help our local businesses to continue to add vibrancy to the City of Unley.

Small businesses are the heartbeat, the very fabric of a community. Outdoor dining is a drawcard to bring people to our mainstreets and precincts.

This motion may encourage and attract new business to the City of Unley.

This motion shows we are a business-friendly council and that the City of Unley is an easy place to do business.

This motion will directly support hospitality small businesses who have been hit particularly hard due to Covid 19. This motion will provide some financial relief.

It is highly probable that we will have future lockdowns and trade restrictions before the year is out.

Outdoor dining creates vibrancy, an atmosphere, a sense of place and belonging. Outdoor dining brings friends, families and community together. Outdoor dining provides a place for connection.

This motion is a proactive solution, it not only helps those businesses that need help now, but it provides support for the future. It shows a commitment to our businesses, and that we value everything that outdoor dining brings to our City.

## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: FRONT BOUNDARY HEDGES - IMPACT ON PEDESTRIAN ACCESS
<b>ITEM NUMBER:</b>	5.1.2
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>ATTACHMENTS:</b>	NIL

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Councillor Don Palmer has given notice of intention to move the following motion at the Council meeting to be held on 23 August 2021.

### **MOTION**

That:

1. An audit of previously inspected hedges on the front boundaries of private properties within the City of Unley be completed to:
    - 1.1 Identify hedges that impede pedestrian access on the public footway;
    - 1.2 Outline actions Council may take to resolve the impact of these related hedges, in line with Council's Compliance Policy.
  2. A report on the audit findings be presented to Council for consideration of any further action.
- 

### **Background**

Councillor J. Boisvert and I have received concerns from rate payers regarding numerous hedges in our Ward that are trespassing into the public footway to an extent that makes pedestrian passageway very difficult. Particularly for people using pushers or riding mobility scooters and wheelchairs.

We understand that this issue is not confined to the Clarence Park Ward.

Councillor J. Boisvert and I believe it would be prudent for Council to know the extent of this occurrence across the City of Unley. Further to this we believe that Council needs to adopt a policy on how to manage hedges that trespass into the public domain and cause passageway restrictions.

## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF AUGUST 2021  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 23 AUGUST 2021  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (05/08/21 to 17/08/21)

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
05/08/21	Meet the Mayor	Host
06/08/21	ERA Mayors Breakfast – Luigi Delicatessen	Mayor
06/08/21	CEO Performance Review 2021/22 Panel Meeting	Mayor
09/08/21	EM Briefing – Climate Offset	Attendee
10/08/21	CPCA Owners' Executive Committee Meeting	Mayor
12/08/21	Meet the Mayor	Host
12/08/21	ERA Mayors & CEOs Group Meeting	Mayor
14/08/21	SALA in Goodwood	Speaker
15/08/21	SALA Exhibition Opening – Millswood	Speaker
17/08/21	Active Ageing Alliance Meeting	Attendee

## **Report**

### *Hydrogen Economy*

South Australia is developing an Association interested in exploring and being kept abreast of opportunities that may result from being involved in the Hydrogen Economy. I asked that this be on the agenda for our last ERA meeting and by unanimous vote, Nicholas Mumford from MC<sup>2</sup>, who initiated the Hydrogen Group, has been invited to attend as a future guest speaker. In transport terms, West Torrens are trialling H<sub>2</sub> as a fuel for one of their trucks.

The suggestion was made that ERA consider joining the Association by taking up a membership, and keep all member councils fully informed.

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MONTH OF AUGUST 2021
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	23 AUGUST 2021
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. COUNCILLOR M. BRONIECKI</li><li>2. COUNCILLOR P. HUGHES</li><li>3. COUNCILLOR D. PALMER</li><li>4. COUNCILLOR M. RABBITT</li></ol>

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Council to note attached reports from Members:

1. Councillor M. Broniecki
  2. Councillor P. Hughes
  3. Councillor D. Palmer
  4. Councillor M. Rabbitt
-

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR M. BRONIECKI

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**Functions attended (21/07/21 to 17/08/21)**

Date	Function/Event Description
26/07/2021	Council meeting
29/07/2021	Centennial Park Board meeting
3/08/2021	Unley Community Cycling Group
6/08/2021	Meeting with Centennial Park Board Chair
9/08/2021	Council Briefing: Climate Offsets
10/08/2021	Unley Community Cycling Group
10/08/2021	Unley Museum meeting
10/08/2021	Audit Committee
14/08/2021	SALA at Goodwood
17/08/2021	Unley over 65 bike ride
17/08/2021	Unley Bicycle User Group meeting





## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR P. HUGHES

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**Functions attended** (21/07/21 to 17/08/21)

Date	Function/Event Description
3 <sup>rd</sup> August	Attended Living Choice, Fullarton for their SALA Opening of Art Expression @ 123 Fisher at which 48 artists exhibited.
6 <sup>th</sup> August	Attended a meeting of the CEO Performance Review Panel to finalise the review of 2020/21 performance.



## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR D. PALMER

**Functions attended** (21/07/21 to 17/08/21)

Date	Function/Event Description
26 July	Council Meeting
28 July	Clarence Park Community Centre Board of Management meeting
31 July	Cr Boisvert & I met with Presidents of Goodwood Saints Football Club and Goodwood Cricket regarding concerns over maintenance costs proposed for Goodwood Oval.
4 August	North-South Corridor Community Reference Group meeting
6 August	CEO Performance Review Panel meeting
	Met with CEO re a petition from Black Forest residents concerning a property purchase to save a lemon-scented gum
9 August	Met with Mayor re the same topic
	Council briefing on the use of Carbon offset credits
13 August	Attended Planet Arks National Tree Day for Schools planting at Orphanage Park
14 August	Opening of Sala on Goodwood Road, at Gingers
15 August	Opening of Sala display on Cromer Parade, Millswood.
17 August	Attended Active Ageing Alliance meeting
17 August	Council Assessment Panel Meeting



## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR M. RABBITT

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**Functions attended** (21/07/21 to 17/08/21)

Date	Function/Event Description
27 & 28 Jul	Tree Cities of the World Virtual Conference
29 Jul	Centennial Park Board Meeting
6 Aug	Buddies at Breakfast
13 Aug	National Schools Tree Day – Plantings by studentds at Orphanage Park
16 Aug	SALA Sculptures Exhibits at Centennial Park
17 Aug	Active Ageing Alliance Meeting

## NOTICE OF MOTION

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.2 -  
NOTICE OF MOTION FROM COUNCILLOR D.  
PALMER RE: PROPERTY ACQUISITION

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** TAMI NORMAN

**JOB TITLE:** EXECUTIVE MANAGER, OFFICE OF THE CEO

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Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
  - 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
  - information the disclosure of which would, on balance, be contrary to the public interest
2. In weighing up the factors related to disclosure:
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
  - non-disclosure of this item at this time will enable Council to determine its preferred course of action in relation to a potential property acquisition without prejudicing the commercial position of the council.

On that basis, the public's interest is best served by not disclosing 7.2 Notice of Motion from Councillor D. Palmer Re: Property Acquisition, Report and discussion at this point in time.



3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

## **CONFIDENTIAL MOTION OF WHICH NOTICE HAS BEEN GIVEN**

**REPORT TITLE:** NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: PROPERTY ACQUISITION

**ITEM NUMBER:** 7.2

**DATE OF MEETING:** 23 AUGUST 2021

**ATTACHMENTS:** NIL

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Councillor D. Palmer has given notice of intention to move the following motion at the Council meeting to be held on 23 August 2021.

### **MOTION**

That:

1. The Strategic Property Committee be requested to assess the strategic relevance of the portion of the property at 11 Addison Road which was the subject of a Petition of Local Residents and the merits, or otherwise, of acquiring the property in the context of the Unley Tree Strategy.
- 

### **Background**

Council has been steadily working through strategies to improve tree canopy cover on private property. Ratepayers of Black Forest, like many others, have been keen observers and supporters of our work.

They recognise our need to be focusing on how to improve canopy cover on private property.

Neighbours of 11 Addison Road, Black Forest have witnessed the recent falling of at least 5 significant trees in the area bounded by Addison Road, Gordon Road, Byron Road and Canterbury Terrace. The threat of yet another loss has prompted them to present a petition to Council, seeking us to consider purchasing the property on which a regulated tree resides.

With others elsewhere making similar suggestions, this is perhaps a watershed moment. An opportunity to examine what potential there may or may not be in purchasing property to advance our goals. It provides an opportunity also to publicly promote the results of such an investigation by way of a case study.

## NOTICE OF MOTION

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE FOR ITEM 7.2 - NOTICE OF  
MOTION FROM COUNCILLOR D. PALMER RE:  
PROPERTY ACQUISITION

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** TAMI NORMAN

**JOB TITLE:** EXECUTIVE MANAGER, OFFICE OF THE CEO

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Notice of Motion from Councillor D. Palmer Re: Property Acquisition, considered at the Confidential Council Meeting on 23 August 2021:

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remain confidential until such time as Council has concluded consideration of all information relating to acquisition of the property, including finalisation of a sale process should that occur, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.5 - APPOINTMENT OF MEMBER TO THE BROWN HILL AND KESWICK CREEKS STORMWATER BOARD

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** TAMI NORMAN

**JOB TITLE:** EXECUTIVE MANAGER, OFFICE OF THE CEO

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Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(a) and (j)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to:
  - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and
  - information the disclosure of which would divulge information provided on a confidential basis to another public authority or official (not being an employee of the Council, or a person engaged by the Council) and would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure:
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
  - non-disclosure of this item at this time will enable Council to make an informed decision in relation to Appointment of Member to the Brown Hill Keswick Creek Stormwater Board without unnecessarily disclosing personal affairs of the applicants, or information provided to another public authority on a confidential basis, before the decision is made.

On that basis, the public's interest is best served by not disclosing 7.5 Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

## CONFIDENTIAL DECISION REPORT

**REPORT TITLE:** APPOINTMENT OF MEMBER TO THE BROWN HILL AND KESWICK CREEKS STORMWATER BOARD

**ITEM NUMBER:** 7.5

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

**ATTACHMENTS:** 1. NOMINATION FORM AND RESUME OF HOWARD LACY

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### 1. **EXECUTIVE SUMMARY**

Two positions on the Brown Hill and Keswick Creeks Stormwater Board are due to expire on 2 August 2021. At the Council Meeting 28 June 2021 Council considered a report relating to the position of Chairperson and determined to support a recommendation from the Nominations Committee to reappoint Judith Choate for a further three year term.

A meeting of the Nominations Committee, representing the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens, was held on 30 June 2021 and provides a further recommendation for Councils consideration in relation to the remaining Board position that will fall vacant from 3 August 2021.

This report presents the Nominations Committee recommendation to Council for decision.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Nominations Committee recommendation to appoint Mr Howard Lacy to the Brown Hill and Keswick Creeks Stormwater Board for a term of three years, commencing 3 August 2021, be endorsed.
-

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

#### **4. Civic Leadership**

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

The Brown Hill Keswick Creek (BHKC) Stormwater Project is a collaborative effort by the Constituent Councils of Adelaide, Burnside, Mitcham, Unley and West Torrens, to mitigate significant flood risks and assist in safeguarding properties across the catchment.

The Constituent Councils adopted the 2016 Stormwater Management Plan (the Plan) for the four major watercourses of Brown Hill, Keswick, Glen Osmond and Park Lands Creeks. The primary objective of the Plan is to mitigate the risk and reduce the impact of major flooding on properties within the BHKC catchment, up to and including a 100-year Average Recurrence Interval (ARI) flood.

The Constituent Councils endorsed the Brown Hill and Keswick Creeks Stormwater Board Charter, which was subsequently submitted to the then Minister for Local Government for approval. The Charter was approved by the Minister and listed within the Government Gazette on 27 February 2018. The Regional Subsidiary came into existence as of that date, pursuant to s43 of the *Local Government Act 1999* (the Act).

The Brown Hill and Keswick Creeks Stormwater Board was appointed on 3 August 2018. Pursuant to clause 8 of the Charter, the first appointments to the Board were differential to ensure that no more than two of the terms of office of Board Members expired at any one time.

In accordance with clause 7 of the Charter, the Constituent Councils must appoint Board members from recommendations made by the Nominations Committee. Clause 33 of the Charter defines the Nominations Committee as the Chief Executive Officers (or their nominees) and the Mayor (or elected member authorised by the Mayor) of each of the Constituent Councils. A meeting of the Nominations Committee for any purpose provided in this Charter may only occur if at least three (3) of the Constituent Councils are represented by either of the CEO (or nominee) or Mayor (or elected member).

Clauses 7.3.1 and 7.3.2 of the Charter specify that Board membership is comprised as follows:

7.3.1 Five (5) natural persons appointed jointly by the Constituent Councils being persons who are not members or officers of any of the Constituent Councils. These persons will be appointed by the Constituent Councils from recommendations made by the Nominations Committee.

7.3.2 The persons recommended for appointment under clause 7.3.1 will be determined through a process approved by the Nominations Committee and will comprise persons with demonstrable skills relevant to the purpose of the Regional Subsidiary which may include (but is not limited to) skills in:

- a) corporate financial management;
- b) corporate governance;
- c) project management;
- d) general management;
- e) engineering;
- f) economics; or
- g) environmental management

## **5. DISCUSSION**

The current Board Members and their terms of office are as follows:

- Judith Choate Chairperson 3-year term expiring 2 August 2021
- Paul Gelston Board Member 3-year term expiring 2 August 2021
- Geoff Vogt Board Member 3-year term expiring 2 August 2022
- Rachel Barratt Board Member 3-year term expiring 2 August 2023
- Rob Gregory, Board Member 3-year term expiring 2 August 2023

Judith Choate and Paul Gelston's terms on the Board are due to expire on 2 August 2021.

The Nominations Committee (the Committee) consisting of representatives from the five constituent Councils and the Board's Project Director met on 10 May 2021 to discuss the appointment of Board members. At that meeting the Nominations committee resolved to recommend the reappointment of Judith Choate to the position of Chairperson for a further term and to advertise the position that would fall vacant on the conclusion of Paul Gelston's current term.

Council considered a report at the 28 June 2021 Council meeting and resolved to support the Nominations Committee recommendation (from its meeting on 10 May 2021) that Judith Choate be reappointed to the position of Chairperson for a further three year term.

Following the Nominations Committee meeting of 10 May 2021, an advertisement was placed on Seek and the Australian Institute of Company Directors site. Nineteen (19) applications were received, assessed and shortlisted with the shortlist of applicants provided to the Interview Panel Members (nominated by each of the Constituent Councils). From the shortlist, the Panel Members selected two (2) candidates to proceed to interview.



Interviews were conducted on 30 June 2021 followed by a Nominations Committee meeting. The Committee agreed that:

1. Subject to acceptable reference checks being completed, the Nominations Committee recommends the appointment of Howard Lacy as a Board member on the Brown Hill and Keswick Creeks Stormwater Board for a term of 3 years, commencing 3 August 2021 and expiring 2 August 2024.
2. That the Executive Assistant prepare a draft Council report to be used by each Constituent Council to endorse the recommendation.

A reference check was conducted by the Board's Project Director and supported the Committee's recommendation.

The Nomination Form and Application for Mr Howard Lacy are attached to this report as Attachment 1.

*Attachment 1*

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Nominations Committee recommendation to appoint Mr Howard Lacy to the Brown Hill and Keswick Creeks Stormwater Board for a term of three years, commencing 3 August 2021, be endorsed.

Following an extensive recruitment campaign and cognisant of the breadth of skills and knowledge of the members of the Nominations Committee, it would be appropriate to adopt the recommendation of the Committee and appoint Howard Lacy to the Board.

### Option 2 –

1. The report be received.
2. The Nominations Committee recommendation to appoint Mr Howard Lacy to the Brown Hill and Keswick Creeks Stormwater Board be rejected, and the Committee be requested to undertake a new selection process for the role of Board member.

Council may choose to reject the Committee's recommendation and ask the Committee to seek additional suitably qualified candidates for the Board position.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- Council's contribution to the Board and the BHKC Stormwater Project has been budgeted, with half of the total capital costs to be provided by the five (5) Constituent Councils. The whole of the operational costs are provided by the Constituent Councils.
- The BHKC Nominations Committee resolved at its meeting of 10 May 2021 that remuneration paid to Board members would remain at current levels being \$15,000 for each Board member and \$20,000 per annum for the Chairperson.

### **8.2 Legislative/Risk Management**

- If the appointment is not endorsed, the role may need to be re-advertised to seek further suitably qualified nominations, which could cause delays on decisions for the project.

### **8.3 Climate/Environmental Impact**

- Nil

### **8.4 Social/Economic**

- Endorsement of the recommendation will ensure continued functionality of the governing body assigned to implement the BHKC Stormwater Project. This will enable continuation of the coordinated process to reduce the impact of major flooding from the four major watercourses within the BHKC catchment.

### **8.5 Stakeholder Engagement**

- The Nominations Committee was representative of the Councils located in the catchment area.

## **9. REPORT CONSULTATION**

Report consultation has occurred between the five (5) Constituent Councils, and a mirrored report will be presented for adoption to each Council meeting.

## **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE FOR ITEM 7.5 - APPOINTMENT  
OF MEMBER TO THE BROWN HILL AND  
KESWICK CREEKS STORMWATER BOARD

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 23 AUGUST 2021

**AUTHOR:** TAMI NORMAN

**JOB TITLE:** EXECUTIVE MANAGER, OFFICE OF THE CEO

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board, considered at the Council Meeting on 23 August 2021:

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will remain confidential until such time as endorsement of the appointment is resolved by the five (5) Constituent Councils to the Brown Hill and Keswick Creeks Stormwater Subsidiary, with the CEO authorised to provide advice to the Subsidiary regarding Council's decision on this matter.

☒ Attachments

will remain confidential for the period of each Member's appointment to the Board, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.